



## Epping Forest & Commons Committee

**Date:** MONDAY, 11 MARCH 2019  
**Time:** 11.30 am  
**Venue:** COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL

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

*For consideration of Business Relating to Epping Forest Only*

Verderer Michael Chapman DL  
Verderer Melissa Murphy  
Verderer Dr. Joanna Thomas  
Verderer Nicholas Munday

**Enquiries:** Richard Holt  
Richard.Holt@cityoflondon.gov.uk

**Lunch will be served in the Guildhall Club at 1pm**

**NB: Part of this meeting could be the subject of audio or video recording.**

**John Barradell  
Town Clerk and Chief Executive**

# **AGENDA**

## **Agenda**

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

**1. APOLOGIES**

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

**3. MINUTES**

To agree the public minutes and non-public summary of the Epping Forest and Commons Committee meeting held on 14 January 2019.

**For Decision**  
(Pages 1 - 12)

**4. BREXIT UPDATE**

The Director of Open Spaces to be heard.

**For Information**

**5. ANNUAL REVIEW OF TERMS OF REFERENCE**

Report of the Town Clerk.

**For Decision**  
(Pages 13 - 16)

**6. FINAL DEPARTMENTAL HIGH-LEVEL BUSINESS PLANS 2019/20 - OPEN SPACES DEPARTMENT**

Report of the Director of Open Spaces.

**For Information**  
(Pages 17 - 26)

### **Epping Forest**

**7. EPPING FOREST CONSULTATIVE COMMITTEE DRAFT MINUTES**

To receive the draft minutes of the Epping Forest Consultative Committee meeting held on 13 February 2019.

**For Information**  
(Pages 27 - 36)



**8. SUPERINTENDENT'S UPDATE**

Report of the Superintendent of Epping Forest.

**For Information**  
(Pages 37 - 46)

**9. BUSINESS PLAN DEVELOPMENT AT EPPING FOREST**

Report of the Director of Open Spaces.

**For Decision**  
(Pages 47 - 112)

**10. EAGLE POND DRAFT CONSERVATION STATEMENT**

Joint report of the City Surveyor and Director of Open Spaces.

**For Decision**  
(Pages 113 - 190)

**11. PROVISION OF STAFF WELFARE FACILITIES AT CHINGFORD GOLF COURSE**

Report of the Director of Open Spaces.

**For Decision**  
(Pages 191 - 212)

**12. WANSTEAD PARK PONDS PROJECT**

Report of the Director of Open Spaces.

**For Decision**  
(Pages 213 - 224)

**13. MAJOR EVENT WANSTEAD FLATS UPDATE**

Report of the Director of Open Spaces.

**For Information**  
(Pages 225 - 230)

**14. EPPING FOREST DISTRICT COUNCIL LOCAL PLAN – RESPONSES TO THE INSPECTOR'S MATTERS, ISSUES & QUESTIONS (SEF 09/19)**

Report of the Director of Open Spaces

**For Information**  
(Pages 231 - 242)

## **Burnham Beeches & The Commons**

### **15. SUPERINTENDENT'S UPDATE**

Report of the Superintendent of 'The Commons'.

**For Information**  
(Pages 243 - 248)

### **16. BURNHAM BEECHES AND STOKE COMMON CONSULTATIVE GROUP - DRAFT MINUTES OF 22ND JANUARY 2019**

To receive the draft minutes of the Burnham Beeches and Stoke Common Consultative Group meeting held on 22 January 2019.

**For Information**  
(Pages 249 - 254)

### **17. ASHTEAD COMMON CONSULTATIVE GROUP- DRAFT MINUTES THURSDAY, 7 FEBRUARY 2019**

To receive the draft minutes of the Ashtead Common Consultative Group meeting held on 7 February 2019.

**For Information**  
(Pages 255 - 260)

### **18. WEST WICKHAM, SPRING PARK AND COULSDON COMMONS CONSULTATION GROUP- DRAFT MINUTES OF 24 JANUARY 2019**

To receive the draft minutes of the West Wickham, Spring Park and Coulsdon Commons Consultative Group meeting held on 24 January 2019.

**For Information**  
(Pages 261 - 268)

### **19. PROVISION OF CAR PARK CHARGING INFRASTRUCTURE AT BURNHAM BEECHES, RIDDLEDOWN AND FARTHING DOWNS**

Report of the Director of Open Spaces.

**For Decision**  
(Pages 269 - 278)

### **20. THE COMMONS MANAGEMENT PRIORITIES 2019-20**

Report of the Director of Open Spaces.

**For Decision**  
(Pages 279 - 288)

**21. THE COMMONS, SPORTS AND MISCELLANEOUS CHARGES**

Report of the Director of Open Spaces.

**For Decision**  
(Pages 289 - 292)

**22. CATERING OPTIONS APPRAISAL REPORT**

Report of the Director of Open Spaces

**For Decision**  
(Pages 293 - 306)

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

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

**Part 2 - Non-Public Agenda**

**25. 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**

**26. NON-PUBLIC MINUTES**

To agree the non-public minutes of the Epping Forest and Commons Committee meeting held on 14 January 2019.

**For Decision**  
(Pages 307 - 310)

**27. USE OF FOREST FUND FOR REFURBISHMENT OF LODGES**

Report of the Director of Open Spaces.

**For Decision**  
(Pages 311 - 322)

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

Report of the Town Clerk.

**For Information**  
(Pages 323 - 324)

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

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

## **EPPING FOREST & COMMONS COMMITTEE**

**Monday, 14 January 2019**

Minutes of the meeting of the Epping Forest & Commons Committee held at  
Committee Room - 2nd Floor West Wing, Guildhall on Monday, 14 January 2019 at  
11.30 am

### **Present**

#### **Members:**

Graeme Smith (Deputy Chairman)  
Peter Bennett  
Alderman Sir Roger Gifford  
Caroline Haines  
Sylvia Moys  
Benjamin Murphy  
Verderer Michael Chapman DL  
Verderer Dr. Joanna Thomas  
Verderer Nicholas Munday  
Jeremy Simons

#### **Officers:**

Richard Holt	- Town Clerk's department
Laura Simpson	- Town Clerk's department
Alison Elam	- Chamberlain's Department
Michael Radcliffe	- City Surveyor's department
Nicholas Welland	- City Surveyor's department
Colin Buttery	- Director of Open Spaces & Heritage
Paul Thomson	- Superintendent, Epping Forest
Andy Barnard	- Superintendent, Burnham Beeches, Stoke Common & City Commons
Jeremy Dagley	- Head of Conservation, Epping Forest
Martin Newnham	- Head Forest Keeper
Jo Hurst	- Business Manager, Epping Forest
Gerry Kiefer	- Open Spaces Business Manager

### **1. APOLOGIES**

Apologies received from the Chairman Deputy Phillip Woodhouse, Gregory Lawrence and Alderman Gregory Jones.

In the absence of the Chairman Deputy Philip Woodhouse the Deputy Chairman Graeme Smith took the chair for the meeting.

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

There were no declarations.

3. **MINUTES**

The Committee considered the public minutes of their last meeting on 19 November 2018.

**MATTERS ARISING**

In response to a Member's query the City Surveyor confirmed that the report on the Wanstead Park Parkland Plan (Gateway 1/2) project report was due for completion in January and would be brought before the Epping Forest and Commons and Projects Sub Committees as a Gateway 2 report.

Further to the mention of pest species in the minutes, the Committee was informed by a Member that the Forest Commission's publication on pest species was a useful resource in identifying pests and encouraged those interested to consider the document. Members asked Officers to consider the promotion of appropriate linked pages on the City Corporation website.

The tender of the Deer Strategy Review had been delayed on advice to ensure that the term arrangements of academic institutions on the tender list were properly reflected in the tender process.

**RESOLVED** – That the public minutes and non-public summary of the meeting on the 19 November 2018 were agreed as an accurate record.

4. **BREXIT UPDATE**

The Director of Open Spaces was heard regarding implications of Brexit for the management of Epping Forest and the City Common. The Director of Open Spaces informed the Committee that he would endeavour to keep the update brief noting that the various possible outcomes of the Brexit process made it difficult to give an exhaustive list of potential impacts of the process. The Director of Open Spaces highlighted that the central impact was likely to be the loss of income received through the *Countryside Stewardship Fund* which received funding from *The European Agricultural Fund for Rural Development: Europe investing in rural areas*. However, the Director of Open Spaces explained that the City of London Corporation was in discussion with the Department for Environment, Food and Rural Affairs (DEFRA) on plans to mitigate the loss of income. A Member asked for clarification on what percentage of the City of London's Open Spaces Department's income did the funding represent. The Director of Open Spaces replied that while the funding in terms of percentage was not huge as the amount was in the region of £200,000 and £170,000 for Epping Forest and the Commons respectively it was still important to note.

**RESOLVED**- that the update be noted.

5. **SUPERINTENDENT'S UPDATE**

The Committee received a report of the Superintendent of 'The Commons' which provided an update on the issues across the nine sites within 'The Commons' division. The Superintendent of the Commons informed members that there had been considerable interest in the Burnham Beeches Café letting

but confirmed that more information would need to be provided in the non-public session. In addition, the Superintendent informed Members that specialist contractors will be sought to reduce risks associated with rock fall within the Riddlesdown Quarry site. A Member queried whether there was public access to the quarry and, if so, were any measures in place to mitigate the safety issues caused by loose rocks. The Superintendent confirmed that there was no public access to the quarry although a business (Optical Surfaces) operates there under license. They are aware and car parking is restricted until further notice and agreed that public safety on the City Common was a vital aim of the Open Spaces Department.

A Member queried if there had been engagement from the Open Spaces Department and related Committees with the City of London Corporation's Cultural Strategy. The Director of Open Spaces confirmed that there had been engagement and reference to open spaces, within and outside of the square mile, was present within the Cultural Strategy. A Member commented that monthly email Members received from 'The Commons' team were highly appreciated and useful for keeping the public informed of the work of the Commons team. Further to this point the Superintendent informed the Committee that a male calf had successfully been delivered on the morning of the 14th of January.

A Member queried if the Ancient Monument referenced in report had the appropriate signage present and if the contractors work had affected the monument. The Superintendent informed Members that Officers had sought consent from Historic England to allow works to the ditch and bank within the Ancient Monument that clear signage was present at the site. A Member noted the student placement at Burnham Beeches and asked if learning about the City of London was included in their studies. The Superintendent explained that the placement was connected to a university course and therefore was essentially based on land management and agricultural matters.

It was noted by Members that air quality was a fundamental concern and queried what action Officers had taken to address the issue within the City Commons. The Superintendent explained that the City of London Corporation engaged with and encouraged the relevant local authorities to address the issue of air quality within their local plans.

**RESOLVED-** that the updated be noted.

6. **PROPOSED NNR STATUS FOR THE COULSDON COMMONS AND HAPPY VALLEY**

The Committee considered a report of the Director of Open Spaces on the proposed Natural Nature Reserve (NNR) status for the Coulsdon Commons and Happy Valley. The Report informed Members that Officers had attended meetings with Natural England and the London Borough of Croydon, to discuss the potential for the City's Coulsdon Commons and the London Borough's Happy Valley to be declared a National Nature Reserve. Further, the report informed Members that at the most recent meeting officers from all parties agreed to develop and work towards the planned designation and seek further

approval from Member's concerning the formal 'declaration process'. Director of Open Spaces noted that the proposed NNR status for Coulsdon Commons and Happy Valley would bring them into line with many of the other City Commons who have similar status' and would advance the profile of the properties. In addition, the Director of Open Spaces explained that the proposed name for the NNR area was 'South London Downs' and commented that this name designated the area geographically but was not site specific.

A Member queried whether the position of the Royal Air Force at Kenley Airfield effected the classification of Kenley Common as an NNR and if the presence of aircraft impacted the maintenance of the site. The Superintendent clarified that airfield was only a small and entirely separate part of the common, currently owned by the MOD and that an effective management policy was in use place to mitigate the impact the airfield caused to the common.

**RESOLVED** - that Officers be authorised to progress the matter with Natural England and The London Borough of Croydon in order that a formal proposal can be developed and reported to this Committee by May 2019.

**7. SPORTS AND MISCELLANEOUS CHARGES**

Members noted that to further to Chairman's consent the report had been withdrawn due to incorrect information contained within the report which was too extensive to be corrected by an officer update at the meeting. The Director of Open Spaces confirmed that an updated report would be considered at the next meeting of the Epping Forest and Commons Committee on the 11<sup>th</sup> of March.

**RESOLVED** – that: -

- I. The report is withdrawn; and
- II. That a corrected report be produced for consideration at the meeting of Epping Forest and Commons Committee on the 11th of March.

**8. TREE PESTS AND DISEASES: OAK PROCESSIONARY MOTH URGENT UPDATE**

The Committee received a report of the Director of Open Spaces which provided Members with an urgent update on the challenges being faced due to the spread of Oak Processionary Moth (OPM) across the Open Spaces in the care of The City of London. The Director of Open Spaces noted that the OPM treatment had cost £100,000 in 2018 and was estimated to cost in the region of £200,000 this year and is likely to increase further. In addition, he explained that the OPM was already present at the Ashted and Epping Forest but was expected to be an ongoing issue at many of the City of London Corporation's Open Spaces.

A Member of the Committee asked the Director of Open Spaces for clarification on the effectiveness of the treatment of the OPM which the department was undertaking at Epping Forest. The Director of Open Spaces outlined the treatment programme for the OPM including the removal of the moth's nests



but explained these measures were designed to limit exposure to the public and would not be able to eradicate the OPM moth from the Forest. Further the Director of Open Spaces informed the Committee that the issue of OPM was likely to have a continued presence in the Epping Forest and that public education was going to be an important part of the program. A Member noted the Statutory Plant Health Notices mentioned in paragraph 13 of the Report and asked whether the required action of the City of London Corporation would be noted in the budgetary requirement of the Open Spaces Department. The Director of Open Spaces explained that discussions had taken place, and were ongoing, with the Forestry Commission and it is possible that Statutory Plant Health Notices might not be used if the once the species becomes endemic.

A Member stated that public health was a key issue and questioned whether there was a natural remedy which could be utilised to mitigate OPM. Replying to this question the Director of Open Spaces explained that there was a species of fly which parasitized OPM caterpillars which would help to limit numbers of the OPM and potentially reach a natural balance. The financial aspects of the OPM control programme in future years are being reported to Resource Allocation Sub Committee as part of the medium term financial planning process.

**RESOLVED-** that the report be noted.

9. **SUPERINTENDENT'S UPDATE**

The Committee received a report of the Superintendent of Epping Forest which provided Members with a summary of the Epping Forest Division's activities across October to November 2018. The Superintendent of Epping Forest made the following points.

**Budgets**

The Superintendent informed the Committee that Epping Forest was at 60% spend against a profile spend of 66%, which indicated a small underspend.

**Fly Tipping**

Members were updated by the Superintendent on the issue of fly tipping within Epping Forest including the number of reported incidents, specific sites of vulnerability and steps taken to increase security.

**Rough Sleepers**

In addition, the Superintendent informed Members of the number of rough sleepers' sites found within Epping Forest and noted that a decline in rough sleeping was expected over the winter months due to the adverse weather and the opening of seasonal night shelters.

Replying to a Member's query the Superintendent confirmed that each rough sleeper site cleared was listed as a single incident of fly tipping in the relevant statistics. In addition, a Member noted that the public and local Neighbourhood

Watch Schemes were a useful resource and asked if the Epping Forest team had appropriately engaged with them to help with the policing of fly tipping in the area. The Head Forest Keeper explained that the City of London had representatives on community policing boards in Redbridge and Waltham Forest which provided helpful information. The Member replied by clarifying that the Neighbourhood Watch was a separate body to those mentioned by the Head Forest keeper asked if there was any engagement with service which they provided. The Superintendent clarified that the Epping Forest team did involve local Neighbourhood Watch Schemes, particularly through social media posts which provided an early warning and key information for staff investigating incidents such as fly tipping. Following a query from a Member on the relative costs of dealing with different forms of fly tipping the Superintendent confirmed that asbestos, food and chemical waste were generally the most expensive forms of fly tipping, especially where this material had contaminated more general waste.

### **Licenses**

Members were informed that a total of 28 licences for events were issued during the two months which yielded an income of £21,005.42 plus VAT.

### **Grazing**

The Superintendent provided Members with an update on the subject of grazing within Epping Forest which included details of the new cattle handling installation at Great Gregories Farm, the visit of former Verderer and Honorary Reeve Michael Davies, the record number of grazing days and the receipt of the 'Innovative and Improved new ways of working' award to the Epping Forest Grazing Team.

### **Visitors and Events**

Members received the Superintendent's update on a number of events which had taken place since the last meeting and noted that visitor numbers remain lower than last year. A Member questioned the whether the Epping Forest team had been appropriately involved in the Sports Strategy and if more signage would helpful for informing the public of the location of Epping Forest. Replying to these points the Superintendent explained that while the Epping Forest team had provided input into the Sports Strategy due to the Forest's geographical location, engagement with the Sports Strategies of Local Authorities bordering the Forest was also a high priority. A Member noted that the critical Committee for considering the Sports Strategy was the Education Board. Moreover, responding to the second question the Superintendent informed the Committee that a report on the matter of signage would be considered by the Committee later in 2019 and that the key issue was funding the additional roll-out of White on Brown Tourist signs.

### **Town & Country Planning**

The Superintendent informed Members of planning developments with relation to Epping Forest and provide details of the Epping Forest District Council's full Cabinet meeting on the 18<sup>th</sup> October 2018. In addition, the Superintendent informed that hearings on the Epping Forest District Council Local Plan (LP) had been programmed for February, March and May. Members were informed

that further information on the LP would be provided at a later item on the Agenda.

### **Chingford Golf Course**

The Superintendent informed Members of the maintenance works which had taken place at Chingford Golf Course and included information of an incident of motorbike damage occurred on the 5th green.

The success of the Chingford Golf Course was highlighted by a Member who queried whether the example set by this course being considered by the other courses in the area. The Superintendent responded by explaining the key components of Chingford Golf Courses' success and noting that while these were matters of competitive advantage these techniques had been highlighted to other courses.

Replying to a question on the Epping Forest ponds from a Member of the Committee the Superintendent informed Members that discussions had taken place with consultants on the maintenance works at the ponds with the aim to keep costs low remaining a central concern.

**RESOLVED-** that the report be noted.

## **10. EPPING FOREST DISTRICT COUNCIL LOCAL PLAN EXAMINATION**

The Committee received report of the Director of Open Spaces on the Epping Forest District Council's Local Plan and the proposed engagement plan for City of London Corporation officers. The report outlined the planned attendance of officers at hearings of the 'Examination-in-Public' to ensure that The Conservators' concerns are appropriately reflected on the Local Plan, and the associated interim Mitigation Strategy. The Head of Conservation informed the Committee that since the report had been produced the mitigation proposals put forward for on-site measures in Epping Forest had been accepted and the interim Strategy approved by Epping Forest District Council(EFDC) but had still to be approved by the London Boroughs which are also competent authorities for the Epping Forest Special Area of Conservation (SAC). Moreover, the Head of Conservation commented that the interim strategy did not include provisions for the provision of Suitable Alternative Natural Green Spaces (SANGS).

A Member enquired about the nature of the concerns being expressed by the other Local Authorities involved were with regard to the Mitigation Strategy. The Head of Conservation replied that while the City of London Corporation wasn't party to these discussions, it was the opinion of Officers is that the lack of areas in which to provide SANGS and the charging of tariff costs on housing units were expected to be the key concerns. Following this point a Member queried whether the tariffs mentioned in the Report were for single builds or for developments of more than ten buildings. the Head of Conservation clarified that the tariffs were designed for housing units rather than single builds, and that the level of tariffs should not affect the overall viability of any scheme, a matter that EFDC had confirmed within its District. .

The issue of affordable housing, both inside and outside of London, was highlighted by a Member of the Committee and asked what provisions had been made within the recommendations to reflect this. The Director of Open Spaces replied that there was no clear room for movement on this issue but that a commitment to flexibility was a key issue.

Replying to a query from a Member of the Committee it was confirmed, by the Head of Conservation that the letters listed as appendices to the report were already in the public domain through earlier reports on the matter.

**RESOLVED-** that:

- I. The proposals encompassed in Option 17 (c)i) & ii), namely that officers attend the EiP to represent The Conservators' responses on the Local Plan, to advocate off-site avoidance measures and to respond to any new information from the Council or questions from the Inspector on other matters related to The Conservators' representations be approved; and
- II. That under the terms of the approved Memorandum of Understanding, officers continue to work with the Council and other local authorities to create a full and effective Mitigation Strategy, including consideration of off-site measures on the Buffer Lands and other sites; and
- III. That officers report back to your Committee on the outcome of the Examination-in-Public and the Inspector's findings and main modifications; and
- IV. That officers bring forward any proposed full Mitigation Strategy for Members' approval.

**11. EPPING FOREST LAND RETENTION POLICY**

The Committee considered a report of the Director of Open Spaces on the Epping Forest Land Retention Policy and the results of initial Negotiations with the Highway Authorities. The report provided Members background information on the policy and outlined the reasons for the lack of progress on the implementation. In addition, the report recommended to Members that the original 1:1 compensatory approach be adopted. The Superintendent updated the Committee that after the publication of the report Waltham Forest have now accepted 1:10 ratio most likely as a result of a funding deadline from TFL. In addition, the Superintendent explained that the advice of the City solicitor was that strictly adhering to a 1:10 ratio in land retention could lead to the use of Compulsory Purchase Powers to realise projects. The Superintendent recommended to the Committee that a balanced case-by-case basis was the most prudent course of action. Replying to a Members query, the Superintendent confirmed that any additional compensatory land offered would have to be immediately adjacent to current Epping Forest land.

The Chairman commented that the quality of land offered as compensatory land was a key issue to any agreement. It was highlighted by a Member that while they believed that a case-by-case basis was the correct way forward, the land retention policy should maintain a strong defence of Forest Land. Replying to a Member's query the Superintendent confirmed that Highway Improvement

Schemes in the Special Area of Conservation would require a comparable exchange of land. Members noted their agreement with the case-by-case method recommended by the Director of Open Spaces in the report but decided not to require a strict ratio on land retention provided requests.

**RESOLVED-** that:

- I. The revision of the Land Retention Policy approach to seek a compensatory ratio on land sought for Highway and Traffic Scheme dedications in line with the compensatory requirements of the Land Acquisition Act based upon 'no less in area and equally advantageous as the land taken' is agreed; and
- II. That Members agree that the Conservators retain the discretion to consider requests on a case-by-case basis having regard to the best interests of the charity and the previous dedication history with the Highway Authority and that any agreement must ensure that the City is not bound to agree future highway dedication requests, even if a land retention parcel has been transferred "in lieu" of future dedications; and
- III. That where Highway and Traffic Authorities are unable to offer compensatory land already in their ownership contiguous with Forest boundaries, the Epping Forest and Commons Committee may consider the purchase and dedication of Buffer Land as Forest Land as a suitable exchange.

**12. FLOOD ALLEVIATION SCHEME AT HILLYFIELDS LOUGHTON**

The Committee considered a report of the Director of Open Spaces on the Proposed Construction of a Flood Alleviation Scheme at Hillyfields Loughton. The report updated Members on the findings of a Surface Water Management Plan (SWMP) commissioned by Essex County and Epping Forest District Councils. In addition, the report outlined the Flood Alleviation Scheme proposed by Essex County Council and explained the reasons for recommending the scheme's adoption.

The question of the maintenance and liability of the flood defences on City of London Corporation Land was raised by a Member who expressed concern that the City of London Corporation might become responsible for the maintenance of the defences. The Superintendent confirmed that no agreement had yet been reached on the maintenance of the site and that the Comptroller and City Solicitor would be consulted on the legal basis for any such agreement.

**RESOLVED-** that:

- I. The use of Forest Land at Hillyfields/Pyrles Lane, Loughton as a Flood Alleviation Scheme as part of Essex County Council's Surface Water Management Plan is approved; and
- II. That the City of London Corporation enters into a formal agreement with Essex County Council for the ongoing management of the Flood Alleviation Scheme with all costs to be borne by the County Council; and
- III. That Members instruct the Comptroller & City Solicitor to undertake any necessary documentation to conclude the agreement.

**13. EPPING FOREST FIRES 2018 UPDATE**

The Committee received a report of the Director of Open Spaces on the subject of fires within Epping Forest in 2018. The report detailed progress made with the implementation of the 2013 Wildfire Improvement Plan and referenced the 2018 drought during which 47 there were wildfires at various locations across Epping Forest and included a major 4-day incident at Wanstead Flats.

It was enquired by a Member if there had been any engagement with the local schools and youth groups with regard to education on forest fires. The Superintendent informed the Committee that the Epping Forest team had not engaged with local schools in the manner suggested by the Member but that they were aware of the educational outreach undertaken by the London Fire Brigade. The Chairman noted the importance of education on this issue and a Member commented he believed that people were more likely to maintain the Epping Forest if they understood its value. The Superintendent highlighted that the Police Service had urged a cautious approach to engaging the public on the issue of wildfires as they could encourage an increase in 'copycat' cases of.

**RESOLVED-** that the report be noted.

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

A Member highlighted to the Committee that the Chairman of Open Spaces had answered a question in the Court of Common Council on the tenth of January relating to dog washing facilities on open spaces managed by the City of London Corporation. Further to this comment the Deputy Chairman added that the question allowed him to inform Members of the new opportunities for licensable activities afforded to the City of London Corporation Open Spaces under the relevant 2018 legislation. The Deputy Chairman felt that given the infrastructure investment needed to support such facilities would make the necessary investment unlikely.

A Member informed the Committee that they had received a Christmas card from the City of London School for Girls which featured a painting of Epping Forest created by a Student of the school and suggested the Committee write to student to congratulate the student on their work. Moreover, the Member highlighted to the Committee that they had been approached to nominate a volunteer who picked up litter on Epping Forest for the Freedom of the City and invited comment on these proposals. The Committee both of these proposals received the support of the Committee.

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

There is was no urgent business considered.

**16. EXCLUSION OF THE PUBLIC**

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

17. **NON-PUBLIC MINUTES**

The Committee considered the non-public minutes of their last meeting on 19 November 2018.

**RESOLVED** – That the non-public minutes of the meeting on the 19 November 2018 were agreed as an accurate record.

18. **THE BEECHES CAFÉ - BURNHAM BEECHES**

The Committee considered a report of the City Surveyor regarding The Beeches Café.

**RESOLVED**- that the report be approved.

19. **DISPOSAL OF PROPERTY, WOODREDON ESTATE**

The committee received a report of the City Surveyor regarding the Disposal of a property on the Woodredon Estate.

**RESOLVED**- that the report be noted.

20. **DISPOSAL OF PROPERTY, WOODREDON ESTATE**

The Committee received a report of the City Surveyor regarding the Disposal of a property on the Woodredon Estate.

**RESOLVED**- that the report be noted.

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

There were no questions in the non-public session.

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

The Committee dealt with business concerning an agreement between the City of London Corporation and a local sports club.

**The meeting ended at 13:29**

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Chairman

Contact Officer: Richard Holt

Richard.Holt@cityoflondon.gov.uk



<b>Committee(s)</b>	<b>Dated:</b>
Epping Forest and Commons Committee	11 March 2019
<b>Subject:</b> Terms of Reference	<b>Public</b>
<b>Report of:</b> Town Clerk	<b>For Decision</b>
<b>Report author:</b> Richard Holt – Town Clerk’s Department	

## Summary

As part of the post-implementation review of the changes made to the City Corporation’s governance arrangements in 2011, it was agreed that all Committees should review their terms of reference annually. This is to enable any proposed changes to be considered in time for the annual reappointment of Committees by the Court of Common Council.

The terms of reference of the Epping Forest and Commons Committee are attached at Appendix 1 to this report for Members’ consideration.

## Recommendations

It is recommended that:

- the terms of reference of the Epping Forest and Commons Committee, subject to any comments, be approved for submission to the Court of Common Council in April, and that any further changes required 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; and
- Members consider whether any change is required to the frequency of the Committee’s meetings.

## Appendices

- Appendix 1 – Terms of Reference

### Richard Holt

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BOWMAN, Mayor	<b>RESOLVED:</b> 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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### **EPHING FOREST & COMMONS COMMITTEE**

**1. Constitution**

A Non-Ward Committee consisting of,

- two Aldermen nominated by the Court of Aldermen
- 8 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 Epping Forest only, four Verderers elected or appointed pursuant to the Epping Forest Act 1878.

**2. Quorum**

The quorum consists of any five Members.

*For the purpose of non-Epping Forest related business the quorum must consist of five Committee Members who must be Members of the Court of Common Council.*

**3. Membership 2018/19**

**ALDERMEN**

- 2 Sir Roger Gifford
- 2 Gregory Percy Jones, Q.C.

**COMMONERS**

- 4 (4) Philip John Woodhouse, Deputy
- 3 (3) Jeremy Lewis Simons
- 3 (3) Graeme Martyn Smith
- 2 (2) Peter Gordon Bennett
- 2 (2) Caroline Wilma Haines
- 2 (2) Gregory Alfred Lawrence
- 5 (1) Sylvia Doreen Moys
- 1 (1) Benjamin Daniel Murphy

together with the ex-officio Members referred to in paragraph 1 above and:-

Verderers pursuant to the provisions of the Epping Forest Act, 1878:-

- Michael Chapman, D.L.
- Melissa Murphy
- Dr. Joanna Thomas
- Vacancy

**4. Terms of Reference**

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

- (a) exercising of the powers and duties of the Court of Common Council as Conservators of Epping Forest (registered charity no. 232990) and the various additional lands which have been acquired to protect the Forest in accordance, where appropriate, with the Epping Forest Acts 1878 and 1880 (as amended) and all other relevant legislation.
- (b) the ownership and management of the following open spaces in accordance with the provisions of the Corporation of London Open Spaces Act 1878:-  
Coulsdon and other Commons (registered charity no. 232989), the other Commons being Kenley Common, Farthing Downs and Riddlesdown  
West Wickham Common and Spring Park (registered charity no. 232988)  
Ashted Common (registered charity no. 1051510)  
Burnham Beeches and Stoke Common (registered charity no. 232987)
- (c) appointing such Consultative Committees as are considered necessary for the better performance of its duties including:-  
Ashted Common Consultative Committee  
Burnham Beeches Consultation Group  
Epping Forest Consultative Committee  
West Wickham, Spring Park and Coulsdon Commons Consultative Committee
- (d) expressing views or making recommendations to the Open Spaces and City Gardens Committee for that Committee's allocation of grants which relate to Epping Forest and Commons.

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<b>Committee:</b>	<b>Date:</b>
Epping Forest and City Commons - For Information	11 March 2019
Hampstead Heath, Highgate Woods and Queens Park - For Information	13 March 2019
West Ham Park - For Information	8 April 2019
<b>Open Spaces and City Gardens - For Decision</b>	<b>8 April 2019</b>
<b>Subject:</b> Final Departmental High-level Business Plans 2019/20 – Open Spaces Department	<b>Public</b>
<b>Report of:</b> Colin Buttery, Open Spaces Director	
<b>Report authors:</b> Gerry Kiefer, Open Spaces Department	

## Summary

This report presents the final high-level business plan for the Open Spaces Department for 2019/20. The Business Plan identifies three top line objectives with four outcomes sitting under each objective. These objectives and outcomes are relevant across the range of services provided by the Department. The Business Plan also identifies the key activities that the Department will be progressing and delivering over the next year and indicates how the Department is helping to achieve the Corporate Plan's aims and outcomes.

## Recommendation

Open Spaces and City Gardens Committee Members are asked to:

- approve the Open Spaces Department's high-level Business Plan 2019–20.

Epping Forest and the Commons Committee, Hampstead Heath, Highgate Woods and Queens Park Committee and West Ham Park Committee are asked to:

- note this report

## Main Report

### Background

1. As part of the new framework for corporate and business planning, departments were asked to produce standardised high-level, 2-side Business Plans for the first time in 2017/18. Members generally welcomed these high-level plans for being brief, concise, focused and consistent statements of the key ambitions and objectives for every department.

2. For 2018/19, departments were again asked to produce high-level plans in draft, which were presented to Service Committees in November and December 2017 alongside the departmental estimate reports, so that draft ambitions could be discussed at the same time as draft budgets. This represented the first step towards integrating budget-setting and priority-setting.
3. For 2019/20, to secure deeper Member engagement with Business Plans, a series of four informal 'cluster' meetings took place in early February to allow Chairmen and Deputy Chairmen of relevant approving Committees to scrutinise how departments are using their 2019/20 Business Plans to prioritise activities towards corporate goals. These meetings were chaired by the Chair and Deputy Chairman of Resource Allocation Sub Committee.
4. To complement this, and to give all Members a chance to ask questions and put their views to their Chairmen and Deputy Chairmen in advance of these meetings, a 'Business Plan Surgery' was held on 10 January (immediately before Court of Common Council).
5. Taken together, these sessions replace the submission of draft high-level Business Plans to Committees. Final high-level Business Plans are still subject to Committee approval, as in previous years.
6. Work has also taken place to review the content and format of the supporting detail beneath the high-level Business Plans. This includes: information about inputs (e.g. IT, workforce, budgets, property and assets); improved links to risk registers; EEE Health Checks (economy, efficiency and effectiveness), and schedules of measures and key performance indicators for outputs and outcomes. This is a key element in the move towards business planning becoming a joined-up service planning process that links directly to Corporate Plan outcomes.

### **High-level Business Plan for 2019/20**

7. The Open Spaces high level Business Plan for 2019/20 (Appendix 1) reflects the breadth of the Department recognising the services provided as a local authority (City Gardens and the Cemetery and Crematorium), Tower Bridge and the Monument, and through its eight Open Spaces and Keats House charitable trusts.
8. The Department's three top line objectives remain unchanged and align closely with the Corporate Plan. The three objectives are:
  - A. Open spaces and historic sites are thriving and accessible
  - B. Spaces enrich people's lives
  - C. Business practices are responsible and sustainable
 Below these three objectives sit twelve outcomes.
9. The Business Plan uses bracketed numbers to show how the Open Spaces outcomes link to the twelve outcomes of the Corporate Plan 2018 – 2023.
10. Delivery of the Business Plan is driven through a range of divisional activities. The high-level business plan groups these as generic statements of activity (page two appendix 1). The detail behind these activity statements is shown in appendix

2. This appendix is used inter and intra departmentally to show the activity that different divisions will be progressing in 2019/20.

11. The Department has reviewed its performance measures against its twelve outcomes and areas of activity. A new collection of seventeen measures have been identified which are listed in appendix 3. Some measures that were reported previously have been removed including those that were predominantly divisional rather than Departmental and those which did not link back to the Department's outcomes. New measures include: condition of our Sites of Special Scientific Interest, influencing planning authorities development approvals and planning policy documents, income generation and apprentice performance.

### **Corporate & Strategic Implications**

12. The Department's activity is delivering ten of the twelve corporate plan outcomes across all three of the Corporate Plan aims as shown on the pie chart and table on page one of the Business Plan (appendix 1):

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

1. People are safe and feel safe.
2. People enjoy good health and wellbeing.
3. People have equal opportunities to enrich their lives and reach their full potential.
4. Communities are cohesive and have the facilities they need.

#### **Support a thriving economy**

5. Businesses are trusted and socially and environmentally responsible.
8. We have access to the skills and talent we need.

#### **Shape outstanding environments**

9. We are digitally and physically well-connected and responsive.
10. We inspire enterprise, excellence, creativity and collaboration.
11. We have clean air, land and water and a thriving and sustainable natural environment.
12. Our spaces are secure, resilient and well-maintained.

### **Conclusion**

13. This report presents the final high-level Business Plans for 2019/20 for the Open Spaces Department. The Business Plan sets out the Departments top-line objectives and outcomes and the activity we will progress and deliver in the year ahead.

### **Appendices**

- Appendix 1: High Level Open Spaces Department Business Plan
- Appendix 2: Detail sitting behind the high level activity statements
- Appendix 3: 2019-20 Open Spaces Department Performance Measures

### **Gerry Kiefer**

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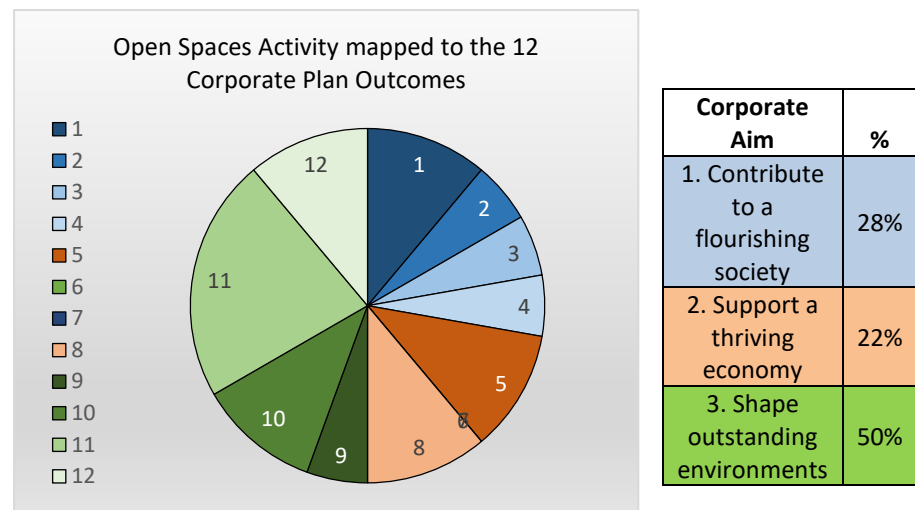
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# OUR VISION: We enrich people's lives by enhancing and providing access to ecologically diverse open spaces and outstanding heritage assets across London and beyond.

The Department's Business Plan Activity is mapped below to the 12 Corporate Outcomes and 3 Corporate Aims



The Department manages open spaces across London and beyond, a Cemetery & Crematorium, Keats House, the Monument & Tower Bridge.

City Gardens and the Crematorium and Cemetery operate as local authority functions funded by City's Fund. The other Open Spaces & Keats House are Charitable Trusts and with The Monument, are funded by the City of London through City's Cash. Tower Bridge is funded by Bridge House Estates.

Our total 2019-20 budget is:	(Expenditure) (£000)	Income £000	Net cost (£000)
<b>DIRECTORS'S LOCAL RISK:</b>			
City's Fund	(5,013)	5,626	613
City's Cash	(15,543)	4,422	(11,121)
Bridge House Estates	(6,435)	6,217	(218)
<b>TOTAL Director's Local Risk</b>	<b>(26,991)</b>	<b>16,265</b>	<b>(10,726)</b>
City Surveyor's local risk (across all funds)	(4,898)	-	(4,898)
Recharges (across all funds)	(7,345)	1,330	(6,015)
Central risk (across all funds)	(1,121)	1,522	401
<b>GRAND TOTAL ALL CHARGES</b>	<b>(40,355)</b>	<b>19,117</b>	<b>(21,238)</b>

Our three top line objectives and twelve outcomes are:

## A. Open spaces and historic sites are thriving and accessible.

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

## B. Spaces enrich people's lives.

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

## C. Business practices are responsible and sustainable.

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

## What we'll measure:

- Green Flags Awards & Green Heritage Accreditation
- Condition of our Sites of Special Scientific Interest
- Our negative environmental impact
- Planning influence
- Active veteran tree management
- Internet access
- Learning
- Visits to our heritage attractions
- Customer satisfaction
- Tennis participation
- Net budget
- Income generation
- Volunteering
- Apprenticeships
- Short term sickness
- Health and safety investigations

**KEY:** The numbers in brackets show how the Open Spaces Outcomes link to the twelve Corporate Plan Outcomes 2018-2023.

We will work across the Department, with colleagues in City Surveyors, Chamberlains, Town Clerks, Comptrollers, Remembrancer's, Built Environment, Community and Children's Services and with Members, partners, stakeholders and our local communities to deliver our activities which will help us achieve our Departmental objectives and outcomes.

## Departmental activity

### **A. Open Spaces and Historic Sites Are Thriving and Accessible**

- a) Protect our heritage: developing partnership funding bids where possible (A1) (10d)
- b) Progress reviews, drafting, approval and implementation of management / conservation / heritage plans (A1) (11b)
- c) Reduce the negative environmental impacts of our activities (A2 & C9) (11a)
- d) Engage with the local planning process to mitigate and protect against the impact of development on our open spaces (A4) (12b)
- e) Review security and access control provision (A3) (1c)
- f) Protect and enhance our sites' biodiversity and determine the 'value of our green infrastructure'. (A4) (11b)

### **B. Spaces Enrich People's Lives**

- g) Provide a sustainable range of sports and recreational opportunities (B5) (2d)
- h) Improve the visitor and cultural offer, including the development of facilities, new technologies, customer service and a programme of events celebrating our anniversaries, historic sites and nature. (B6 & B7) (4a)
- i) Determine our 'learning offer' (B8) (3b)

### **C. Business practices are responsible and sustainable.**

- j) Maximise the value and opportunities of our built and natural assets (C9) (10c)
- k) Deliver opportunities arising from improved management capability from the City of London Corporation (Open Spaces) Act 2018 (A1) (1c)
- l) Develop innovative approaches to income diversification (C9) (5c)
- m) Make more effective use of IT and technology and adopt 'smarter' ways of working (C9) (9b)
- n) Support the development of asset management plans and master plans for each site and influence the City Surveyors implementation of their operational property review (C9, C10) (12a)
- o) Maintain our regional and national influence with regard to environmental, open space, burial, heritage and tourism matters (C10) (11d)
- p) Implement the recommendations arising out of the workforce plan, staff and customer surveys (C11) (8a)
- q) Develop our apprenticeship programme and volunteering opportunities across the Department (C12) (8d)
- r) Commence the process for prioritisation of services to mitigate efficiencies and establish long term sustainable service provision (C9) (5c)

#### **Key:**

The letter/number in brackets (e.g. A2) shows which Open Spaces outcome our activities are helping to achieve.

The number/letter in brackets (e.g. 2a) shows which Corporate Plan activity our activities are helping to achieve.

**See appendix 1 for the detail behind these synopsised Departmental activities**

#### **Corporate programmes and projects:**

In addition to those programmes and projects listed above and in appendix 1, we will support the delivery of Corporate Strategies in particular: Responsible Business Strategy, Apprenticeships, Volunteering, Education Social Mobility and the emerging strategies including: Customer Service, Climate Action, Transport, Visitor Destination, Local Plan.

We will contribute to development of the Culture Mile.

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

Actions k), m), p) and q) particularly show how we will develop our capabilities including those of our staff and volunteers. This is also reflected within Appendix 1.

#### **The Open Spaces Cultural Values**

which staff should uphold in the course of their work are:

**Collaborative and Inclusive,  
Passionate and Driven,  
Respectful and Open  
Honest and Responsible**

CORPORATE PLAN'S AIMS:

2018 - 2023 CORPORATE PLAN

Contribute to a flourishing society.

Support a thriving economy.

Shape outstanding environments.

The Open Spaces Department's Vision, Objectives, Outcomes & Activity.

DEPARTMENT VISION:

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

Department Objectives	A. Open spaces and historic sites are thriving and accessible.		B. Spaces enrich people's lives.		C. Business practices are responsible and sustainable.	
Department Activity	Summary of OSD Activity (link to OSD outcomes & Corporate Plan activity)	Detail behind the Summary	Summary of OSD Activity (link to OSD outcomes & Corporate Plan activity)	Detail behind the Summary	Summary of OSD Activity (link to OSD outcomes & Corporate Plan activity)	Detail behind the Summary
<div>Key:</div> <div>The letter/number in brackets (e.g. A2) shows which Open Spaces outcome our activities and projects are helping to achieve.</div> <div>The number/letter in brackets (e.g. 2a) shows which Corporate Plan activity our activities and projects are helping to achieve.</div> <div>More than one division = Purple</div> <div>Cem &amp; Crem = Black</div> <div>City Gardens &amp; WHP = Dark Red</div> <div>Epping = Brown</div> <div>NLOS = Dark Blue</div> <div>The Commons = Green</div> <div>TB&amp;M = Light Blue</div>	a)	Protect our heritage ; developing partnership funding bids where possible (A1) (10d)	Bunhill Fields - review funding opportunities Wanstead Park Address our statutory requirement under the Reservoirs Act on Wanstead Park lakes Highgate Wood Roman Kiln Project	g)	Provide a sustainable range of sports and recreational opportunities (B5) (2d)	Standardise the sports grounds maintenance specifications Develop and implement sports licencing/leasing arrangements Increase awareness of clubs using OSD sports facilities Develop sustainable football improvements at Wanstead Flats
	b)	Progress reviews, drafting, approval and implementation of management / conservation / heritage plans (A1) (11b)	Cemetery & Crematorium Heritage Conservation Plan - implementation West Ham Park Conservation Plan - progress its drafting Epping Forest Management Plan - progress its drafting Hampstead Heath Management Strategy - implementation Highgate Wood Conservation Management Plan- progress review Queens Park Conservation Management Plan- progress review Keats House Forward Plan - implementation Keats House Improvement Plan - progress its drafting Stoke Common Management Plan - implementation Burnham Beeches Management Plan - progress its drafting Farthing Downs Heritage Plan - progress its drafting	h)	Improve the visitor and cultural offer, including the development of facilities, customer service and programmes of events celebrating our anniversaries, historic sites and nature (B6, B7) (4a)	Programme of OSD organised activities and events on our sites Playgrounds at: WHP, HH, QP Promote and improve accessibility of our sites and facilities, subject to funding. Improve signage, interpretation and visitor content Develop Tower Bridge's and Epping Forests cultural profile via Artist in Residence programmes and other cultural events. Enhance West Ham Park entrances Hunting Lodge and the View Progress access improvements at Keats House Deliver Keats200 anniversary programme Improve toilets at QP Progress a standalone Visitor Centre for The Monument Celebrate Tower Bridge's 125th anniversary
	c)	Reduce the negative environmental impacts of our activities (A2) (11a)	Increase our 'green fleet': Euro 6 or Electric Reduce the use of pesticides Reduce utility consumption - petrol, diesel, electricity, gas, water Audit and improve effectiveness of Building Energy Management System, install / retrofit LED lighting, with a focus on areas of largest consumption Progress waste procurement review Review approach to dog waste Extend EPCs and recommended actions to residential properties Replace ageing cremators with new at the Cemetery and Crematorium Implement City Gardens fleet changes arising from ULEZ Progress HH waste and recycling strategy	i)	Determine our 'learning offer' (B8) (3b)	Determine the Departmental Learning team provision Develop the learning offer at Tower Bridge, Monument and Keats House Kenley - maintain schools outreach and visits Launch and evaluate the fully accessible education facility at Tower Bridge
	j)	Maximise the value and opportunities of our built and natural assets (C9) (10c)	Implement agreed approach and options for commercial wayleaves Progress Finsbury Circus reinstatement Develop the masterplan for the future of West Ham Park Nursery site Progress Churchyard Enhancement programme	k)	Deliver opportunities arising from improved management capability from the City of London Corporation (Open Spaces) Act 2018 (A1) (1c)	Introduce longer concessions/leases Manage fly tipping Develop and implement licencing arrangements Review opportunity for use of FPN's for Bylaw offences Implement the Departmental and Divisional approved events policies Progress letting of lodges Progress off road parking strategy
	l)	Develop innovative approaches to income diversification (C9) (5c)	Optimise income that we bring in from outside our local risk budget e.g. sponsorship, will donations, grants, CIL Increase the amount of income generated from existing activity such as events, retail, filming etc Review existing income generating arrangements and opportunities e.g. Burnham Beeches cafe, car parking at The Commons Investigate and progress new income generating opportunities e.g. new catering provision Regular benchmarking of fees and charges with neighbouring/competing facilities/providers Review approach to fees and charges			

Department Activity

Key:

The letter/number in brackets (e.g. A2) shows which Open Spaces outcome our activities and projects are helping to achieve.

The number/letter in brackets (e.g. 2a) shows which Corporate Plan activity our activities and projects are helping to achieve.

More than one division = Purple  
Cem & Crem = Black  
City Gardens & WHP = Dark Red  
Epping = Brown  
NLOS = Dark Blue  
The Commons = Green  
TBSM = Light Blue

Summary of OSD Activity  
(link to OSD outcomes & Corporate Plan activity)

Detail behind the Summary

d)

Engage with the local planning process to mitigate and protect against the impact of development on our open spaces  
(A4) (12b)

Mitigation strategies developed with host/neighbouring local authorities  
Comment on planning applications that affect our land &/or the openness and character of the open space  
Resist and abate encroachment  
Contribute to Local Authorities Local Plans and Supplementary Planning Documents

e)

Review security and access control provision  
(A3) (1c)

Review site security and public safety at identified entrances  
Review access control methods at the Lido  
Explore the potential for a secure exit facility at the Bridge's South Tower

f)

Protect and enhance our sites' biodiversity and determine the value of our green infrastructure  
(A4) (11b)

Progress the implementation of the grazing expansion plans at the Commons and Epping  
Implement the actions within the biodiversity arm of the Responsible Business Strategy  
Commence work to adopt a single approach to 'value our green infrastructure'  
Monitor and report returning / new habitats within our open spaces  
Deliver habitat improvements to south meadow and complete extension of wildlife garden at West Ham Park  
Submit a bid to the Secretary of State which enhances Burnham Beeches natural habitats, biodiversity and visitor experience.  
Progress the potential for Cousldon Common and the London Borough of Croydon's Happy Valley to be declared a National Nature Reserve

Summary of OSD Activity  
(link to OSD outcomes & Corporate Plan activity)

Detail behind the Summary

Summary of OSD Activity  
(link to OSD outcomes & Corporate Plan activity)

Detail behind the Summary

m)

Make more effective use of IT and technology and adopt 'smarter' ways of working  
(C9) (9b)

Increase use of:  
\* Skype, SharePoint, iBase  
\* online payments and bookings  
\* on-line forms and apps to aid administrative functions, such as H&S inspections, fleet and playground checks etc  
Develop opportunities for a cash-free environment  
Introduce COL's CRM  
Investigate the potential for augmented reality app's  
Roll out Wi-Fi across sites to allow more agile working  
Investigate use of Col's 24 hour out-of-hours service  
Contribute to the procurement review of cash collection service, Tree safety works and OPM  
Develop a name search facility for the online burial register system  
Use technology to improve efficiency and provide intelligent management information that can improve the way we work.

n)

Support the development and implementation of Asset Management Plans and Master Plans and influence the City Surveyors implementation of the Operational Property Review  
(C9, C10) (12a)

Develop and implement Epping Forest & Hampstead Heath Asset Management Plans  
Work with CS to develop Asset Management Plans for divisions other than Epping Forest and Hampstead Heath  
Work with CS to inform, influence and progress sites identified within the OPR  
Work with CS to develop a Masterplan for Heathfield House & Parliament Hill

o)

Maintain our regional and national influence in relation to environmental, open space, burial, heritage and tourism matters  
(C10) (11d)

OPM and our work with the Forestry Commission  
Action Oak initiative  
National Park City  
Green Arc for London  
Use of S35 status to influence/deliver NE's NNR Strategy  
Develop our grave reuse and reclamation programme as a model system for creating the sustainable UK

p)

Implement the recommendations arising out of the workforce plan, staff and customer surveys  
(C11) (8a)

Deliver 2018 OSD Staff Survey recommendations  
Deliver Culture Board initiatives increasing cross division working  
Communicate feedback and implement recommendations arising from Snapshot survey results  
Deliver 2018 Corporate Staff Survey recommendations  
Develop and refine the workforce plan  
Deliver improvements arising from Cem & Crem visitor satisfaction survey

q)

Develop our apprenticeship programme and volunteering opportunities across the Department  
(C12) (8d)

Review the 'Enjoying Green Spaces & the Natural Environment' grant aid scheme to maximise it's benefit and value.  
Finalise the Volunteer tool-kit  
Maintain a rolling programme of apprenticeships across the Department where funded Corporately  
Provide opportunities for apprenticeship progression from Level 2 to Level 3  
Consider requests for internal levy funded training where operationally sustainable  
Work with partners to identify new opportunities for skills development

r)

Commence the process for prioritisation of service delivery to mitigate efficiencies and establish sustainable long term service provision  
(C9) (5c)

Review what we are providing  
Clarify our long term (5+ years) Departmental service delivery priorities  
Consider alternate methods of service delivery  
Determine our long term approach to deliver sustainable, efficient, value for money services.

## Appendix 3 - 2019 / 2020 OPEN SPACES DEPARTMENT PERFORMANCE MEASURES

No:	Performance Measure	Frequency	2018/19 Target	2018/19 Actual (annual)	2019/20 Target	Comment re 19/20 target	Contributing Divisions
<b>Department Objective A. Open spaces and historic sites are thriving and accessible.</b>							
1	Retaining Green Heritage Site Accreditation	Annual	13 Green Heritage Awards	13 Green Heritage Awards	13 Green Heritage Awards		P&G, EF, NLOS, C&C, TC
2	Retaining Green Flag Awards	Annual	15 green flag sites overall band score 53% = 80+ 27% = 75 – 79 20% = 70 - 74	15 green flag sites	15 green flag sites overall band score targets TBC		P&G, EF, NLOS, C&C, TC
3	Improving the condition of our Sites of Special Scientific Interest	Annual	New Measure for 2019/20	Favourable = 12 (28%) Unfavourable recovering = 22 (52%) Unfavourable - no change = 7 (17%) Unfavourable - declining = 1 (2%) (last assessed 2010)	All SSSI's that are re-assessed by Natural England are rated as being in 'favourable' or 'unfavourable recovering' condition.	SSSI conditions are measured by Natural England at their timetable. Measures remain as stated until a new assessment is undertaken.	EF, TC
4	Reducing our environmental footprint	Annual	New Measure for 2019/20	New Measure for 2019/20	General reduction across all areas / increase in generated electricity	Reduction in utility consumption (petrol, red & white diesel, electricity, gas and water) Increase the amount of electricity being generated Previously individual measures for usage of diesel, petrol, gas, electricity	All
5	Influencing planning authorities development approvals and planning policy documents	Annual	New Measure for 2019/20	New Measure for 2019/20	Create Baseline We will try and measure our influence in 2019/20.	Data gathering: Number of planning applications we were made aware of Number of planning applications we responded to Number of planning permissions given where our response: did not / partly / significantly influenced/informed the planning permission/conditions. Level to which our contribution to Local Plans is taken on Board	EF, NLOS, TC, P&G
6	Active management of our veteran trees	Annual	New Measure for 2019/20	New Measure for 2019/20	Still finalising the measure and method of data capture		EF, TC
<b>Department Objective B. Spaces enrich people's lives.</b>							
7	Increase the number of visits to Open Spaces Department's webpages	Annual with 6 month update	843,784		TBC once year end data available		All
8	Learning programme measures	Annual	New Measure for 2019/20	New Measure for 2019/20	Waiting on outcome of request for additional funding to secure future of the Learning Programme		Dir, EF, NLOS
9	Increase the number of visits to our heritage visitor attractions	Annual with 6 month update	1,034,246	New Measure for 2019/20	1,030,000 Tower Bridge and Monument + Keats House (25,000 or +3% on 2018/19 actual outturn)	Total figure across the attractions	TBM, NLOS
10	Improve customer satisfaction at our heritage visitor attractions	Annual	New Measure for 2019/20	New Measure for 2019/20	Improvement in our customer satisfaction scores across a number of schemes at Tower Bridge and Keats house	Total performance across the attractions	TBM, NLOS
11	Increase tennis court usage	Annual with 6 month update	New Measure for 2019/20 as will include Queens Park tennis courts as well.		TBC once all year end usage data collated		P&G, NLOS

No:	Performance Measure	Frequency	2018/19 Target	2018/19 Actual (annual)	2019/20 Target	Comment re 19/20 target	Contributing Divisions
<b>Department Objective C. Business practices are responsible and sustainable.</b>							
12	<b>Achieve budgeted net expenditure by overarching Committee (OS Director local risk only)</b>	Annual with 6 month update	New Measure for 2019/20 (Budget is (11,934,000))		(12,221,000)	<b>OSCG Committee</b> Achieve Budget Net expenditure (OS Director local risk) for this overarching open spaces Committee	<b>P&amp;G, EF, NLOS, TC, Dir</b>
		Annual with period updates	New Measure for 2019/20 (Budget is 1,700,000)		1,683,000	<b>PHES Committee</b> Achieve Budget Net expenditure (OS Director local risk) for this Committee	<b>C&amp;C</b>
		Annual with 6 month update	New Measure for 2019/20 (Budget is 1,592,000)		£1,555,000	<b>CHL Committee</b> Achieve Budget Net expenditure (OS Director local risk) for this Committee	<b>TBM, NLOS</b>
13	<b>Achieve Budgeted income target by overarching Committee (OS Director local risk)</b>	Annual with 6 month update	New Measure for 2019/20 (Budget is 4,237,000)		4,184,000	<b>OSCG Committee</b> Achieve Budget Gross Income target (OS Director local risk) for this overarching open spaces Committee	<b>P&amp;G, EF, NLOS, TC, Dir</b>
		Annual with period updates	New Measure for 2019/20 (Budget is 4,821,000)		5,089,000	<b>PHES Committee</b> Achieve Budget Net expenditure (OS Director local risk) for this Committee	<b>C&amp;C</b>
		Annual with 6 month update	New Measure for 2019/20 (Budget is 6,842,000)		6,992,000	<b>CHL Committee</b> Achieve Budget Net expenditure (OS Director local risk) for this Committee	<b>TBM, NLOS</b>
14	<b>Volunteer measure</b>	Annual	New Measure for 2019/20		TBC -identifying impact/outcome based measures but assessing level of resource required to collect data.	To be impact based measures aswell as input based	<b>P&amp;G, EF, NLOS, TC, Dir,</b>
15	<b>Increase apprentice performance</b>	Annual	New Measure for 2019/20	New Measure for 2019/20	TBC - aiming to establish baseline in April 2019	% of apprentices that pass their training/qualification with OS (establish level of data available in 2018/19 or gather baseline in 2019/20). % of apprentices that leave OSD and gain full time employment or access further/higher training, within 3 months (establish level of data available in 2018/19 or gather baseline in 2019/20).	<b>All</b>
16	<b>Reduce the number of FTE days lost due to Short term sickness</b>	Annual with 6 month update	3.2 days FTE Working Days Lost per FTE		Target to be set once 2018/19 actual confirmed		<b>All</b>
17	<b>The % of health and safety accident investigations completed within 28 days</b>	Annual with 6 month update	85%		85%	<b>Corporate target</b>	<b>All</b>

**Key to contributing divisions**

P&amp;G = Parks and Gardens (City gardens and West Ham Park)

EF = Epping Forest

North London Open Spaces (Hampstead Heath. Golders hill Park, Highgate

NLOS = Wood, Queens Park, Keats House)

TC = The Commons (Burnham Beeches and City Commons)

C&amp;C = Cemetery and Crematorium

TBM = Tower Bridge and Monument

Dir = Directorate



## EPHING FOREST CONSULTATIVE COMMITTEE

Wednesday, 13 February 2019

**Minutes of the meeting of the Epping Forest Consultative Committee held at the Guildhall EC2 at 7.00 pm**

### **Present**

#### **Members:**

Deputy Philip Woodhouse (Chairman)	Brian McGhie – Epping Forest
Judith Adams - Epping Forest Heritage Trust	Conservation Volunteers
Martin Boyle - Theydon Bois and District Rural	Gordon Turpin - Highams Park Planning Group
Susan Creevy - Loughton Residents Association	Steve Williamson - Royal Epping Forest Golf Club
Tim Harris - WREN Wildlife & Conservation Group	Tim Wright - Orion Harriers
Andy Irvine - Bushwood Area Residents	Verderer Dr. Joanna Thomas
Carol Pummell - Epping Forest Riders Association	Verderer Michael Chapman DL
Tricia Moxey - Bedford House Community Association	Verderer Melissa Murphy
	Verderer Nicholas Munday

#### **Officers:**

Richard Holt	- Town Clerk's Department
Colin Buttery	- Director of Open Spaces
Paul Thomson	- Superintendent, Epping Forest
Jeremy Dagley	- Head of Conservation, Epping Forest
Jacqueline Eggleston	- Head of Visitor Services, Epping Forest
Jo Hurst	- Business Manager, Epping Forest
Martin Newham	- Head Forest Keeper, Epping Forest
Geoff Sinclair	- Head of Operations, Epping Forest

### **1. APOLOGIES**

Apologies were received from Graeme Smith, Jo Blackman, Jill Carter, Mathew Frith, Paul Morris, Enid Walsh, Robert Levene (Tricia Moxey represented the Bedford House Community Association) and Sylvia Moys.

The Chairman introduced Verderer Nicholas Munday to his first meeting of the Epping Forest Consultative Committee.

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

There were no declarations.

3. **MINUTES**

The Committee considered the minutes of the previous meeting of the Epping Forest Consultative Committee held on 10 October 2018. The Superintendent of Epping Forest explained that the procurement of the Deer Strategy Review had been delayed to the beginning of the new academic year to ensure various institutions could bid for the work. A Member of the Committee raised an amendment to the minutes adding that Wren Wildlife Conservation Group statement should highlight the effect to ground-nesting Skylarks (a Red Data list species) and Meadow Pipits.

**RESOLVED-** that the public minutes of the meeting held on 10 October 2018 be approved as a correct record.

4. **MINUTES OF THE EPPING FOREST & COMMONS COMMITTEE**

The Committee received the minutes of the Epping Forest and Commons Committee meetings held on 19th of November 2018 and 14th of January 2019. The Chairman highlighted that these minutes were on the agenda for information and to provide Consultative Committee Members with a helpful summary of matters discussed at the Epping Forest and Commons Committee.

**RESOLVED-** that the minutes of the Epping Forest and Commons Committee meetings held on 19th of November 2018 and 14th of January 2019 be noted.

5. **SUPERINTENDENT'S UPDATE**

The Committee received a report of the Superintendent of Epping Forest which provided Members with a summary of the Epping Forest Division's activities across October to November 2018. The Superintendent of Epping Forest made the following points.

**Budgets**

The Superintendent informed the Committee that Epping Forest was at 60% spend against a profile spend of 66%, which indicated a small underspend.

**Fly Tipping**

Members were updated by the Superintendent on the issue of fly tipping within Epping Forest including the number of reported incidents, specific sites of vulnerability and steps taken to increase site security. A Member of the Committee asked for further details on the measures taken to limit fly tipping within Wanstead Flats. The Superintendent informed the Committee that two full-time Enforcement Officers had been recruited at Epping Forest to pursue prosecutions under the Environmental Protection Act; the gating and regular opening and closing of gates at car parks was being undertaken and co-operation was being improved with neighbouring Local Authorities and Police Services to help limit fly tipping in the area. Following a point raised by the Chairman, the Superintendent confirmed that the downturn in the construction



industry had complicated the picture, but there was anecdotal evidence to suggest that our recent anti-fly tipping measures had displaced some tipping from within the Forest to areas further away.

### **Rough Sleepers**

The Superintendent informed Members of the number of rough sleepers' sites found within Epping Forest and noted that a decline in rough sleeping was expected over the winter months due to the adverse weather and the opening of seasonal night shelters. In response to questions on rough sleepers the Head Forest Keeper advised that rough sleepers should be reported on the Epping Forest 24-hour line 020 8532 1010 and confirmed that while it was difficult to generalise around individuals whose lives were clearly in crisis given good initial multi-agency support most rough sleepers can secure positive outcomes and do not return to the Forest.

### **Grazing**

The Superintendent provided Members with an update on grazing within Epping Forest which included details of the new cattle handling installation at Great Gregories Farm, the visit of former Verderer and Honorary Reeve Michael Davies, the record number of grazing days and the award of the City Corporation 'Innovative and Improved new ways of working' prize to the Epping Forest Grazing Team.

### **Duck pond usage**

A Member raised the issue of signage at the duck ponds with Epping Forest highlighting that members of the public were still feeding the ducks. The Superintendent explained that further work had been undertaken to engage on the issue of duck feeding and highlighted the Epping Forest Heritage Trust's Duck Champion scheme which sought to engage duck feeders in positive dialogue. In addition, it was noted that the policy approach on this issue would be need for patient and long-term interventions to help address behaviours quite literally learnt 'at Mothers knee'. It was commented by a Member that while clear signage was still key, they agreed the problem would require a long-term solution.

### **Deer Strategy**

A Member of the Committee asked the Superintendent to provide further information regarding the purpose of the Deer Strategy and the potential involvement of universities in the production of the Strategy. The Superintendent explained that the 1996 Deer Management Strategy needs to be reviewed in the light of increasing and unsustainable numbers of deer which were causing a range of impacts including increased deer-vehicle collisions; damage to crops and overgrazing of woodland understoreys. The Strategy would review the previous assumptions around stocking levels; consider industry best practice and review innovative methods around sustainably managing deer numbers.

**RESOLVED-** that the report be noted.

6. **BUSINESS PLAN DEVELOPMENT AT EPPING FOREST**

The Committee received a report of the Director of Open Spaces on the Business Plan Development at Epping Forest. The Head of Operations for Epping Forest introduced the report, highlighting the general process and key work practices outlined in the report.

A member questioned what the process for consultation had been with regard to the Theydon Bois Green paper. The Head of Operations explained that the report had been considered via the formal Committees process after a targeted consultation with a number of key stakeholders ahead of public consultation on the proposals.

The Chairman commented on the issues caused by the telephone cables at sites such as Theydon Bois and asked Officers to provide the Committee with more information on this issue. The Head of Operations explained that a range of buried utility infrastructure was relatively common within the Forest. A number of utilities had been installed without agreement and their presence could cause delays in project delivery. The Head Forest Keeper informed the Committee that the City of London Corporation (Open Spaces) Act 2018 provided the City with further powers to mitigate these issues but urged the Committee to contact Epping Forest with any information that they may have on the illegal insertion of telephone or broadband cables within the Forest.

A Member of the Committee representing the Theydon Bois Parish Council read a short statement as follows from the Parish Council on the City of London Plans for the Management of Theydon Bois Green:

*'The Parish Council welcomed the opportunity to have a much closer working relationship with the City of London over the maintenance on the village green.*

*Theydon Bois Green, including the Avenue of Trees and the Village Pond are the principle assets of the Village. Regrettably, due to a lack of investment and inactivity on the part of the City Corporation, the village pond in particular, has taken on a 'shabby' appearance with the islands on the pond completely overgrown and the ditches and from the pond blocked in places. Rats are now thriving in the area.*

*Suggested dates in the Detailed Activity Plan for the maintenance of the areas, going as far out as 2027, is unhelpful and it is hoped that via a closer working relationship these areas can be addressed in the short-term rather than in the long-term.*

*The Parish Council is also keen to maintain the historic benches in current position under the Avenue of trees. Part of the attraction of these benches is that they offer residents the opportunity to sit in the shade under the trees during the summer season.'*

The Head of Operations replied that works listed within the report are spread out over time and the 2027 year should therefore not be seen as a start date for all works. In addition, it was confirmed that maintenance works on the islands on the pond would be beginning in 2020. The Head of Operations commented

that Theydon Bois Green site plan should be considered in the context of the requirements of the whole Forest, and welcomed the opportunity to work more closely with the Parish Council going forward. A Member thanked officers for the new information within the report and highlighted the opportunities for local volunteers to work in partnership with the City Corporation to improve the area.

It was highlighted by a Member that the responsibility for the maintenance of Theydon Bois Green had been agreed with Theydon some time ago and questioned if this agreement was still relevant to the City Corporation. The Superintendent confirmed that the City Corporation valued the Care and Maintenance agreements which allowed communities to add value to their local areas of the Forest. The Individual Site Plans (ISP) were an attempt to more carefully detail all the responsibilities and aspirations of a site with a view to building future partnerships on specific projects and that the ISP approach was underway at Highams Park which had been working really successfully through clear dialogue and mutual support.

**RESOLVED-** that the report be noted.

**7. TREE PESTS AND DISEASES: OAK PROCESSIONARY MOTH URGENT UPDATE**

The Committee received a report of the Director of Open Spaces which provided Members with an urgent update on the challenges being faced due to the spread of Oak Processionary Moth (OPM) across the Open Spaces in the care of The City of London. The Director of Open Spaces noted that the OPM treatment had cost £100,000 in 2018 and was estimated to cost in the region of £200,000 this year and is likely to increase exponentially thereafter. In addition, he explained that the OPM was already present at various sites in Epping Forest highlighting that education would be a key factor in mitigating the impact of OPM. The Head of Conservation for Epping Forest detailed that currently the Forest had 100 effected trees and 200 OPM nests but that this was expected to be in the 1000's soon.

Replying to a query regarding photograph examples of the OPM, the Director of Open Spaces clarified that the Forestry Commission website was a useful recourse for material on OPM.

<https://www.forestry.gov.uk/oakprocessionarymoth>

In addition, it was confirmed that in April new signage would be produced to inform visitors to the Forest of the potential dangers of OPM when it was expected that new nests would form.

A Member asked if there were specific sites where the OPM was particularly prevalent. The Head of Conservation replied that OPM was predominantly located at sites with open grown oak but added that the sites where the OPM nests were likely to be encountered by visitors had already been identified.

**RESOLVED-** that the report be noted.

**8. EAGLE POND CONSERVATION STATEMENT**

The Committee received a joint report of the City Surveyor and Director of Open Spaces on the Eagle Pond Conservation Statement. The Head of Operations commented that the Statement aimed to balance both development and heritage concerns.

A Member suggested that not all edges of the pond should be left open, in order to create more secluded areas. A Member added that car park closer to the pond would improve accessibility but accepted that may not be a practical. The Head Forest Keeper explained that the relevant local authorities were considering change to the traffic management plan in the area which could open up opportunities for improving access to the pond.

**RESOLVED-** that the report be noted.

9. **MAJOR EVENT WANSTEAD FLATS UPDATE**

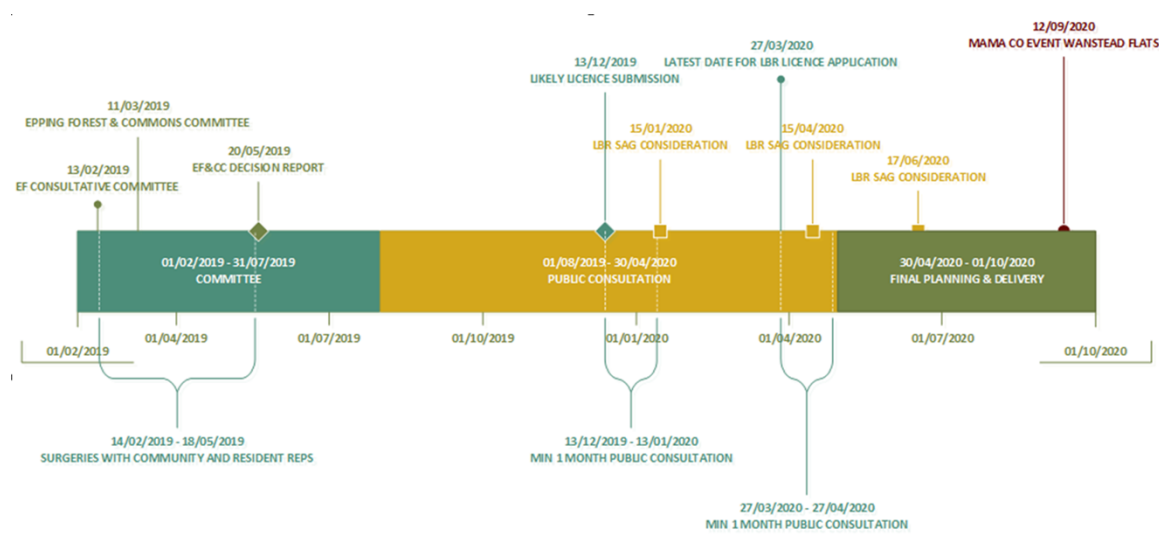
The Committee received a report of the Director of Open Spaces which provided Members with an update on the Major Event at Wanstead Flats. The Head of Visitor Services explained that the report had been produced in response to the previous discussion on the Major Event at Wanstead Flats and noted that meetings with local community members would be taking place in the proceeding weeks. It was added that Newham, Redbridge and Waltham Forest were already aware of the proposed event and that communications with these local authorities have started.

The Chairman questioned when the event promotor would be required to apply to the relevant local authorities for mandatory licenses to hold the event. The Head of Visitor Services replied that while this was only legally required to consult four weeks after the submission date, it was accepted that, as an experienced event provider, MAMA Festivals Ltd would apply well in advance of this deadline. A Member asked for the clarification on the approval process for the event.

The Head of Visitor Services confirmed that event would be considered through a two-stage process. During the first phase a detailed proposal for the event will be further considered by the Epping Forest and Commons Committee which will include evidence of the proposed extensive public consultation process. If the proposal for the event is agreed 'in principle' by the Epping Forest and Commons Committee. The second phase would involve application from the event organisers to each of the required responsible authorities, which would be administered by the relevant local authority, who is in turn advised by a Safety Advisory Board. The Head of Visitor Services added that, part of the second phase of the approval process, the City Corporation can refuse to agree to allow the event even after the licenses have been approved. Further to this the Head Forest Keeper explained that representatives of the City Corporation would also be present on the many of the Safety Advisory Boards involved in the second phase of consideration.

A Member of the Committee commented that early extensive investigation of the details of the event was vital and asked if any further details were available. The Head Visitor of Services confirmed that further details, including draft

heads of terms, would be included in the report considered at the Epping Forest and Commons Committee in May. The Chairman requested that a copy of the approval timeline projected at the Committee be inserted into the minutes for Members information.



A Member asked for clarification on the ‘footprint’ of the event, highlighting that the footprint itself is not the same as the wider area affected. In addition, a Member questioned if event was due to take place over a one- or three-day period. The Head of Visitor Services confirmed that the details of the event would be listed in the Committee report as draft head of terms would be considered in May explaining that public consultation would take place on this.

A Member of the Committee asked when the appropriate time for residents to present their views on this proposed event and highlighted that residents on all sides of Wanstead Flats would be affected by the event. The Director of Open Spaces clarified that the relevant local authorities were the bodies leading on public consultation and commented that the consultations would be positive and extensive. The Chairman noted that the consultation process would be a vital component of the City Corporation’s decision regarding the event and thanked the Member for raising it.

A Member queried what would be the result of the event provider deciding to no longer provide the event. The Head of Visitor Services confirmed that this was a risk for the promoter, but that it was factored into the Epping Forest business plan and was also a risk for the local authorities and the City Corporation.

The Director reassured the Committee that although the Licensing Authority would seek to recover the costs from the promoter of scrutinising the event, there is no financial benefit to the authority who will remain entirely impartial.

The Chairman suggested that, in the interest of time, any further questions on the report from Members be sent via email and highlighted that the minutes of the previous meeting had made the Epping Forest Consultative Committee did not approve the report.

**RESOLVED-** that the report be noted.

10. **EPPING FOREST DISTRICT COUNCIL LOCAL PLAN – RESPONSES TO THE INSPECTOR’S MATTERS, ISSUES & QUESTIONS**

The Committee received a report of the Director of Open Spaces regarding the Examination-in-Public (EiP) on the Epping Forest District Council’s Local Plan. The Head of Conservation introduced the report clarifying that the relevant documentation was publicly available online and highlighted the City of London’s involvement, as the conservators of the Forest, in the public consultation process. In addition, it was explained that the City of London’s concerns on the Local Plan were centred on the continuing protection of the Special Area of Conservation the legal compliance regarding the Habitat Regulations Assessment (HRA) and Infrastructure Development Plan.

A Member reminded the Committee that a public consultation was underway on the content of the Highams Park Neighbourhood Plan.

The Head of Conservation replied that the City Corporation were aware of this process and would be engaging with the London Borough of Waltham Forest accordingly.

In addition, it was noted that a Memorandum of Understanding had been signed with the relevant local authorities regarding the SAC Mitigation Strategy and that an interim strategy had been developed.

A Member praised the vast amount of work undertaken by the City Corporation on the response to the Local Plan and highlighted the importance of the Local Plan to the continuing defence of Epping Forest.

The Chairman also highlighted the key role of the Verderers of Epping Forest in the process.

**RESOLVED-** that the report be noted.

11. **QUESTIONS**

The follow questions were raised.

**Bird Nest damage**

A Member questioned how the City of London Corporation avoided damage to bird nests when completing maintenance works with the Forest. The Head of Operations explained that works were completed within clear site guidance outside of the statutory bird nesting season.

**Car Park management**

Replying to a question regarding the management of car parks the Head Forest Keeper informed the Committee that Forest Keeper shift patterns were changing to allow the car parks within the Forest to be open for longer periods. Later in the year car parks will be open from 07:00am to 20:00 hours.

### **Minutes**

A Member noted that a question had been asked on the use of the term '**RESOLVED**' within the minutes and asked if there was any further information regarding this point. The Superintendent explained that he recognised that the commonly accepted meaning of Resolved represented a 'determination to do something'. This was the standard term used by the City Corporation Town Clerk's Department within committee minutes. The Superintendent clarified that this did not mean that the Epping Forest Consultative Committee had agreed with item in question and would work with Town Clerks to identify a more suitable word.

#### **12. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

The following items of business were considered by the Committee.

### **Terms of Reference**

The Director of Open Spaces noted that Ruth Holmes on behalf of the London Parks and Gardens Trust had not attended the last three meetings of the Epping Forest Consultative Committee and confirmed that she would be contacted to enquire if she wished to remain as a Member of the Committee.

### **Epping Forest Reeve appointment**

The Chairman informed the Committee that the Epping Forest Parish Council had expressed their desire to appoint a previous Verderer Richard Morris to the position of Reeve and invited Members comment on the proposed appointment. The Committee confirmed their approval of the proposed appointment.

**The meeting closed at 8.50 pm**

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Chairman

**Contact Officer: Richard Holt**  
**Richard.Holt@cityoflondon.gov.uk**

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<b>Committee(s)</b>	<b>Dated:</b>
Epping Forest and Commons	11 03 2019
<b>Subject:</b> Epping Forest - Superintendent's Update for December to January 2019 (SEF 10/19)	<b>Public</b>
<b>Report of:</b> Colin Buttery, Director of Open Spaces	<b>For Information</b>
<b>Report author:</b> Paul Thomson – Superintendent of Epping Forest	

## Summary

This purpose of this report is to summarise the Epping Forest Division's activities across December to January 2019.

Of particular note was continuing low rainfall levels and an associated soil moisture deficit across the Forest; the receipt of an assessment by consultants regarding future football pitch and pavilion provision at Wanstead Flats; a further significant decline in fly tipping; work on the re-survey of nationally rare Knothole Yoke-Moss; the addition of 41 new born Longhorn calves; improved income performance at the Chingford Golf Course and continued activity regarding the Epping Forest Local Plan and associated Mitigation Strategy.

## Recommendation(s)

Members are asked to:

- Note the report.

## Main Report

### Staff and Volunteers

1. One Grounds/Greenkeeper left during the reporting period and the recruitment for a replacement has been initiated.

### Budgets

2. Mid-way through February (88% through financial year) spend against full year budget was at 85% overall, with grant income still to be received. Spending plans are in place to meet budget in the final few weeks of the financial year.

## **Weather**

3. December was slightly above average with a total of 72.2mm of rainfall. December had a total of 19 days rainfall with the wettest day being 15 December with 12.4mm of rain.
4. With just 30.2mm of rainfall, January has been the driest month on record in Epping Forest falling well below the average of 69.6mm. There was a total of 12 days of rainfall with the wettest day being 21 January with 5.6mm of rain. As a consequence, there is a continuing soil moisture deficit across the Forest with the Forest paths appearing comparatively dry and the seasonal brooks holding very little flow.

## **Epping Forest Projects**

### **Parklife**

5. The feasibility report for Artificial Grass Pitch (AGP) provision at both sites, Aldersbrook and Harrow Road, has been received. The report outlines that Harrow Road would be the preferred site in terms of transport access and income generation from secondary spend. However, this does not address the need for improved changing facilities at Aldersbrook Road.
6. A possible way forward would be to proceed with both sites; Harrow Road for AGPs, gym and social offer and Aldersbrook for changing room improvements. Agreement to adopt this approach is being sought from the Parklife programme funding partners the Football Association, Premier League and Sport England.
7. Work is underway to affiliate to the Football Association all Club teams currently playing at Wanstead Flats (Harrow, Aldersbrook and Capel sites). In addition to the benefits of affiliation, good club records will ensure that demand modelling for the potential project is as accurate as possible.

### **Epping Forest Heritage Trust Duck Champions Project**

8. Funding has been secured by the Epping Forest Heritage Trust for interpretation signs to be displayed at ponds where the over-feeding of ducks, geese and swans by the public is apparent.
9. Four duck feeding signs will be installed at Eagle Pond, Alexandra Lake, Hollow Ponds and the Heronry at Wanstead Park.

## **Forest Services**

### **Fly-tipping**

10. There was a total of 25 fly-tips over the period which is a sharp decline of 62% on the period last year when there was a total of 66 fly-tips. In 2017, there were 18 fly-tips in the Centre Road and Capel Road area of Wanstead Flats alone. A downturn in the construction market, alterations to Parking Controlled Zones and car park closures could be associated with this decline. There was a single

asbestos tip recorded at Forest Side, Epping, which is potentially linked to the above average number of asbestos tips in Lower Forest during October and November.

11. Roadside locations again make up most tip locations, representing 75% of all tips. Again builders waste remains the most regular type of tip representing 28% of all tips over the period.
12. There was a change in the predominant waste types that occur over the period, with Builders Waste and Household Waste only representing 10% and 13% respectively. Furniture represented 24% of tips over the period, perhaps a result of households replacing furniture around the Christmas period. There was also an increase in car tyres being tipped, it is not unusual for the occasional tyre to be dumped but over 50+ tyres were dumped on four occasions over the period.
13. Only 5 (15%) of the 29 tips occurred in the Wanstead Flats area over this period, one potential factor could be the resiting of the gate at the entrance of The Belgrave Road, Wayleave, which was being targeted by fly tippers.

#### **Enforcement Activity**

14. One prosecution took place during the period under report. The defendant did not appear at the court hearing. A warrant for arrest without bail has been granted.

#### **Rough Sleepers**

15. Rough Sleepers: there were eight recorded camps over the period, the majority of which were visited by Forest Keepers in conjunction with St. Mungo's and the Police. Apart from one camp which was occupied by a male and female all incidents involved a single male occupant.

#### **Licences**

16. A total of 28 licences for events were issued during the two months being reported, which yielded an income of £ £7,593.00 plus VAT. Licence income has increased by 352% from 18 licences were issued during the same period in 2017/18 yielding income of £2,148.60.

#### **Unauthorised Occupations**

17. There were no unauthorised occupations during the reporting period.

#### **Dog Incidents**

18. There were no reported dog incidents during the reporting period.

#### **Deer Vehicle Collisions**

19. Over the period of December and January, there were 15 recorded incidents of deer vehicle collisions.

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

### **Biodiversity**

20. Volunteers are being trained to identify and then re-survey the *Zygodon forsteri* moss colonies throughout the Forest. This legally-protected species only grows in 3 locations in the UK. The species was first discovered in Epping Forest and it is closely associated with ancient beech trees making Epping Forest a European stronghold for the species.
21. Funding for the work is being provided by the Natural England and Rethink Nature-funded national *Back from the Brink* programme for an expert to train volunteers and oversee the re-surveying. This new survey follows the detailed surveys of 2004 and 2008 which helped to inform the keystone tree management strategy.

### **Agri-environment Schemes**

22. Detailed work continued on the preparation for the Countryside Stewardship Scheme application. Over 1,000 ancient trees have now been surveyed for this application and work to review and map the areas for maintenance of wood-pasture began in January.

### **Grazing**

23. The Longhorn herd had it's 4-year routine Bovine Tuberculosis (bTB) test at the end of December. A total of 115 animals were tested and passed clear.
24. The Grazing and Landscape Project Officer and Stockman assisted the volunteer hedge-laying group in laying 120 metres of hedge at Great Gregories, alongside the public footpaths across the site .
25. Calving is largely complete with 2 cows left to calve later this winter. To date 41 calves have been born, 20 male and 21 female.

### **Heritage**

26. The Eagle Pond Conservation Management Plan was completed in preparation for further consultation.

### **Contractors**

27. Contractors completed the wood-pasture restoration work in Lords Bushes during this period and moved onto work in Bury Wood and Honey Lane Quarters.

## **Land Management**

### **Town & Country Planning – Forward Planning – Local Plans**

28. The interim Mitigation Strategy was discussed by several London Boroughs with Natural England at meetings in December and January. A further joint meeting was requested by London Boroughs of Waltham Forest and Redbridge with your officers and Natural England and this has been programmed for March 2019. This meeting will consider the interim Strategy but also how to achieve a full Mitigation Strategy involving off-site mitigation and the issue of air pollution.

29. The first representations in response to the Epping Forest District Council (EFDC) Local Plan Inspector's Matters, Issues and Questions (MIQs) were submitted on 24<sup>th</sup> January ahead of hearings in February. These representations related to legal compliance and the Plan's spatial strategy for housing and industrial developments.
30. However, the key issue of the Plan's legal compliance in relation to the Epping Forest Special Area of Conservation (SAC) was postponed by the Inspector until a hearing on 21<sup>st</sup> May. This was to allow time for the different parties involved, including your officers, to review the newly published Habitats Regulations Assessment and Transport Assessment reports. Both of these reports have implications for the issue of air pollution and traffic impacts on the Forest.
31. In addition to the EFDC Local Plan, the London Borough of Enfield Local Plan is out for consultation with a deadline of 28<sup>th</sup> February 2019. A presentation on the Plan, including the proposals for a very large development of around 10,000 new homes at Meridian Water, was given at an evening meeting of members of the Six Authorities Liaison Group which was attended by a Verderer and an officer on 17<sup>th</sup> January.

#### **Town & Country Planning – Development Control**

32. Discussions were held with Natural England about the proposals for housing at Latton Priory, south of Harlow. A further planning application was put in for a housing development adjacent to the Forest at Chingford, which had previously been refused. This will be reviewed in February.

#### **Land Registration**

33. The date for the Lands Tribunal hearing is still awaited into the case at Broomhill Road. In the meantime, progress was made in discussions with London Borough of Waltham Forest over the return of registered land from a highway dedication that is no longer required as a highway.

#### **Operations**

##### **Habitat Works**

34. **Grass cutting** – Another relatively dry mild early winter has meant that not only has the grass continued to grow but we have been able to access land that in 'normal' years we are not able to so. The grassland team were again this year able to undertake several additional tasks on the buffer lands cutting coarse grassy and bramble areas. Short grass 'amenity' areas, such as the bottom of Warren Hill, and along the Woodford Green tree avenues were given an additional cut to remove late growth and to get the sites into a more advanced maintained condition for the Spring.
35. **Wood-pasture** – Final works to bring to a close the 10-year wood-pasture restoration programme, funded by the Environmental Stewardship Scheme, were undertaken by the arborist teams in this period. This work involved opening up areas of Lords Bushes and creating hundreds of new pollards here and in Debden Slade. Apart from a few small parcels work, mainly in Lords Bushes, this

restoration activity is winding down into a maintenance phase, as further long-term plans are being prepared for approval.

36. **Wanstead Park:** The arborist team worked to reveal the islands on the Perch Pond which may form part of a rare water parterre feature. ... For some decades this complex of designed islands has been obscured by the large quantity of windthrown trees criss-crossing between the different islands. Colleagues in chainsaw clothing and waders cut and removed the fallen trees and trimmed island edge vegetation to restore some of the lost character of this part of the Park historic waterscape.
37. After a hiatus work on the Parkland Plan has recommenced with the intention that the consultants, LDA, have a completed report for the end of March 2019 and the cost plan completed for the end of April 2019.
38. **Highams Park Lake:** Arborist teams combined a large package of tree safety works that focused on lake and path edge trees with wider works to improve views linking the formal park with the lake and to remove log jams in the river Ching that increased the risk of flood events impacting on the Lake. Local volunteers from the Highams Park Community Interest Company successfully obtained a City Bridge Trust Award to improve the environment, access and wayfinding in the Forest and lake in the Highams Park area. Staff and volunteers from the Highams Park Snedders will work together on this project later in 2019.

## **Risk Management Works**

39. **Tree Safety:** Tree safety works have a renewed focus as the arborist teams completed this year's wood-pasture restoration work. Arborists are on track to complete the 2018/19 program apart from the Woodford Poplar Avenue works. A public consultation has been pending on this work which given their prominence and previous history of adverse public comments on such work in the area is thought necessary. A comprehensive public information and consultation exercise is to be undertaken in April 2019 in line with the report to the EFCC in July 2018.
40. **Highway Verge management:** The highway verge management program for 2018/19 is now complete. As previously reported the works were late in starting but the eventual result has been very effective.

## **Visitor Services**

### **Chingford Golf Course**

41. The Head Green Keeper and his team continued to clear leaves from fairways and ditches to help improve playability and speed of play. Tees and selected areas on fairways were spiked to help break up compaction and allow air and water into the root zone to promote better growth. More repair work to the damage from the motorbike to the 5<sup>th</sup> green was carried out. Work to level the 11<sup>th</sup> tee started and work will resume in early spring to seed it ready for the new season. All machinery has been serviced and cutting units ground and calibrated.

42. Total revenue from online sales this period is £2,373.00, total revenue from reception was £28,715.24 broken down into:

43.

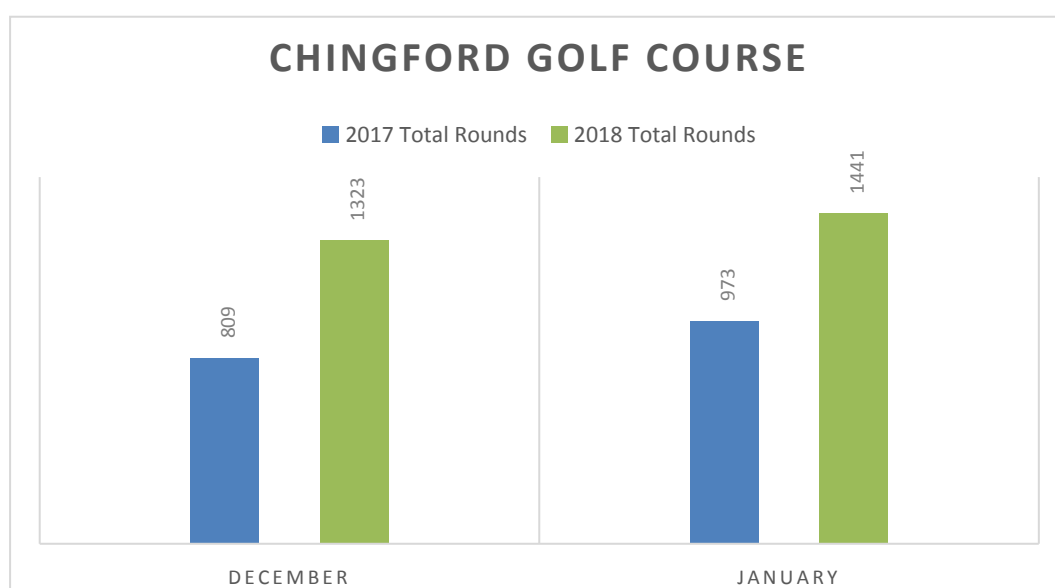
Breakdown of figures from Reception			
	2018/19	2017/18	Difference (+/-)
<b>Green fees:</b>	£20,859.84	£16,204.60	+£4,655.24
<b>Drinks:</b>	£426.00	£349.90	+£76.10
<b>Hire Equipment:</b>	£1,591.50	£1,065.50	+526.00
<b>Shop Sales:</b>	£1,576.30	£1,660.20	-£83.90
<b>Wanstead:</b>	£3,908.40	£1,427.50	+£2,480.90
<b>Horse Riding:</b>	£353.20	NA	+£353.20

44. Compared to last year the total difference in revenue equates to an 34% increase in income of £7,839.53.

45. Online bookings for the same period last year was £1,617.01 compared to £2,373.00 this year, making an increase of 47% or £755.99.

46. Total revenue from reception last year was £21,631.70 compared to £28,715.24 in the current year, an increase amounting to £7,083.54. £353.20 of this year's takings is however from horse riding licences, which was administered from The View in previous years.

47. The number of rounds for December & January last year was 1782. This year number of rounds for December & January was 2764. This represents an 55% increase of 982 rounds at a time of continuing national decline in rounds played.











## Wanstead Flats Football

48. The second half of the football season got underway on the 5 January. Over 1,000 individuals participate in football at the flats over a weekend.
49. Parkrun attracted 1,942 runners over December and January, up 166 runners on the same period last year. This includes 208 runners on Christmas Day 2018.

## Visitor Numbers

50. Visitors numbers at the centres has begun to revive largely due to the busy holiday period. The much larger than previous attendance at the Christmas event accounts for the increase at the View. The Temple has reopened but only once a month at present. High Beach has also seen an increase in visitors possibly due to better weather than the same period last year.

Visitor Numbers	QEHL 2018	2017	View	2017	Temple	2017	High Beach	2017	Total	Total 2017
December	2473 	2809	5488 	3530	121 	643	1001 	933		
January	1817 	1031	3517 	2718	308 	462	1513 	1311		

## Visitor Services Events

51. The Queen Elizabeth's Hunting Lodge installation of seasonal greenery decoration, a 'Midwinter Night's Dream – Tudors with fairy wings' - ran from 7 December into January, to include the Christmas Grotto weekend and Christmas and New Year opening. In the period before Christmas staff offered a glass of spiced juice and a mince pie for a donation. Around 2,500 visitors visited the Hunting Lodge during this period.
52. A Midwinter Night's Dream was created with the assistance of London Borough of Waltham Forest Adult Learning Team through their Taster Session programme. LBWF organised two florists who worked with the Museum and Heritage Manager to run two floristry workshops on 5 December, each full to capacity with 25 adult learners including the Mayor of Waltham Forest, Sally Littlejohn.
53. The Epping Forest Festive Fair, which took place over the weekend of 8 / 9 December, was the most successful to date, with the Grotto sold out well in advance of the event and with at least 4,000 people in attendance throughout the weekend. This year visitors were entertained with a local community farm, the animals from Suntrap Forest Centre, music from local parish choirs as well as local craft stalls. The CoL education team also worked with us to provide some festive, natural craft activities and the Field Studies Centre at High Beach attended, promoting their activities and offering free, guided walks.



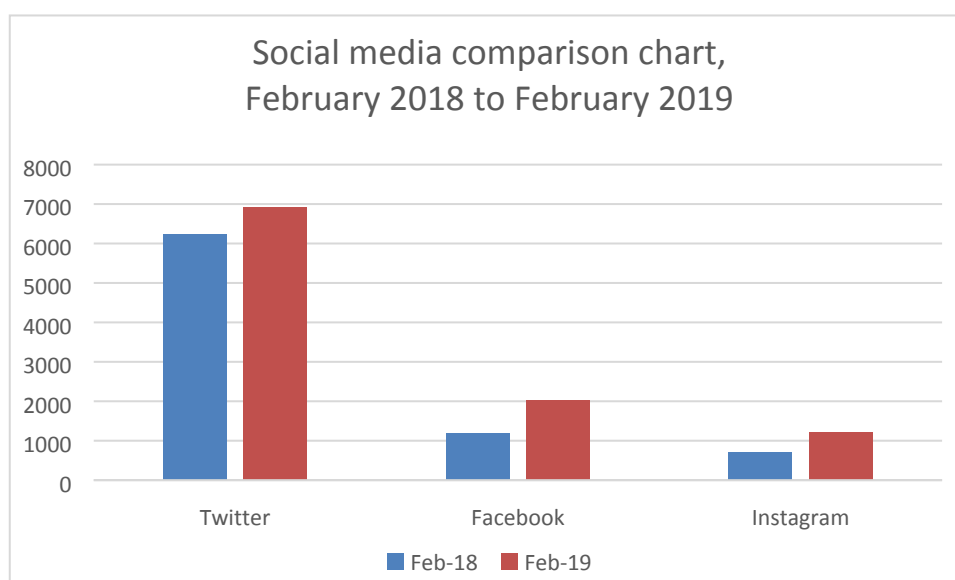
54. London Borough of Waltham Forest Adult Learning Sessions continued with a full room of participants for Magical Forest Boxes on 11 January. This event was picked up for promotion within their London Borough of Culture coverage in The Londonist.
55. Singing for the Brain Sessions delivered by the Alzheimer's Society re-opened on 8 January at The View. These very popular and worthwhile sessions fill The View Community Room to capacity with early stage dementia visitors and their carers. This is one of the twelve projects awarded funding from the City of London's Enjoying Green Space and the Natural Environment central grants program funded by City Bridge Trust.
56. Vision: Your View of the Forest event on 17 January arose from liaison with sight impaired group Waltham Forest Vision, in line with the Diversity Matters framework (a museum grant project funding: £1,000). The Museum and Heritage Manager delivered a friendly session with museum object handling and discussion about how The View and Hunting Lodge could be made more accessible to sight impaired visitors. One participant reported that the opportunity and experience of holding a stuffed green woodpecker, and touching the Fallow Deer specimen, were life time highlights for him.

## Communication and Information

57. As of 13 February 2019 our social media following is:

- Twitter followers: 6,924 (11.2% increase)
- Facebook followers: 2,016 (68.4% increase)
- Instagram followers: 1,225 (71.3% increase)

58. The chart shows a comparison of our figures at the same point in 2018:



59. Winter Forest Focus was a successfully received and widely distributed throughout the Forest area. This edition looked at a Tudor account of a trip to Fairmead, presented the results from the 'Epping Forest Top Ten' awards, and

updated on progress re. prevention of fly tipping and the #TreesNotTrash campaign. In addition the Epping Forest Festive Fair was promoted.

60. Promotion of the Epping Forest Festive Fair was particularly successful this year on social media and highlighted how the growth and success particularly of the Epping Forest profile on Facebook is important for promotion of events and messages. Without any paid for advertising, the event reached 131,000 people and resulted in 5,700 responses and 1,600 ticket clicks.

### **Major incidents**

61. There were no major Forest incidents.

### **Appendices**

- None

### **Paul Thomson**

Superintendent of Epping Forest

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<b>Committee(s)</b>	<b>Dated:</b>
Epping Forest Consultative – <i>For discussion</i> Epping Forest and Commons – <i>For decision</i>	130219 110319
<b>Subject:</b> Business Plan Development at Epping Forest (SEF 6/19b)	<b>Public</b>
<b>Report of:</b> Colin Buttery, Director of Open Spaces	<b>For Decision</b>
<b>Report author:</b> Geoff Sinclair, Head of Operations, Epping Forest	

## Summary

A Strategy and Management Plan for Epping Forest for the period of 2019-29 is being developed alongside a 2019-22 Business Plan. Given the relative size of the Forest and the marked variety of the landscapes and habitats there is a need to describe discrete management of key areas.

This report outlines the process whereby Forest operations will be reviewed, and the information used as a baseline from which to assess future resource use and will also provide the detailed activity programme. Several Forest locations and Forest management activities have been identified for early review as part of this process. Each review will involve public consultation with key external stakeholders following Committee consideration.

## Recommendation(s)

Members are asked to:

- i. Offer any comment on the draft
  - a. Theydon Bois Green Individual Site Plan (ISP)
  - b. Highway Verge Management Planning and Development Note
- ii. Subject to such comments approve the undermentioned draft documents for public consultation
  - a. Theydon Bois Green Individual Site Plan (ISP)
  - b. Highway Verge Management Planning and Development Note

## Main Report

### Background

1. A Strategy and Management Plan for Epping Forest for the period of 2019-29 is being developed. As part of the development process, existing Forest operational activity in key geographical locations and for key activities is being reviewed.

2. The review process comprises an audit of the City Corporation's (CoL) property management issues alongside other significant management considerations to provide an overview of current practice and an outline of longer term aspirations.
3. An Individual Site Plan (ISP) will be prepared for each geographical area and will be subject to regular review. The initial list of Forest locations being assessed is given in Table One. In addition, a number of separate studies have been prepared for areas of the Forest in recent years, particularly those with protected heritage (e.g. Registered Parks & Gardens; Scheduled Ancient Monuments) and these reports will also form part of the collective resource.
4. Site selection for the current review is centered around areas of Epping Forest that have a high number of competing issues and/or high visitor numbers (as determined by evidence from recent Visitor Surveys, including the most recent conducted by *Footprint Ecology* in 2017). As such these ISPs will be able to feed into the developing SAC Mitigation Strategy.

**Table One: ISP Locations: Existing and to be prepared**

Existing or in production Area Plans		
Wanstead Park: Parkland Plan		Loughton Camp
Ambresbury Banks		Copped Hall
Swaine's Green		
Proposed ISPs		
Theydon Bois Green		Wanstead Flats & Bush Wood
Highams Park and The Sale		Loughton Greens
Leyton Flats		High Beach
Chingford Lanes: Organ and Mays Lane		Chingford Hub

5. Planning and Development Notes (PDN) are being prepared for the main Forest management activities. These would build on management developed over many years (e.g. grassland mowing programme), which will be cross-referenced to existing management strategies (e.g. Keystone Trees Strategy) and others in preparation or under review (e.g. Wood Pasture Management Strategy). The activities subject to review are listed in Table Two.

**Table Two: Proposed PDN's**

Forest Furniture Management		Highway Verge Management
Grassland Management		Shared Use Trail Management
Wood Pasture Management		Ancient Tree Management
Vegetation Against Property Management		Invasive Weed Management
Ponds and Wetland Management		Tree Pest and Disease Management

6. Cumulatively the Forest Operations works reported through the review will comprise the greater part of the annual Forest management activity. As part of the 2019-22 Business Plan, this information will provide a baseline from which to assess future resource use and will also provide the detailed activity programme.

### **Current Position**

7. Each ISP and PDN adopts a standard structure that is common to both review processes. The intention is to maintain a relatively concise format and to direct the reader to additional sources of information where they exist rather than repeat the details in the reports. The standard report structure is outlined below:
  - a. Background – a brief description of the extent of the site or activity covered;
  - b. Risk Management Issues – a list of operational and health and safety risk management issues;
  - c. Management Considerations – a list of identified management considerations, with respect to ecology, community, access, heritage, landscape and any other identified management issues;
  - d. Potential Enhancement Projects Requiring External Support – a list of projects that would enhance the quality of one or more aspects of the site or activity, for which additional support would be required;
  - e. Management Strategy – a summary of the key overall objectives for managing the site or activity;
  - f. Outline Management Programme – a summary of the management actions identified for the site or activity, with anticipated timelines for completion;
  - g. External Operational Stakeholders – a list of external stakeholders who have an operational input and who have been consulted as part of the review process;
  - h. Bibliography – a list of existing reports (if available) that have formed part of the review; and
  - i. Appendices – including a detailed activity plan.
8. The reviews are being undertaken in tandem with and in full knowledge of the Management Strategy development. In addition to presenting a rationale for the management activity concerned, each review will identify priority activities to be included as either part of the Forest operations programme, undertaken with existing resources, or where they require additional support to be progressed.
9. The individual ISP and PDN reports form part of the policy development process for the Management Strategy and subsequent Business Plan, which will be subject to public consultation and will ensure the Forest's management is considered in a fuller context. Each review will however involve consultation with key external stakeholders, that will be listed in each report, to ensure the range of

issues to be considered are captured in the audit process. External public consultation will once external stakeholder consultation has been completed.

10. Accompanying this report are drafts of the 'Theydon Bois Green' ISP and the draft Highway Verge Management PDN which have been developed through the above process.

## **Proposals**

11. It is proposed that each subsequent ISP and PDN report is brought to the Epping Forest and Commons Committee and the Epping Forest Consultative Committee for information.
12. A draft ISP report on Theydon Bois Green and a PDN on Highway Verge Management are presented for information as part of this development process.

## **Corporate & Strategic Implications**

13. City of London Corporate Plan 2018 - 2023: the restoration and maintenance of the internationally and nationally-important habitats of Epping Forest directly underscore the *third pillar* of the Corporate Plan, which is to "*shape outstanding environments*". The development of ISP's and PDN form part of the operational planning to achieve this aim of the Corporate Plan.
14. Open Spaces Department Business Plan 2016-19: The Strategic Vision of this plan is to 'Preserve and protect our world class green spaces for the benefit of our local communities and the environment.' and one of the Department Objectives is to 'Protect and conserve the ecology, biodiversity and heritage of our sites.' The preparation of the Epping Forest Management Strategy and Management Plan for 2019-29 is a key action in the Departmental Business Plan.

## **Financial Implications**

15. PDN preparation will be undertaken through existing staff resources.
16. The staff resource to prepare the ISPs has been achieved through reconfiguring the existing Forest Operations team's staff resource, following staff retirement.
17. Most of the existing work programme outcomes will be met from Local Risk Budgets and/or the Combined Work programme (CWP). The more aspirational elements of the ISPs and PDNs do not represent financial commitments at this stage and will be the subject of further Committee approvals regarding funding and grant/partnership arrangements before any implementation and adoption into the maintenance programme would be considered.

## **Conclusion**

18. A Forest Operations review process is being implemented as part of the development of the 2019-29 Epping Forest Management Strategy and Management Plan and the 2019-2022 Epping Forest Business Plan
19. The review process will include consultation with key internal and external stakeholders and cumulatively the reviews will provide a base line from which to assess future resource use and provide the detailed Forest operations activity programme.
20. A draft ISP reports have been given for information covering Theydon Bois Green and a PDN on Highway Verge Management.

## **Appendices**

- Appendix 1 – Theydon Bois Green: Forest Operations Individual Site Plan
- Appendix 2 – Highway Verge Management

## **Geoff Sinclair**

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<i>Date</i>	<i>January 2019</i>
<i>Version Number</i>	<i>V6 EF&amp;CC final</i>
<i>Review Date</i>	
<i>Author</i>	<i>Geoff Sinclair/Fiona Martin</i>
<i>Land Area</i>	<i>7.0 ha</i>
<i>Compartment Number</i>	<i>8</i>
<i>Designations</i>	<i>Forest Land</i>

# THEYDON BOIS GREEN

## INDIVIDUAL SITE PLAN

### INTRODUCTION

Following a Commission of Inquiry started in 1871, Theydon Bois Green was saved from inclosure and potential residential development by a coalition of concern championed by the City of London Corporation. The Green now forms part of Epping Forest which is managed as a charitable trust funded principally by the City of London Corporation, who were appointed as the Conservators under the Epping Forest Acts of 1878 & 1880.

Theydon Green is an excellent example of partnership working where enhanced levels of maintenance are funded by the Theydon Bois Village Association, Theydon Bois Parish Council and Epping Forest District Council.

Individual Site Plans (ISPs) aim to review and collate the City Corporation's property management considerations at specific locations, to give an overview of current practice and outline longer term plans. An important part of the process is to work with key local stakeholders to ensure that we capture the management issues impacting each site. Site selection is centered around areas of Epping Forest that have a high number of competing issues and/or high visitor numbers.

The ISPs reflect the current level of activity at each site; however, an important part of each ISP is the identification of any potential improvement and enhancement projects that require additional resources, including support from external operational stakeholders, for example in the form of grant funding or volunteer person-hours. The information gathered in each report will be used by the City Corporation to prioritise work and spending on each site as part of the development of the 2019-29 Management Strategy and 2019-2022 Business Plan for Epping Forest.

Each ISP follows the same structure, outlined below:

- **Background** – a brief description of the extent of the site covered by the ISP;
- **Property Management Issues** –organisational and risk management issues identified for each site;
- **Management Considerations** –management considerations for the site, with respect to ecology, community, access, heritage, landscape and any other identified management issues;
- **Potential Enhancement Projects Requiring Additional Support** –projects that would enhance the quality of one or more aspects of the site for which additional support would be required;
- **Management Strategy** – a summary of the key overall objectives for managing the site;
- **Outline Management Programme** – a summary of the management actions identified for the site, with anticipated timelines for completion;
- **External Operational Stakeholders** – a list of external stakeholders who have an operational input to the site and who have been consulted as part of the compilation of the Individual Site Plan;

- **Bibliography** – a list of existing reports (if available) that have formed part of the audit for the ISP; and
- **Appendices** – including a detailed activity plan.

## BACKGROUND

Theydon Green is situated at the junction of three roads at the centre of the village of Theydon Bois in Epping Forest District, Essex.

Theydon Bois is one of the 12 Forest Parishes that form part of Epping Forest, which were protected under the Epping Forest Acts 1878 & 1880. Epping Forest runs northwards for around 12 miles from Manor Park in north-east London to just north of the town of Epping. While Theydon Bois is an ancient parish lying partly within Epping Forest, the village centred around the green has arisen largely since the 18<sup>th</sup> century. The green is composed of close mown grass with a pond on the eastern edge. Loughton Lane splits the Green into east and west sections. The road is lined with an avenue of mature oak (*Quercus* sp) trees, planted in the 1830s. The avenue of oaks is a distinctive feature of Theydon Green and, following concerns regarding the safety and ultimate longevity of the trees, two further lines of oak trees were planted in 2010, to create a secondary, ‘outer’ avenue of younger oaks. Theydon Parish Council have indicated that the avenue of trees and village pond are of specific importance to the residents of Theydon Bois.

In addition to the Green, two additional sections are considered in this site plan: the ‘Hoppitt’, a 0.5ha grass and woodland area at the Junction of Piercing Hill and Coppice Row, and a 250m section of road verges along Loughton Lane from the junction with ‘The Green’. The area known as ‘Genesis Slade’ is not included in this ISP.

Theydon Green, the Hoppitt area and the road verges are not within the Epping Forest Special Area for Conservation (SAC) or Site of Special Scientific Interest (SSSI), unlike the majority of Epping Forest.

Management of the Green and its associated infrastructure and vegetation is split across several organisations:

- City Corporation: The City Corporation maintains the ditches, pond and islands, wharfing around the pond, small wooden footbridge over the outflow to the pond and the remaining trees on Theydon Green.
- Theydon Bois Village Association: Theydon Bois Village Association are responsible for the care and maintenance of Theydon Green, under a Care and Maintenance Agreement dating from 1954. In particular, the Village Association undertake to mow the Green more regularly than the biannual cut that would be carried out by City Corporation. This agreement, however, specifically excludes the ditches, pond and trees.
- Theydon Bois Parish Council: Theydon Bois Parish Council are responsible for five dog bins located around Theydon Green and the tarmac paths. In 2016, permission was given by the Conservators for four trees to be planted on the Green, as part of a community planting scheme. These four trees are maintained by the Theydon Bois Parish Council tree wardens.
- Epping Forest District Council: EDFC are responsible for the litter bins around Theydon Green.
- Essex County Council: As the Highways Authority, Essex County Council manage the roads that surround and bisect the Green, in addition to road signing and crossing points.

## PROPERTY MANAGEMENT ISSUES

### Infrastructure

- Benches under mature trees: There are a total of 24 seats on Theydon Green, with nine benches situated beneath mature trees. In 2016, a member of the public was hit by a small branch falling from a tree above a bench, causing cuts to their head.
- Ownership of benches: At least 11 of the benches on the Green have been sponsored; however, there appears to be a lack of clarity on arrangements for the sponsorship and ongoing maintenance of the benches. A number of these benches are in a poor condition, with one recently sponsored bench (S2a) being very poorly installed.
- Wharfing: The pond is edged with timber wharfing to manage the integrity of the pond banks; some of this is in poor condition.

### Utilities

- Telephone cables: At least three telephone cables have been laid without permission in the ditch on the south side of the east green, adjacent to the road 'The Green'. This is hindering maintenance of the ditch as the presence of cables prevents the ditch being dug out, thereby putting the ditch at risk of overflowing and causing damage to adjacent properties.

### Highway Verge

- The narrow highway verges in City Corporation ownership on Loughton Lane are cut back every three years.

### Invasive / Alien Species

- Non-native terrapin: There is one record of a Red Eared Slider (*Trachemys scripta elegans*) in the pond. Terrapins are not native to the UK and their introduction has led to damaging predation on native species, especially frogs, and dragonflies.
- Oak Processionary Moth (OPM): Pheromone traps across the whole of Epping Forest found the highest number of captured males at Theydon Green. No nests have yet been recorded, but these are expected to occur within the next year or two; the Avenue Oaks provide ideal conditions for OPM as they have an open and sunny aspect. Given the human health concerns of OPM, there will be practical management issues if an outbreak occurs close to where people are encouraged to be static for periods of time.

## Tree Safety

- All mature trees on the green are in a Red + tree safety zone. Red + trees are surveyed annually for tree safety by the City Corporation, as per City Corporation (Open Spaces) Tree Safety Policy.

## MANAGEMENT CONSIDERATIONS

### Ecological

- Cuckoo Flower (*Cardamine pratensis*): Cuckoo Flower is an herbaceous, perennial plant growing to 40-60 cm tall, with 1-2cm flowers each with four pale pink (rarely white) petals. It is a food plant for the orange tip butterfly (*Anthocharis cardamines*). It is distributed across damper grasslands of the Forest, but these populations are relatively small and the species is no longer common in the Forest. As a result, this population was considered important to manage. Prior to the first grass cut of the season, areas with robust populations of Cuckoo flower are marked out on the ground, to be left uncut until it has flowered and seeded.
- Pond fish stocks: The pond is known to have Roach, Rudd, Tench, Gudgeon, Common Carp, a few Crucian Carp, Koi Carp, Brown Goldfish, Grass Carp, Stickleback and Perch. Since 2014, the pond has been restocked four times, mainly to facilitate the success of the Junior Angling days that Epping Forest hold 3-4 times per year on the pond. The fish in the pond are surveyed on average every 2-3 years (see Pallett, 2017 for most recent survey).
- Pond water quality: There was a hypoxia event in 2013 with a small number of fish deaths, with temporary aeration pumps being deployed in September 2013.
- Fish predation: Fish in the pond are subject to predation by Cormorants, and there is relatively little natural cover available to fish in the pond. Predatory fish (Perch) were introduced in 2017 to help control the increasing numbers of silver fish (Roach and Rudd).
- Bird feeding: The pond is home to a large number of wildfowl, which are encouraged to the location by feeding by the public, despite an existing sign that states '*Please do not overfeed the birds. Too much food pollutes the water and attracts rats. Thank you*'. There are also frequent sightings of rats around the pond.
- Amphibians: The ponds within Epping Forest were surveyed for habitat suitability and presence of amphibians in 2013 (Cathering Bickmore Associates, 2014). Theydon Green pond was judged to have a low habitat suitability for amphibians. At the time of survey, one Smooth Newt (*Lissotriton vulgaris*) and a very small population of Common Frog (*Rana temporaria*) were found.

### Community

- Events: The Green has been identified by City Corporation as an event location. Currently a children's fair and Donkey Derby (held on the second Sunday of July each year) are held. All events are licensed as per the Epping Forest Events Policy.
- Epping Forest District Council's Favourite Trees: Local people were asked to nominate their favourite tree within Epping Forest District, with the winners being chosen by an independent panel.

Children from local schools were invited to participate in the project. The *Theydon Green Oak* (grid reference TQ 45010 99072) at the western edge of the Green was included in the final 50 favourite trees.

- **Fishing:** Fishing is allowed on the pond without charge from Epping Forest to people holding the appropriate Environment Agency Rod Licence. A sign currently states that 'Fishing is free'; this sign needs updating to include Epping Forest bylaws on fishing and a notice of the closed season (15 March to 15 June inclusive).
- **Parking:** On the northwestern edge of Theydon Green opposite Theydon Bois Baptist Church, two strips of hardcore separated by a row of bollards are used for parking by residents and commuters using the underground railway. There is space for approximately ten cars along the two hardcore strips; these were originally developed to provide parking for limited mobility church attendees. A review of the need to provide these parking spaces will be undertaken as part of the Epping Forest car park review.
- **The Hoppitt:** A Hoppitt is an Essex dialect word for a small meadow near habitation cut from a Forest. Theydon Parish Council would like to see the path from the junction of Coppice Row and Piercing Hill to the rear entrance of the Parish Church improved, with a more open aspect to the east of the path.

## Heritage

- **Riggs Retreat seats:** It is thought that five of the 24 benches currently on the green originated from the former Riggs Retreat that was adjacent to the Green. A further five benches have been made in similar style to these 'original' benches. Theydon Parish Council wish these to remain in their current locations, some of which are under trees. The risks arising from this will need to be assessed and a management approach agreed.
- **Oak Avenue:** The 'Avenue of Trees' which lines Loughton Lane is a prominent and iconic landmark for the village. The oak trees were planted in the 1830s to, reputedly, celebrate the accession of Queen Victoria to the throne. Following tree safety works requiring the felling of four trees in the avenue, a replacement avenue was established slightly set back from the original avenue tree rows in 2010.

## Landscape

- **Tree planting:** The green is an open grass area with occasional individual and groups of largely mature trees. To maintain the open character of the site, except for a village tree planting initiative in 2017, the relatively regular requests to plant further trees have been turned down.
- **Messaging:** The site infrastructure of bins, signs and seats are diverse in character and, along with EFDC, City Corporation and Theydon Parish Council signage, presents an unclear picture as to who is responsible for managing the Green. With some of this infrastructure beginning to come to the end of its life, the opportunity exists to review the design criteria for Forest furniture and to initiate the development of a coherent 'branding' and messaging across the green.
- **Theydon Pond:** The pond is a typical village pond and has been an important feature of the Village since at least the 18<sup>th</sup> century. It was dredged in 1997 with the silt used to landscape the area around the pond. It is stocked with fish (see 'Ecological: Pond fish stocks' above).





## MANAGEMENT STRATEGY

City Corporation will discharge its obligations with respect to risk management issues, as identified in this ISP. In addition, over a period of 5-10 years, City Corporation objectives for managing Theydon Green are as follows:

1. To maintain the existing character of the green;
2. To improve risk management of the trees and aesthetics of site furniture;
3. To strengthen and clarify local working arrangements, including working together with external operational stakeholders to identify support for improvement projects.

## OUTLINE MANAGEMENT PROGRAMME

Objective	Action	Timing <sup>1</sup> (ongoing/years/subject to funding)
	<i>Access work:</i>	
2/3	<ul style="list-style-type: none"> <li>Confirm arrangements for managing the benches and ditches across the Green and set a timetable for their maintenance and replacement.</li> </ul>	<ul style="list-style-type: none"> <li>2019-20</li> </ul>
1/3	<ul style="list-style-type: none"> <li>Open up The Hoppitt and re-establish the historical path to the Theydon Parish Church.</li> </ul>	<ul style="list-style-type: none"> <li>Subject to funding</li> </ul>
1	<ul style="list-style-type: none"> <li>New signage regarding fishing and feeding bread to wildfowl.</li> </ul>	<ul style="list-style-type: none"> <li>2019-20</li> </ul>
1/3	<ul style="list-style-type: none"> <li>New signage outlining the history and funding of the tree avenues</li> </ul>	<ul style="list-style-type: none"> <li>Subject to funding</li> </ul>
1	<ul style="list-style-type: none"> <li>Fish stock management to support community fishing activity</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>
1	<ul style="list-style-type: none"> <li>Consider replacing the litter bins on site with current EF house style.</li> </ul>	<ul style="list-style-type: none"> <li>2020</li> </ul>
	<i>Landscape Amenity Work</i>	
1	<ul style="list-style-type: none"> <li>Regular mowing, with restrictions on area mowed and frequency, to maintain the green as short amenity grassland with a healthy Cuckoo Flower population.</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>
1	<ul style="list-style-type: none"> <li>Tree management to maintain the open character of site and the Oak Avenue.</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>
1	<ul style="list-style-type: none"> <li>Restrictions on further tree planting to maintain the openness of the Green.</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>
1	<ul style="list-style-type: none"> <li>Replacement of wharfing around pond.</li> </ul>	<ul style="list-style-type: none"> <li>Subject to funding</li> </ul>

<sup>1</sup> Ongoing = task is ongoing on cyclical basis in current management of the site, 2019 = first year of new task, subject to funding = additional funding required for task / project to be progressed

Objective	Action	Timing <sup>1</sup> (ongoing/years/subject to funding)
	<i>Non-woodland habitat management:</i>	
1	<ul style="list-style-type: none"> <li>Tree and scrub management to maintain the pond area and to rejuvenate mature scrub or low stature tree areas</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>
1	<ul style="list-style-type: none"> <li>Improvements to water quality and marginal/emergent vegetation.</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>
	<i>Site safety and legal work:</i>	
(City Corporation obligations)	<ul style="list-style-type: none"> <li>Regular monitoring of tree safety, infrastructure, ditches and pond to manage associated risks</li> <li>Monitoring of INNS as part of Forest wide activity</li> <li>Reactive management of rats as required.</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> <li>Ongoing</li> <li>Ongoing</li> </ul>

## POTENTIAL ENHANCEMENT PROJECTS REQUIRING ADDITIONAL SUPPORT

### Village Pond

Additional support needs to be sought to deliver water quality and habitat improvements, including:

- **Aerator:** The pond would benefit from the installation of a small aerator and power supply located on the island to improve dissolved oxygen levels.
- **Reed bed:** To improve pond water quality, the ditch feeding water to the pond could be dug out and widened to allow planting of a two-tier Common Reed *Phragmites australis* bed. This reed bed would act as a filter for the water draining into the pond, removing undesirable chemicals and particulates. A small reed bed would also provide natural habitat for wildlife, such as small birds, fish and insects.
- **Pond vegetation:** The establishment around and within the pond of some marginal, emergent and slow-growing submerged vegetation would benefit amphibians, fish, dragonflies and other invertebrates by providing natural habitat and assisting with natural aeration.
- **Fish refuges:** The installation of some lengths of drain pipes in the water would provide a refuge for fish from predation by cormorants.

### Hoppitt

The Hoppitt is an area of secondary (recent) woodland. Theydon Parish Council would like to see the historical path to the Church improved and the woodland area opened up. Additional support would be needed for this project and its subsequent maintenance.

## EXTERNAL OPERATIONAL STAKEHOLDERS

Epping Forest Conservation Volunteers

Epping Forest District Council

Epping Forest Heritage Trust

Epping Forest Residents Group

Epping Forest Riders Association

Epping Forest Transport Action Group

Essex Field Club

Scout Association (1<sup>st</sup> Theydon Bois Scouts)

The Epping Society

Theydon Bois Action Group

Theydon Bois and District Rural Preservation Society

Theydon Bois Parish Council

Theydon Bois Village Association

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## APPENDICES

1. Theydon Green: Detailed Activity Plan
2. Theydon Green: Benches Plan

## MAPS

1. Compartment 8: Theydon Green and The Hoppitt

Individual Site Plan

## 2. Compartment 8: Theydon Green Benches

## APPENDIX 1

## Theydon Green: Detailed Activity Plan

Operational Activity	CMPT	EF Sub	Location	Month	Year <sup>2</sup>	Cycle <sup>3</sup>	Description	Zone	Team <sup>4</sup>
AW - Pedestrian access maintenance	8	10	Theydon Green	?	2019	1	Benches: maintenance works as identified in annual inspection	N	TBC
AW - Pedestrian access maintenance	8	10	Theydon Green	Apr	2019	0	Benches: review dedicated benches and ironwork benches	N	HOP
LAW - Grass cutting	8	10	Theydon Green	Apr	Ongoing	1	Cuckoo Flower: mark out an area with abundant Cuckoo Flower so as to leave it uncut until after it flowers and seeds	N	G
SL - Tree safety silviculture work	8	10	Theydon Green	Apr	Ongoing	1	Tree works (tree over benches): removal of tree branches over benches assessed as likely to break off before next safety inspection	N	A
LAW – Grass cutting	8	10	Theydon Green	Apr	Ongoing	1	Amenity mowing: regular mowing of the green to maintain as short amenity grass.	N	Theydon Bois Village Association
SL - Litter management	8	10	Theydon Green	Aug	2020	0	Litter bins: Consider replacing the litter bins on site with current EF house style. Liaise with Theydon PC and EFDC	N	HOP
AW - Pedestrian access maintenance	8	10	Theydon Green	Jul	2019	0	Benches: replace non-dedicated wooden benches with current EF house style	N	M
SL - Highway verge management	8	10	Theydon Green	Mar	2019	0	Bollard maintenance: replace bollards with current EF house style. Approximately 8 required at 2.5m centres.	N	M
AW - Pedestrian access infrastructure	8	10	Theydon Green	Mar	2019	0	Signage: Replace bird feeding signage with current EF house style	N	M
SL - Safety inspections / reports	8	10	Theydon Green	Mar	Ongoing	1	Safety inspection: inspect boardwalk bridge for safety & note repairs required	N	K
SL - Tree safety inspections	8	10	Theydon Green	Mar	Ongoing	1	Tree inspection (trees over benches): inspect trees	N	A

<sup>2</sup> Ongoing = task is ongoing on cyclical basis in current management of the site, 2019 = first year of new task

<sup>3</sup> 0 = one off task, 1 = annual, 2 = biennial

<sup>4</sup> A = COL Arborist, M= COL Maintenance Team, G= COL Grassland Team, K= COL Keeper Team, HOP = COL Head of Operations, CON = Contractor, TBC = To be confirmed  
[COL = City Corporation]

Operational Activity	CMPT	EF Sub	Location	Month	Year <sup>2</sup>	Cycle <sup>3</sup>	Description	Zone	Team <sup>4</sup>
							over benches, assess likelihood of branches falling & recommend removal		
AW - Pedestrian access maintenance	8	10	Theydon Green	Mar	2019	1	Signage: clean signage for pedestrian access on site	N	M
AW - Pedestrian access maintenance	8	10	Theydon Green	Mar	2019	1	Benches: clean benches on site	N	M
AW - Pedestrian access maintenance	8	10	Theydon Green	Mar	2019	1	Benches: inspect all site benches for condition, safety and maintenance requirements	N	TBC
AW - Bridleway access maintenance	8	10	Theydon Green	Mar	2019	1	Signage: clean bridleway signage on site	N	M
NWH – Water body management	8	10	Theydon Green	March	Ongoing	3	Infrastructure monitoring: Three yearly check on the condition of the timber wharfing on the pond. Repairs as required	N	K
NWH - Water body management	8	10	Theydon Green	March	2019	0	Infrastructure removal: Remove old fence from around island as no longer functional.	N	K
SL - Tree safety silviculture work	8	10	Theydon Green	Oct	Ongoing	1	Tree works: removal of tree branches assessed as likely to break off before next safety inspection	N	A
SL - Tree safety inspections	8	10	Theydon Green	Sep	Ongoing	1	Tree inspection: Inspect trees on site for branch integrity, assess likelihood of branches falling & recommend removal	N	CON
AW - Pedestrian access maintenance	8	10	Theydon Green	Sep	2019	1	Signage: Clean signage for pedestrian access on site	N	M
AW - Pedestrian access maintenance	8	10	Theydon Green	Sep	2019	1	Benches: clean benches on site	N	M
AW - Bridleway access maintenance	8	10	Theydon Green	Sep	2019	1	Signage: clean bridleway signage on site	N	M
WMM - General site management	8	10	Theydon Green	Sep	2020	10	Coppicing: coppice trees on north island in pond	N	A
WMM - General site management	8	10	Theydon Green	Sep	2025	10	Coppicing: coppice trees on south island in pond	N	A
LAW - Ditch maintenance	8	10	Theydon Green	Aug	2027	10	Ditch maintenance: dig out ditch from pond to Poplar Row	N	M
LAW - Ditch maintenance	8	10	Theydon Green	Aug	2027	10	Ditch maintenance: dig out ditch from The Green to the pond	N	M
SL - Legal obligation work	8	10	Theydon Green		Ongoing		Oak Processionary Moth: Monitor for arrival of OPM at Theydon Green		

## APPENDIX 2

## Theydon Green: Benches Plan

Bench Number	Type / Material	Condition	Dedicated	Dedication	Under trees	Action
1	Wrought Iron	Has concrete pad Needs new slat, varnish/sand plus oil	Y	"Our thanks to Jack Farmer for restoring this seat" - Theydon Bois Parish Council		Two-yearly sanding and oiling. Replace broken slat
2	Wooden Garden Bench	Standard garden bench Not concreted into ground, very unstable & easy to steal	Y	"In loving memory of John 1928-2014"		Two-yearly sanding and oiling. Install concrete pad and fix bench onto it.
3	Wooden Garden Bench	Standard Garden Bench. Legs have concrete base. Location prone to flooding.	Y	"In loving memory of Rosina Maud Grant 12-10-1912 to 27-7-2013	Y	Two-yearly sanding and oiling. Relocate the bench to a nearby site free from flooding.
4	Metal Slat	Painted green metal bench. On concrete pad. Has written into the metal 'Its our future take care of it'			Y	5-yearly repainting
5	Metal Slat	On concrete pad. Has written into the metal 'Its our future take care of it'			Y	5-yearly repainting
6	Metal Slat	On concrete pad. Has written into the metal 'Its our future take care of it'			Y	5-yearly repainting
7	Metal Slat	On concrete pad. Has written into the metal 'Its our future take care of it'			Y	5-yearly repainting
8	Timber Plank	Timber plank nailed to two round posts. Getting to the end of its life.				Replace bench with EF standard bench Two-yearly sanding and oiling.
9	Timber Plank	Timber plank nailed to two square posts. Getting to the end of its life. Bench is very low to the ground, approximately 30cm high.				Replace bench with EF standard bench Two-yearly sanding and oiling.
10	Timber Plank	Timber plank nailed to two square posts. Getting to the end of its life.				Replace bench with EF standard bench Two-yearly sanding and oiling.
11	Metal Slat	On concrete pad. Has written into the metal 'Its our future take care of it'	Y	"In loving memory. Violet Oskers (Reynolds) 1919-2004, Stanley E Reynolds 1921-1985. Lillian M dellar (Reynolds) 1925-2001. All from this village		5-yearly repainting
12	Metal slat (Original)	Metal Slat seat on a concrete pad thought to originate from the former Rigg's Retreat at Theydon Bois. Inscribed with a thank you to Jack Farmer for repairing the seat	Y	"Our thanks to Jack Farmer for restoring this seat" - Theydon Bois Parish Council 1991	Y	5-yearly repainting Consider relocating the bench away from the trees or undertake an annual tree safety

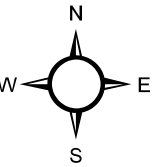
Bench Number	Type / Material	Condition	Dedicated	Dedication	Under trees	Action
						inspection above the bench
13	Timber Plank	Timber plank nailed to two square posts. Getting to the end of its life.				Replace bench with EF standard bench
						Two-yearly sanding and oiling.
14	Metal slat (Original)	Metal Slat seat thought to originate from the former Rigg's Retreat at Theydon Bois.				5-yearly repainting
						Repairs required to the bench (Describe???)
						Consider relocating the bench away from the trees or undertake an annual tree safety inspection above the bench
15	Metal slat (Original)	Metal Slat seat thought to originate from the former Rigg's Retreat at Theydon Bois. Inscribed with a thank you to Jack Farmer for repairing the seat	Y	"Our thanks to Jack Farmer for restoring this seat" - Theydon Bois Parish Council 1991	Y	5-yearly repainting
						Consider relocating the bench away from the trees or undertake an annual tree safety inspection above the bench
16	Timber Plank	Timber plank nailed to two round posts. Getting to the end of its life.				Replace bench with EF standard bench
						Two-yearly sanding and oiling.
17	Metal slat (Original)	Metal Slat seat thought to originate from the former Rigg's Retreat at Theydon Bois. Inscribed with a thank you to Jack Farmer for repairing the seat	Y	"Our thanks to Jack Farmer for restoring this seat" - Theydon Bois Parish Council 1991		
18	Metal slat (Original)	Metal Slat seat thought to originate from the former Rigg's Retreat at Theydon Bois. Inscribed with a thank you to Jack Farmer for repairing the seat	Y	"Our thanks to Jack Farmer for restoring this seat" - Theydon Bois Parish Council 1991	Y	
19	Timber Plank	Timber plank nailed to two square posts. Getting to the end of its life.				Replace bench with EF standard bench
						Two-yearly sanding and oiling.
20	Timber Plank	Timber plank nailed to two round posts. Getting to the end of its life.				Replace bench with EF standard bench
						Two-yearly sanding and oiling.
21	Timber Plank	Timber plank nailed to two square posts. Getting to the end of its life.				Replace bench with EF standard bench
						Two-yearly sanding and oiling.

Bench Number	Type / Material	Condition	Dedicated	Dedication	Under trees	Action
22	Wooden Garden Bench	Concrete base to legs	Y	"In memory Violet Louise Doherty. Lived 80 years in Theydon Bois. Forever in our hearts"		Two-yearly sanding and oiling.
23	Wooden Garden Bench	Concrete base to legs. Bolted down	Y	"Remembering John Henry Eldred. 28-3-1953 5-3-2010"	Y	Two-yearly sanding and oiling.
24	Wooden Garden Bench	Legs concreted in ground	Y	In Memory of John Eynon 1978		Two-yearly sanding and oiling.





# Compartment 8: Theydon Green Benches



## Legend

 Compartments

 Bench number

Created by:  
Management  
Planning  
Assistant

Date Created:  
22 Oct 2018

0 10 20 40 60  
Metres

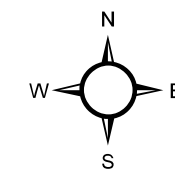
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# Compartment 8: Theydon Green and The Hoppitt



## Legend

Compartments

### Scarce species register

Cuckoo Flower

### Forest Furniture

- B Bench
- D Litter Bin
- F Fencing
- J Post
- K Sign (large)
- L Sign (small)

### Hydrological features

- Culvert
- Footbridge
- Manhole cover
- Pond

### EFDC 'Favourite Tree'

Theydon Green Oak

Created by:  
Management  
Planning  
Assistant

Date Created:  
06 Nov 2018

0 10 20 40 60  
Metres

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## Outline Management Programme

Review: Confirm arrangements for managing the benches across the Green

Grass cutting: Regular mowing to maintain the green as short amenity grassland

Protection: Annual protection of Cuckoo flower areas; fish stock management

Risk Monitoring: Regular monitoring of tree safety, infrastructure, ditches and pond to manage associated risks

Coppicing/Pruning: Tree and scrub management to maintain the open character of site, including the pond area, and to rejuvenate mature scrub or low stature tree areas

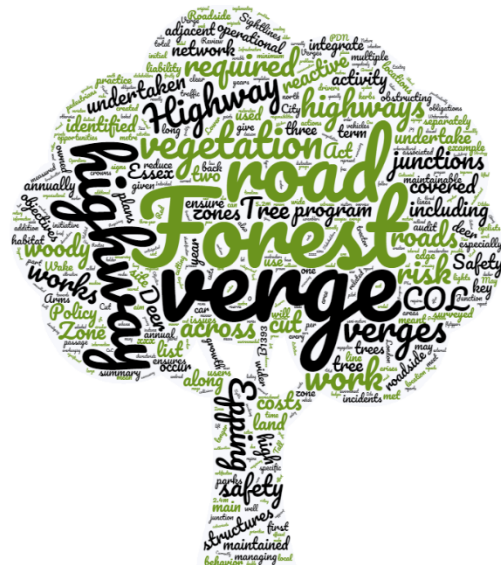
Pond improvement: water quality, and improvements to marginal and emergent vegetation.



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# HIGHWAY VERGE MANAGEMENT T

## Planning and Development Note



<i>Date</i>	23 <sup>rd</sup> January 2019
<i>Version Number</i>	2

<i>Review Date</i>	<i>30<sup>th</sup> March 2024</i>
<i>Author</i>	<i>Geoff Sinclair/Richard Edmonds</i>

Highway Verge Management

## PLANNING AND DEVELOPMENT NOTE

### INTRODUCTION

Planning and Development Notes (PDN) aim to review and collate the City Corporation's (CoL) property management issues for key activities, alongside other management considerations, to give an overview of current practice and outline longer term plans. The information gathered in each report will be used by the CoL to prioritise work and spending, in order to ensure firstly that the COL's legal obligations are met, and secondly that resources are used in an efficient manner.

The PDNs have been developed based on the current resource allocation to each activity. An important part of each PDN is the identification of any potential enhancement projects that require additional support. The information gathered in each report will be used by CoL to prioritise spending as part of the development of the 2019-29 Management Strategy and 2019-2022 Business Plan for Epping Forest.

Each PDN will aim to follow the same structure, outlined below though sometimes not all sections will be relevant:

- **Background** – a brief description of the activity being covered;
- **Existing Management Program** – A summary of the nature and scale of the activity covered;
- **Property Management Issues** – a list of identified operational and health and safety risk management issues for the activity;
- **Management Considerations** – a list of identified management considerations for the activity;
- **Potential Enhancement Projects Requiring Additional Support** – a list of projects for which additional support would be required;
- **Management Strategy** – a summary of the key operational objectives for the activity;
- **Outline Management Program** – a summary of the key management actions identified with anticipated timelines for completion;
- **External Operational Stakeholders** – a list of external stakeholders who have an operational input to the activity (if any), who have been consulted as part of the compilation of the Planning and Development Note;
- **Bibliography** – a list of existing reports (if available) that have formed part of the audit for the PDN; and
- **Appendices**.



## BACKGROUND

The Forest roads provide visitors with the opportunity to easily access many areas of Epping Forest in their car, however, the growing amount of traffic is having significant negative impacts for people and nature. The joint Essex County Council and City Corporation ‘Epping Forest Transport Strategy: 2009-2016’ put the Forest central to local transport decision-making and sought to address key impacts that the road network and increasing traffic caused. There also a number of statutory obligations that the Conservators need to meet concerning road verge management. This Policy and Development note outlines the Highway verge management issues and presents a management programme to meet the various needs.

In 2015, highway verge management by the City Corporation across Epping Forest was repurposed from a reactive process where works were undertaken following the identification of a problem by the Highway Authorities to a proactive planned maintenance regime. In addition the local highway authorities across the Forest undertake verge management work on some of the main Forest roads.

### Existing Risk Management Activity

The City Corporation currently undertakes four main risk management activities along Forest highway verges:

- *Keeping the public highway free of obstructions* - Under the Highways Act (1980), all adjoining landowners have a statutory responsibility to ensure that trees and understory vegetation does not obstruct the public highway.
- *Managing risks from hazardous trees*:- Under the Occupiers Liability Acts and the Health and Safety at Work Act the safety risks associated with trees impacting on highways are covered separately by the City Corporation’s Tree Safety Policy. All public highways have been identified as the highest safety priority, referred to as ‘Red zones’. Under this policy, ‘A’ and locally known fast roads are classed as Red ‘Plus’ zones and neighboring trees are surveyed annually by a suitably qualified arboriculturalist., trees lining other ‘B’ and ‘C’ class roads are inspected every two years.
- *Maintaining Safe Sightlines*: a program of sight-line clearance to improve safety for Forest users at entrances and crossing points is undertaken, usually in Jun/July with follow-up work as required. Visibility of road signs is undertaken on a reactive basis.
- *Deer Vehicle Collisions*: Epping Forest staff attend *circa.* 50 deer vehicle collisions a year with an unknown number addressed by other agencies. Several measures are already being taken by the COL to reduce their incidence.

### Existing Management Program

An audit of the highway network across the Forest in 2014 identified a total of around 121 km (302ha) of road verges requiring regular maintenance work. Note that one road may have two potential maintainable verges. The breakdown of the maintainable verge network across the three geographic zones to the nearest half kilometer is as follows: North 57.5km, Central 47 km and South 17 km. Appendix Two gives the detailed highway verge management listing.

Routine verge management is largely undertaken by local contractors on a three year competitively tendered program. The first three-year program ended in 2017 with a new program tendered and let in 2018 with 69.8km of verge cut in 2018 and 50.7km and 64 km cut in 2019 and 2020 respectively. The annual variation is due to working some areas on cycles of 2 or more years with a core of annually managed works.



In addition to the contract operations, COL staff work the more difficult sections of highway and also undertake any reactive works that occur during the year. A typical 'difficult' site would be where there is a high prevalence of parked cars making it necessary to undertake hand rather than machine based work.

### Existing Management Practice

To aid planning and implementation of the works, the Highway verge has been divided into three management zones which are defined as follows:

Zone 1	1 metre wide strip adjacent to road edge.	Short turf or herbs.
Zone 2	An area 1 metre back from the road edge. May be between 1 and 4 metres wide.	Tall herbs, scramblers, shrubs and /or scrub.
Zone 3	May be adjacent to zone 1 or 2 or adjacent to the roadside in some cases.	Tall semi-mature or mature trees

Standard work specifications for creating and maintaining zones 1 and 2 have been given in Appendix One. Not all roads will have all the management zones with, for example, roadside hedges immediately adjacent to the road being effectively Zone 2 and there is no Zone 1 or 1m wide short turf strip.

The reactive management history of the highway verges has meant that woody growth has grown to a large size in some locations and initial works may be required to convert this to a more maintainable condition. The specifications in Appendix One make a distinction between the 'creation', that is the first cut of long established woody vegetation and 'maintenance' types of tasks on more recently managed vegetation.

The main equipment used when managing the verge is a tractor mounted rotary flail. Where a tidier finish is required, especially when working older established woody vegetation, a tractor mounted circular hedge saw is used. To lift the crowns of trees overhanging the highway a specially adapted double decker bus is hired in to give arboriculturists a work base that ensures trees are cut to an appropriate height.

## PROPERTY MANAGEMENT ISSUES<sup>1</sup>

### Tree Safety

- Public highways are categorised as a high risk area (or high use target) under the City Corporation's Open Spaces Department Tree Safety Policy.

### Infrastructure

- Highway structures including signs and lights (not on COL owned land): Highway structures not located on land owned by the City Corporation need to be kept clear of obstructing vegetation arising from Epping Forest land.
- Highway structures including signs and lights (on COL owned land): Highway structures that are located on Epping Forest Land are covered by wayleave and other agreements. The maintenance of these structures, including keeping them free of obstructing vegetation, is the responsibility of the wayleave holder and not the COL.
- Epping Forest Threshold signs: In 2017 the City Corporation installed 30 enameled threshold signs at 26 locations. The signs, based on Walter Spradbery paintings, mark key locations and Gateways to the Forest and have been erected on BS EN 12899-1; 2007 (Support designs for UK Traffic signs) compliant supports. Maintenance of these signs is the responsibility of the City Corporation,

### Sightlines

- Forest paths and car parks: Sight lines on main Forest paths, typically the shared use path network, and car parks exit onto the public highway are maintained by the COL. We have 75 'areas' of the Forest with multiple sightlines cut once a year in June/July with repeat cuts undertaken on a reactive basis.
- Highway sight lines: Highway sight lines, such as at road junctions, are not normally maintained by the COL. as there is no obligation to do so. To reduce longer term management costs by maintaining road verge vegetation in a more cheaply managed condition, some highway verge locations are maintained, eg Wake Arms junction, with other possible locations envisaged for this work (See Management Considerations below)

### Highway & Forest Verge

- The Highways Act 1980 requires the City Corporation to ensure we do not obstruct the highway. In practice we have interpreted this to mean the management of woody vegetation so that growth does not prevent the passage or affect the safety of highway users, including cyclists and pedestrians. While no specific guidance is given in the Act, it is generally accepted that the minimum clearance should be 2.4m over a footpath and 5.2m over a road (measured from the centre line).

### Forest Verge Deterioration & Verge Overriding

- Unusually much of Forest Land extends right to the road edge without the intervening fringe of highway verge. The growth in vehicle size and in particular width and the increase in traffic movements is

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<sup>1</sup> Safety and organisational risks

contributing to widening roads onto Forest Land and consequent erosion. This is a new phenomenon for the Forest which will need to be addressed in partnership by the Conservators and the Highway Authorities.

### Deer

- On average staff are called out once a week to perform humane dispatch of deer injured following a collision with motor vehicles, with an unknown but estimated larger number of incidents attended by other agencies. The majority of incidents occur in the north of the Forest with the area around The Lower Forest and the B1393 a particularly bad location for collisions. Along the B1393 a wider verge has been created and the tree crowns lifted so as to give improved visibility of deer on the road verge for drivers. Deer management related to highways is covered separately by the Deer Management Policy.

### Ditches

- Many road verges across the Forest include a drainage ditch, the management of which varies between the COL and the Highways authority. Currently a reactive management system is in place in that when problems occur or a land drainage notification is sent in then work is undertaken.

### Anti-Social behavior

- Fly-tipping: Around 75% of illegal waste incidents occur at the road verge in Epping Forest. These incidents represent a significant financial cost to the City Corporation or the Highway Authority as well as posing a notable environmental threat. Reducing opportunities for fly tippers is a key consideration with verge management options responding to local conditions, eg letting vegetation grow to prevent parking opportunities for potential fly-tippers.
- Unauthorized vehicle encroachment: The road verge is often the point of entry for people accessing the Forest in vehicles for a range of unauthorized and antisocial behavior including illegal encampments, raves and joy riding.

## MANAGEMENT CONSIDERATIONS

### Property

- Private roads and wayleaves liability: In the absence of agreements stating otherwise, verge and woody vegetation along the edge of private roads and wayleaves is not maintained by the COL.
- Reducing long term management costs: The potential high costs of reactive verge risk management works, especially where traffic management is required, means that in some locations long-term costs could be reduced by converting the verge vegetation into a more easily manageable condition over and above what would be needed to address risk management alone.
- COL owned roads: The COL has approximately 6km of privately owned roads that are used regularly by third parties with access rights. The management of these varies depending on the local access agreements in place.

## Ecological

- SSSI/SAC: Road verges in many parts of the Forest are situated within land designated as a Site of Special Scientific Interest (SSSI) and Special Area of Conservation (SAC) and provide an environmental framework within which works need to be carried out.
- Special Roadside Verges (Previously Roadside Nature Reserves): Verges along four roads have been designated by Essex Wildlife Trust as Special Roadside Verges to protect their botanical interest. In total 2,250m of verge have been designated with two species present at the time, Toothed Hawkweed *Hieracium calcaricola* and Anglian Hawkweed *H. diaphanum* found nowhere else in Essex. Management of the special verges is geared towards conserving rare, typically grassland, species as well as enhancing the floral diversity of the road network across Essex. Past under-management has meant that some of their original grassland value has been eroded.
- Habitat management: With approximately 302ha of road verge under management the opportunity arises to integrate habitat management with verge risk management so that multiple objectives are met for the same or similar cost. Roadside habitats are important for providing food and shelter for many species and form a vast network along which species can move and disperse.
- Air pollution: Roadside vegetation can directly and indirectly affect local and regional air quality with potential benefits to the habitat quality of the Forest as well as for visitors and residents. The ways in which vegetation affect air quality are through:
  - Temperature reduction and other microclimatic effects
  - Removal or filtering of air pollutants
  - Emission of Volatile organic compounds (VOCs)

## Landscape

- Roadside landscape: Tens of thousands of people pass through Epping Forest every day using the road network. The road verge can present a dramatic and attractive backdrop to these visitors with at least two distinctive road verge characters:
  - ‘Tree Tunnel’: The tunnel effect created by the tree canopies coalescing across roads, such as along the Epping New Road; and,
  - Ancient Tree vistas: Commuters through the Forest can observe some characteristic tree groups associated with the wood pasture character of the Forest, eg at the Wake Arms roundabout.
  - Tree Avenues: Victorian plantings along Forest roadsides have established distinctive tree avenues of Oak on Theydon Green, Horse Chestnut in Woodford Green and London Plane on Wanstead Flats. Almost without exception these avenues are coming to the end of their functional life.
- Landscape conservation: The opportunity arises to integrate the restoration of former distinct landscapes with verge risk management so that multiple objectives are met. For example, the Robin Hood Roundabout was at one time a much more open grassy environment and very different from the

woodland conditions today. Other possible areas include the anti-Highway man clearancse along the B172 which abut the heathy woodpasture of Long Running.

- **Signage:** Highway signage introduces an intrusive element into the Forest landscape which is not always necessary. Remnant structures of old signs are frequently left standing but fulfilling no highway function. There are possible alternatives to signs such as the use of passive signage in the verge such as jockey rails to mark speed bumps rather than signage.

### Access

The Forest verge is increasingly being used for parking by visitors, residents and commuters. Roads around popular visitor locations, such as Connaught Water and High Beach can be almost impassable on some days when verge parking is particularly prevalent. Increased vehicle ownership by households has led to pockets of unauthorised Forest verge parking where space to park the vehicles is insufficient on the resident's property. The introduction of Controlled Parking Zones (CPZs) in many areas has led to displacement of parking to previously unused verge by commuters on areas of the Forest previously untroubled by parking pressure. Overall, verge parking on the large scale being seen in some locations is causing substantial physical damage to the Forest as well as presenting, at times, challenging access conditions which detracts the visitor experience along with additional road safety concerns.

### Heritage

- **Heritage structures:** Associated with the road verge across the Forest are a range of structures linked to the cultural heritage of the roads, for example milestones, coal tax posts, water pumps and drinking troughs. The milestone at Gregson's Ride on the A121 into Loughton is a protected 'listed building' and is in our care. Ownership of these structures is not always clear however in recent years the expanded management by the Conservators has revealed more of these from encroaching vegetation and local interest groups, such as the 'Milestones Society' ([www.milestonesociety.co.uk/](http://www.milestonesociety.co.uk/)) have developed with a keen interest in such structures.
- **Directional signage:** Alternating Black and white timber finger post signage which reflect the rural character of an earlier era, circa 1930's, are still present at key junctions around the Forest in Essex. Recent replacements to damaged signs have been of a much inferior quality and there are concerns that a traditional aspect of the Forest roadside landscape is at risk from erosion

## MANAGEMENT STRATEGY

Overall objectives for managing highway road verges in Epping Forest:

1. To have an annual management program that ensures we meet the COL's highways verge management requirements under the Highways Act (1980);
2. To reduce our long-term liability and maintenance costs for managing highway verges;
3. To reduce opportunities for antisocial behavior, including road verge parking;
4. To integrate highways vegetation management into wider operational habitat, heritage and landscape management.



## OUTLINE MANAGEMENT PROGRAMME

Objective	Action	Timing (Years)
1/2/3	<i>Review:</i> Survey the location of roadside ditches and highway signage and identify maintenance responsibilities.	<b>5</b>
1/2/4	<i>Review:</i> Junction management plans prepared for high use junctions.	<b>3</b>
4	<i>Review: Highway Heritage features management needs to be collated and any maintenance works included in the Forest Furniture maintenance plan</i>	<b>2</b>
3	<i>Unauthorized access management:</i> Liaise with Local Authorities on the introduction of verge management orders to restrict damaging verge parking.	<b>2</b>
1	<i>Highway verge management:</i> Zones 1,2, and 3 cut as required.	<b>Annual</b>
4	<i>Special Verge management: Special verge initial improvement works as required with ongoing maintenance.</i>	<b>7</b>
2	<i>Risk Monitoring:</i> Regular monitoring of tree safety as per Tree Safety Policy.	<b>Ongoing</b>
1	<i>Sight-lines: Cut back sight- lines to where required at car parks, main path exits and selected road junctions. All woody vegetation cut as per zone 2 or 3 as needed. Where zone 2/3 is too thick clear Zone 1 with brush cutter and request further cutting by the arm flail mower.</i>	<b>Annual</b>
1	<i>Gateway signage: Cut back annually all ground and arboreal vegetation that would impede the visual impact of the sign.</i>	<b>Annual</b>

## APPENDICES

1. Specifications for works applied to Zones 1-3.
2. Highway Verge Detailed activity plan.
3. Example of works map

### Appendix 1: Specifications for works applied to Zones 1-3.

Zone/Operation	Specification
Zone 1 creation	Create a 1m wide swathe adjacent to the Highway edge free of woody vegetation
Zone 1 Maintenance	Maintain Z1 swathe - cut to a height of 15cm
Zone 2 Creation	Create a zone 1-4 m wide beyond Z1 of tall herbs scramblers and/or shrubs. Width will depend on local conditions and will be specified on each task. Typical considerations would include the impact on unauthorized parking, statutory designations such as the SSSI and SAC.
Zone 2 Maintenance	Coppice Z2 vegetation or face up using chain flail or scrub cutter
Zone 3 Maintenance	Crown lift trees and/or other vegetation to 5.3m above the centre of the road.
Zone 3 Understorey	Remove or thin understorey to increase visibility. Width will depend on local conditions and will be specified on each task. Typical considerations would include the impact on unauthorized parking, statutory designations such as the SSSI and SAC.
Visibility Splay	Create or maintain a visibility splay at road junction
Pavement vegetation	Cut back vegetation to 50cm beyond footpath edge, crown lift trees to 2.2m
Roadside Hedge	Cut hedge back to prevent encroachment onto Highway
Roadside Ditch	Clear roadside ditch of vegetation
Street furniture	Clear vegetation back to give a minimum of 1m clearance from structure



## Appendix 2: Highway Verge Detailed activity plan.

### Notes:

- I. Map No: Refers to the works map applying to the action, Example in Appendix Three
- II. Cycle: Refers to frequency of the action, eg 1 = annually, 2= biennially, etc
- III. Comp Area: This is the compartment where activity takes place. For roads this has been simplified to just 'Road' as the road may straddle two or more compartments. Signs are likewise listed as 'Sign' with the work undertaken as per each map area.
- IV. Year: These are bit out of date on this table but are current on the operational program and contracts.

Operational Activity	comp area	EF Sub	Location	Map no	Month	Year	Cycle	Length	Description
AW - Gateway sign	Sign		Earls Path (Jnt w Smarts Lane)	H	June	2018	1		Cut back all ground and arboreal vegetation that would impede the visual impact of the sign.
AW - Gateway sign	Sign		Aldersbrook Road (Jnt w Forest View Road)	O	June		1		Cut back all ground and arboreal vegetation that would impede the visual impact of the sign.
AW - Gateway sign	Sign		Avey Lane (near Jnt w Manor Rd)	B	June		1		Cut back all ground and arboreal vegetation that would impede the visual impact of the sign.
AW - Gateway sign	Sign		Barn Hoppitt (Car Park)	H	June		1		Cut back all ground and arboreal vegetation that would impede the visual impact of the sign.
AW - Gateway sign	Sign		Bury Road (Jnt w Hornbeam Lane)	H	June		1		Cut back all ground and arboreal vegetation that would impede the visual impact of the sign.
AW - Gateway sign	Sign		Bush Road (Off Green Man Roundabout)	O	June		1		Cut back all ground and arboreal vegetation that would impede the visual impact of the sign.
AW - Gateway sign	Sign		Centre Road (2 signs, near jnt w Forest Road)	O	June		1		Cut back all ground and arboreal vegetation that would impede the visual impact of the sign.
AW - Gateway sign	Sign		Chingford Lane (just off roundabout)	H	June		1		Cut back all ground and arboreal vegetation that would impede the visual impact of the sign.
AW - Gateway sign	Sign		Chingford Plain (Car Park)	H	June		1		Cut back all ground and arboreal vegetation that would impede the visual impact of the sign.
AW - Gateway sign	Sign		Connaught Water (Car Park)	H	June		1		Cut back all ground and arboreal vegetation that would impede the visual impact of the sign.

## Highway Verge Management

Operational Activity	comp area	EF Sub	Location	Map no	Month	Year	Cycle	Length	Description
AW - Gateway sign	Sign		Coppice Row (Theydon Green - Jct Loughton Lane)	B	June		1		Cut back all ground and arboreal vegetation that would impede the visual impact of the sign.
AW - Gateway sign	Sign		Epping High road (Jnt w Hemnall Street)	B	June		1		Cut back all ground and arboreal vegetation that would impede the visual impact of the sign.
AW - Gateway sign	Sign		Forest Road (Jnt w Beacontree Ave)	O	June		1		Cut back all ground and arboreal vegetation that would impede the visual impact of the sign.
AW - Gateway sign	Sign		Goldings Hill (2 signs – near Goldings Hill pond car park)	H	June		1		Cut back all ground and arboreal vegetation that would impede the visual impact of the sign.
AW - Gateway sign	Sign		High Beach (East end Car Park)	B	June		1		Cut back all ground and arboreal vegetation that would impede the visual impact of the sign.
AW - Gateway sign	Sign		High Beach (West end of car Park)	B	June		1		Cut back all ground and arboreal vegetation that would impede the visual impact of the sign.
AW - Gateway sign	Sign		Hill Wood (Tea Hut Car Park)	B	June		1		Cut back all ground and arboreal vegetation that would impede the visual impact of the sign.
AW - Gateway sign	Sign		Honey Lane (2 signs - Near Volunteer Pub)	B	June		1		Cut back all ground and arboreal vegetation that would impede the visual impact of the sign.
AW - Gateway sign	Sign		Jubilee Pond (Car Park)	O	June		1		Cut back all ground and arboreal vegetation that would impede the visual impact of the sign.
AW - Gateway sign	Sign		Lake House Road (Jct w Dames Road)	O	June		1		Cut back all ground and arboreal vegetation that would impede the visual impact of the sign.
AW - Gateway sign	Sign		Mott Street (near Jnt w Church Rd)	B	June		1		Cut back all ground and arboreal vegetation that would impede the visual impact of the sign.
AW - Gateway sign	Sign		Pick HI (Jnt w Horseshoe Hill/Upshire Rd)	B	June		1		Cut back all ground and arboreal vegetation that would impede the visual impact of the sign.
AW - Gateway sign	Sign		Rangers Road (2 signs – Jnt w Bury Road)	H	June		1		Cut back all ground and arboreal vegetation that would impede the visual impact of the sign.
AW - Gateway sign	Sign		Snaresbrook Road (Eagle Pond/Forest Access Gate)	O	June		1		Cut back all ground and arboreal vegetation that would impede the visual impact of the sign.
AW - Gateway sign	Sign		Whipps Cross Roundabout (TBC due to Mini Holland Works)	O	June		1		Cut back all ground and arboreal vegetation that would impede the visual impact of the sign.

## Highway Verge Management

Operational Activity	comp area	EF Sub	Location	Map no	Month	Year	Cycle	Length	Description
AW - Gateway sign	Sign		<b>Woodford New Road (Northbound off Waterworks)</b>	O	June		1		Cut back all ground and arboreal vegetation that would impede the visual impact of the sign.
AW - Gateway sign	Sign		<b>Woodford New Road (Southbound off Waterworks)</b>	O	June		1		Cut back all ground and arboreal vegetation that would impede the visual impact of the sign.
AW - Management access maintenance	58		<b>Great Gregories:</b> Farm track	F6	Aug	2016	1	900	Zone 2 maintenance hedge Approx. total cutting distance 900m
SL- Sight lines	1		<b>Epping Long Green:</b>	B	June	2019	1		Cut back all sight- lines where required on car parks bridleway exits / road junctions etc. All woody vegetation as per zone 2 or 3 as needed. Zone 1 cleared were access is needed to zone 2 by Brushcutter. Or noted for later Bomford cutting.
SL- Sight lines	2		<b>Galley hill</b>	B	June	2019	1		Cut back all sight- lines where required on car parks bridleway exits / road junctions etc. All woody vegetation as per zone 2 or 3 as needed. Zone 1 cleared were access is needed to zone 2 by Brushcutter. Or noted for later Bomford cutting.
SL- Sight lines	3		<b>Lower Forest:</b>	B	June	2019	1		Cut back all sight- lines where required on car parks bridleway exits / road junctions etc. All woody vegetation as per zone 2 or 3 as needed. Zone 1 cleared were access is needed to zone 2 by Brushcutter. Or noted for later Bomford cutting.
SL- Sight lines	4		<b>Epping Thicks &amp; Bell Common:</b>	B	June	2019	1		Cut back all sight- lines where required on car parks bridleway exits / road junctions etc. All woody vegetation as per zone 2 or 3 as needed. Zone 1 cleared were access is needed to zone 2 by Brushcutter. Or noted for later Bomford cutting.

## Highway Verge Management

Operational Activity	comp area	EF Sub	Location	Map no	Month	Year	Cycle	Length	Description
SL- Sight lines	6		<b>St Thomas' Quarters:</b>	B	June	2019	1		Cut back all sight- lines where required on car parks bridleway exits / road junctions etc. All woody vegetation as per zone 2 or 3 as needed. Zone 1 cleared were access is needed to zone 2 by Brushcutter. Or noted for later Bomford cutting.
SL- Sight lines	7		<b>Long running &amp; Ambresbury Banks:</b>	B	June	2019	1		Cut back all sight- lines where required on car parks bridleway exits / road junctions etc. All woody vegetation as per zone 2 or 3 as needed. Zone 1 cleared were access is needed to zone 2 by Brushcutter. Or noted for later Bomford cutting.
SL- Sight lines	8		<b>Genesis Slade:</b>	B	June	2019	1		Cut back all sight- lines where required on car parks bridleway exits / road junctions etc. All woody vegetation as per zone 2 or 3 as needed. Zone 1 cleared were access is needed to zone 2 by Brushcutter. Or noted for later Bomford cutting.
SL- Sight lines	9		<b>Honey Lane Quarters:</b>	B	June	2019	1		Cut back all sight- lines where required on car parks bridleway exits / road junctions etc. All woody vegetation as per zone 2 or 3 as needed. Zone 1 cleared were access is needed to zone 2 by Brushcutter. Or noted for later Bomford cutting.
SL- Sight lines	10		<b>Wake Valley:</b>	B	June	2019	1		Cut back all sight lines where required on car parks bridleway exits / road junctions etc. All woody vegetation as per zone 2 or 3 as needed. Zone 1 cleared were access is needed to zone 2 by Brushcutter. Or noted for later Bomford cutting.
SL- Sight lines	11		<b>Great Monk wood &amp; Deer shelter plain:</b>	B	June	2019	1		Cut back all sight- lines where required on car parks bridleway exits / road junctions etc. All woody vegetation as per zone 2 or 3 as needed. Zone 1 cleared were

## Highway Verge Management

Operational Activity	comp area	EF Sub	Location	Map no	Month	Year	Cycle	Length	Description
									access is needed to zone 2 by Brushcutter. Or noted for later Bomford cutting.
SL- Sight lines	13		<b>Birch Wood &amp; Oak Hill</b>	B	June	2019	1		Cut back all sight- lines where required on car parks bridleway exits / road junctions etc. All woody vegetation as per zone 2 or 3 as needed. Zone 1 cleared were access is needed to zone 2 by Brushcutter. Or noted for later Bomford cutting.
SL- Sight lines	14		<b>Pillow Mounds &amp; Comical Corner:</b>	B	June	2019	1		Cut back all sight- lines where required on car parks bridleway exits / road junctions etc. All woody vegetation as per zone 2 or 3 as needed. Zone 1 cleared were access is needed to zone 2 by Brushcutter. Or noted for later Bomford cutting.
SL- Sight lines	15		<b>Warren Plantation:</b>	B	June	2019	1		Cut back all sight- lines where required on car parks bridleway exits / road junctions etc. All woody vegetation as per zone 2 or 3 as needed. Zone 1 cleared were access is needed to zone 2 by Brushcutter. Or noted for later Bomford cutting.
SL- Sight lines	16		<b>Black weir Hill:</b>	B	June	2019	1		Cut back all sight- lines where required on car parks bridleway exits / road junctions etc. All woody vegetation as per zone 2 or 3 as needed. Zone 1 cleared were access is needed to zone 2 by Brushcutter. Or noted for later Bomford cutting.
SL- Sight lines	17		<b>Blind lane:</b> Bridleway	H	June	2019	1		Cut back all sight- lines where required on car parks bridleway exits / road junctions etc. All woody vegetation as per zone 2 or 3 as needed. Zone 1 cleared were access is needed to zone 2 by Brushcutter. Or noted for later Bomford cutting.

## Highway Verge Management

Operational Activity	comp area	EF Sub	Location	Map no	Month	Year	Cycle	Length	Description
SL- Sight lines	17		<b>Fernhills to High Beech Church:</b>	H	June	2019	1		Cut back all sight- lines where required on car parks bridleway exits / road junctions etc. All woody vegetation as per zone 2 or 3 as needed. Zone 1 cleared were access is needed to zone 2 by Brushcutter. Or noted for later Bomford cutting.
SL- Sight lines	17		<b>Green lane:</b> Bridleway	H	June	2019	1		Cut back all sight- lines where required on car parks bridleway exits / road junctions etc. All woody vegetation as per zone 2 or 3 as needed. Zone 1 cleared were access is needed to zone 2 by Brushcutter. Or noted for later Bomford cutting.
SL- Sight lines	17		<b>High beach:</b> Church Road	H	June	2019	1		Cut back all sight- lines where required on car parks bridleway exits / road junctions etc. All woody vegetation as per zone 2 or 3 as needed. Zone 1 cleared were access is needed to zone 2 by Brushcutter. Or noted for later Bomford cutting.
SL- Sight lines	18		<b>High Beach:</b> Paul's Nursery Road:	H	June	2019	1		Cut back all sight- lines where required on car parks bridleway exits / road junctions etc. All woody vegetation as per zone 2 or 3 as needed. Zone 1 cleared were access is needed to zone 2 by Brushcutter. Or noted for later Bomford cutting.
SL- Sight lines	19		<b>Loughton Camp:</b>	H	June	2019	1		Cut back all sight- lines where required on car parks bridleway exits / road junctions etc. All woody vegetation as per zone 2 or 3 as needed. Zone 1 cleared were access is needed to zone 2 by Brushcutter. Or noted for later Bomford cutting.
SL- Sight lines	20		<b>Loughton Brook &amp; Staples Hill:</b>	H	June	2019	1		Cut back all sight- lines where required on car parks bridleway exits / road junctions etc. All woody vegetation as per zone 2 or 3 as needed. Zone 1 cleared were

## Highway Verge Management

Operational Activity	comp area	EF Sub	Location	Map no	Month	Year	Cycle	Length	Description
									access is needed to zone 2 by Brushcutter. Or noted for later Bomford cutting.
SL- Sight lines	21		Hill wood:		June	2019	1		Cut back all sight- lines where required on car parks bridleway exits / road junctions etc. All woody vegetation as per zone 2 or 3 as needed. Zone 1 cleared were access is needed to zone 2 by Brushcutter. Or noted for later Bomford cutting.
SL- Sight lines	22		Fairmead & Whitehouse plain:	H	June	2019	1		Cut back all sight- lines where required on car parks bridleway exits / road junctions etc. All woody vegetation as per zone 2 or 3 as needed. Zone 1 cleared were access is needed to zone 2 by Brushcutter. Or noted for later Bomford cutting.
SL- Sight lines	23		Strawberry hill:	H	June	2019	1		Cut back all sight- lines where required on car parks bridleway exits / road junctions etc. All woody vegetation as per zone 2 or 3 as needed. Zone 1 cleared were access is needed to zone 2 by Brushcutter. Or noted for later Bomford cutting.
SL- Sight lines	24		Bury wood:	O	June	2019	1		Cut back all sight- lines where required on car parks bridleway exits / road junctions etc. All woody vegetation as per zone 2 or 3 as needed. Zone 1 cleared were access is needed to zone 2 by Brushcutter. Or noted for later Bomford cutting.
SL- Sight lines	25		Yardley hill & Pole hill:	O	June	2019	1		Cut back all sight- lines where required on car parks bridleway exits / road junctions etc. All woody vegetation as per zone 2 or 3 as needed. Zone 1 cleared were access is needed to zone 2 by Brushcutter. Or noted for later Bomford cutting.

## Highway Verge Management

Operational Activity	comp area	EF Sub	Location	Map no	Month	Year	Cycle	Length	Description
SL- Sight lines	26		<b>Bury road:</b> Car park bottom and top	O	June	2019	1		Sight- line access gate cut back either side.
SL- Sight lines	26		<b>Bury road:</b> Entrance to Sovereign fields.	O	June	2019	1		Sight- line access gate cut back either side.
SL- Sight lines	26		<b>Bury road:</b> green lane to Cashfield lane	O	June	2019	1		Sight- line at the end of the lane cut back right-hand side.
SL- Sight lines	26		<b>Bury road:</b> green lane to Cashfield lane from Daws hill to the access gate	O	June	2019	?		Bomford side and ground vegetation alongside of the lane (bridleway)
SL- Sight lines	26		<b>Bury road:</b> woodmans ride	O	June	2019	1		Sight- line access gate cut back either side.
SL- Sight lines	26		<b>Chingford plain and golf course:</b>	O	June	2019	1		Cut back all sight- lines where required on car parks bridleway exits / road junctions etc. All woody vegetation as per zone 2 or 3 as needed. Zone 1 cleared were access is needed to zone 2 by Brushcutter. Or noted for later Bomford cutting.
SL- Sight lines	26		<b>Rangers road:</b> Butlers retreat	O	June	2019	1		Sight- line access gate cut back either side.
SL- Sight lines	26		<b>Rangers Road:</b> Green ride crossing	H	June	2019	1		Sight- line Blackthorn cutting back on east side. Small trees on southern side.
SL- Sight lines	27		<b>Connaught Water:</b>	H	June	2019	1		Cut back all sight- lines where required on car parks bridleway exits / road junctions etc. All woody vegetation as per zone 2 or 3 as needed. Zone 1 cleared were access is needed to zone 2 by Brushcutter. Or noted for later Bomford cutting. NOTE MINI TRACTOR DOWN RANGERS RD
SL- Sight lines	28		<b>Buckhurst Hill:</b> Cricket Pitch	28.3	June	2019	1		Cut with Tractor Mounted flail the car park entrance sight line
SL- Sight lines	28		<b>Buckhurst Hill:</b> Roebuck Green	O	June	2019	1		Sight- lines all road ends need to be trimmed.
SL- Sight lines	28		<b>Warren Hill &amp; Powel's Forest:</b>	H	June	2019	1		Cut back all sight- lines where required on car parks bridleway exits / road junctions etc. All woody vegetation as per zone 2 or 3 as needed. Zone 1 cleared were access is needed to zone 2 by Brushcutter. Or noted for later Bomford cutting.



## Highway Verge Management

Operational Activity	comp area	EF Sub	Location	Map no	Month	Year	Cycle	Length	Description
SL- Sight lines	29		<b>Barn Hoppit &amp; Whitehall Plain:</b>	H	June	2019	1		Cut back all sight- lines where required on car parks bridleway exits / road junctions etc. All woody vegetation as per zone 2 or 3 as needed. Zone 1 cleared were access is needed to zone 2 by Brushcutter. Or noted for later Bomford cutting. NOTE NEEDS SMALL TRACTOR
SL- Sight lines	29		<b>Buckhurst Hill:</b> Brook road agreed horse crossing	H	June	2019	?		Sight- line over Brook road. Blackthorn - extensive cut back
SL- Sight lines	29		<b>Buckhurst Hill:</b> Brook road Bridleway onto Whitehall plain	H	June	2019	1		Crown lift and strim
SL- Sight lines	30		<b>Buckhurst Hill:</b> High road next to Highclare flats	O	June	2019	1		Cut back Bramble zone 1 & 2 Brush cutters required
SL- Sight lines	30		<b>Chingford lane :</b> Horse crossing from Golf course to Whitehall Plain	O	June	2019	?		Sight- line crossing needs to be opened. LBWF may still be installing an improved crossing.
SL- Sight lines	30		<b>Chingford lane :</b> Montalt Ave both ends	O	June	2019	1		Sight- line at access gate cut back either side
SL- Sight lines	30		<b>Hatch Forest &amp; Plain:</b>	O	June	2019	1		Cut back all sight- lines where required on car parks bridleway exits / road junctions etc. All woody vegetation as per zone 2 or 3 as needed. Zone 1 cleared were access is needed to zone 2 by Brushcutter. Or noted for later Bomford cutting.
SL- Sight lines	31		<b>Buckhurst Hill:</b> Woodland way to Forest way.	O	June	2019	1		Sight- line and over pavement cut back either side
SL- Sight lines	31		<b>Knighton Wood:</b>	O	June	2019	1		Cut back all sight- lines where required on car parks bridleway exits / road junctions etc. All woody vegetation as per zone 2 or 3 as needed. Zone 1 cleared were access is needed to zone 2 by Brushcutter. Or noted for later Bomford cutting.
SL- Sight lines	32		<b>Buckhurst Hill:</b> Forest Edge / Lords Bushes	O	June	2019	1		Sight- line cut back either side of access gate.
SL- Sight lines	32		<b>Buckhurst Hill:</b> Knighton lane car park	O	June	2019	1		Start of bridleway, Elm regrowth around bridleway sign

## Highway Verge Management

Operational Activity	comp area	EF Sub	Location	Map no	Month	Year	Cycle	Length	Description
SL- Sight lines	32		<b>Buckhurst Hill:</b> Knighton lane top of Squirrel path	O	June	2019	1		Sight- line at access gate strim nettles
SL- Sight lines	32		<b>Buckhurst Hill:</b> Monkhams Lane	O	June	2019	1		Sight- line Blackthorn regrowth needs cutting back
SL- Sight lines	32		<b>Buckhurst Hill:</b> Monkhams Lane through Knighton woods	O	June	2019	1		Sight- line at access gate strimming and minor tree cutting.
SL- Sight lines	32		<b>Lords bushes:</b>	O	June	2019	1		Cut back all sight- lines where required on car parks bridleway exits / road junctions etc. All woody vegetation as per zone 2 or 3 as needed. Zone 1 cleared were access is needed to zone 2 by Brushcutter. Or noted for later Bomford cutting.
SL- Sight lines	33		<b>Highams Park:</b>	H	June	2019	1		Cut back all sight- lines where required on car parks bridleway exits / road junctions etc. All woody vegetation as per zone 2 or 3 as needed. Zone 1 cleared were access is needed to zone 2 by Brushcutter. Or noted for later Bomford cutting. NOTE CHINGFORD LANE / THE AVENUE NEEDS SMALL TRACTOR
SL- Sight lines	34		<b>Oak hill:</b> Bottom gate and top gate	O	June	2019	1		Cut back either side
SL- Sight lines	34		<b>Walthamstow Forest:</b>	O	June	2019	1		Cut back all sight- lines where required on car parks bridleway exits / road junctions etc. All woody vegetation as per zone 2 or 3 as needed. Zone 1 cleared were access is needed to zone 2 by Brushcutter. Or noted for later Bomford cutting.
SL- Sight lines	35		<b>Gilbert's Slade &amp; Rising sun wood:</b> scrub cut or flail bramble on sight- line back to holy trees on east side	O	June	2019	1		Cut back all sight- lines where required on car parks bridleway exits / road junctions etc. All woody vegetation as per zone 2 or 3 as needed. Zone 1 cleared were access is needed to zone 2 by Brushcutter. Or noted for later Bomford cutting.

## Highway Verge Management

Operational Activity	comp area	EF Sub	Location	Map no	Month	Year	Cycle	Length	Description
SL- Sight lines	36		<b>Leyton Flats:</b>	O	June	2019	1		Cut back all sight- lines where required on car parks bridleway exits / road junctions etc. All woody vegetation as per zone 2 or 3 as needed. Zone 1 cleared were access is needed to zone 2 by Brushcutter. Or noted for later Bomford cutting.
SL- Sight lines	37		<b>Wanstead Park:</b>	O	June	2019	1		Cut back all sight- lines where required on car parks bridleway exits / road junctions etc. All woody vegetation as per zone 2 or 3 as needed. Zone 1 cleared were access is needed to zone 2 by Brushcutter. Or noted for later Bomford cutting.
SL- Sight lines	38		<b>Aldersbrook road :</b> Opp Queenswood road pavement that runs to bus stop roundabout	O	June	2019	1		Cut back all sight- lines where required on car parks bridleway exits / road junctions etc. All woody vegetation as per zone 2 or 3 as needed. Zone 1 cleared were access is needed to zone 2 by Brushcutter. Or noted for later Bomford cutting.
SL- Sight lines	38		<b>Wanstead Flats:</b> Bushwood cycle track and Corner of Centre road and Aldersbrook road.	O	June	2019	1		Cut back all sight- lines where required on car parks bridleway exits / road junctions etc. All woody vegetation as per zone 2 or 3 as needed. Zone 1 cleared were access is needed to zone 2 by Brushcutter. Or noted for later Bomford cutting.
SL- Sight lines	50		<b>Galley hill wood</b>	H	June	2019	1		Cut back all sight- lines where required on car parks bridleway exits / road junctions etc. All woody vegetation as per zone 2 or 3 as needed. Zone 1 cleared were access is needed to zone 2 by Brushcutter. Or noted for later Bomford cutting.
SL- Sight lines	51		<b>Kennel wood &amp; Monkham's Hall Field</b>	H	June	2019	1		Cut back all sight- lines where required on car parks bridleway exits / road junctions etc. All woody vegetation as per zone 2 or 3 as needed. Zone 1 cleared were

## Highway Verge Management

Operational Activity	comp area	EF Sub	Location	Map no	Month	Year	Cycle	Length	Description
									access is needed to zone 2 by Brushcutter. Or noted for later Bomford cutting.
SL- Sight lines	52		<b>Warlies Estate</b>	H	June	2019	1		Cut back all sight- lines where required on car parks bridleway exits / road junctions etc. All woody vegetation as per zone 2 or 3 as needed. Zone 1 cleared were access is needed to zone 2 by Brushcutter. Or noted for later Bomford cutting.
SL- Sight lines	53		<b>Woodredon Estate (North)</b>	H	June	2019	1		Cut back all sight- lines where required on car parks bridleway exits / road junctions etc. All woody vegetation as per zone 2 or 3 as needed. Zone 1 cleared were access is needed to zone 2 by Brushcutter. Or noted for later Bomford cutting.
SL- Sight lines	54		<b>Copped Hall (North)</b>	H	June	2019	1		Cut back all sight- lines where required on car parks bridleway exits / road junctions etc. All woody vegetation as per zone 2 or 3 as needed. Zone 1 cleared were access is needed to zone 2 by Brushcutter. Or noted for later Bomford cutting.
SL- Sight lines	55		<b>Copped Hall (South) &amp; Raveners</b>	H	June	2019	1		Cut back all sight- lines where required on car parks bridleway exits / road junctions etc. All woody vegetation as per zone 2 or 3 as needed. Zone 1 cleared were access is needed to zone 2 by Brushcutter. Or noted for later Bomford cutting.
SL- Sight lines	56		<b>Coopersale</b>	B	June	2019	1		Cut back all sight- lines where required on car parks bridleway exits / road junctions etc. All woody vegetation as per zone 2 or 3 as needed. Zone 1 cleared were access is needed to zone 2 by Brushcutter. Or noted for later Bomford cutting.

## Highway Verge Management

Operational Activity	comp area	EF Sub	Location	Map no	Month	Year	Cycle	Length	Description
SL- Sight lines	57		Woodredon Estate (south)	H	June	2019	1		Cut back all sight- lines where required on car parks bridleway exits / road junctions etc. All woody vegetation as per zone 2 or 3 as needed. Zone 1 cleared were access is needed to zone 2 by Brushcutter. Or noted for later Bomford cutting.
SL- Sight lines	58		Great Gregories	B	June	2019	1		Cut back all sight- lines where required on car parks bridleway exits / road junctions etc. All woody vegetation as per zone 2 or 3 as needed. Zone 1 cleared were access is needed to zone 2 by Brushcutter. Or noted for later Bomford cutting.
SL- Sight lines	59		Deer Sanctuary	O	June	2019	1		Cut back all sight- lines where required on car parks bridleway exits / road junctions etc. All woody vegetation as per zone 2 or 3 as needed. Zone 1 cleared were access is needed to zone 2 by Brushcutter. Or noted for later Bomford cutting.
SL- Sight lines	60		Loughton Golf Course	H	June	2019	1		Cut back all sight- lines where required on car parks bridleway exits / road junctions etc. All woody vegetation as per zone 2 or 3 as needed. Zone 1 cleared were access is needed to zone 2 by Brushcutter. Or noted for later Bomford cutting.
SL- Sight lines	61		Trueloves	H	June	2019	1		Cut back all sight- lines where required on car parks bridleway exits / road junctions etc. All woody vegetation as per zone 2 or 3 as needed. Zone 1 cleared were access is needed to zone 2 by Brushcutter. Or noted for later Bomford cutting.
SL- Sight lines	62		North Farm	O	June	2019	1		Cut back all sight- lines where required on car parks bridleway exits / road junctions etc. All woody vegetation as per zone 2 or 3 as needed. Zone 1 cleared were

## Highway Verge Management

Operational Activity	comp area	EF Sub	Location	Map no	Month	Year	Cycle	Length	Description
									access is needed to zone 2 by Brushcutter. Or noted for later Bomford cutting.
SL- Sight lines	63		<b>Swaines Green</b>	B	June	2019	1		Cut back all sight- lines where required on car parks bridleway exits / road junctions etc. All woody vegetation as per zone 2 or 3 as needed. Zone 1 cleared were access is needed to zone 2 by Brushcutter. Or noted for later Bomford cutting.
SL-Highway special verge management	Road	D	<b>Loughton:</b> Earls path	D6	Oct/Nov	2019	3	1100	1 - priority - cut back scrub / small trees a further 2/3 m back from the bank do not blow chip on to the verge. 2 - priority section- cut back scrub / small trees a further 2/3 m do not blow chip on to the bank. 3 - priority cut back scrub / small trees 2/3 m do not blow chip onto verge. Approx total distance 1.100M Road side nature reserve Maintenance: verge to be bomford cut to a height of 20cm . No scraping of verge. Area behind verge cut as low as possible
SL-Highway special verge management	Road	D	<b>Loughton:</b> Earls path	D6	Oct/Nov	2018	1	1720	Zone 1 & 2 maintenance Approx total cutting distance 1,720 M. Note <b>road side nature reserve</b> Maintenance: verge to be bomford cut to a height of 20cm . No scraping of verge. Area behind verge cut as low as possible
SL-Highway special verge management	Road	E	<b>Woodridden Hill</b>	E5		2019	3	700	1- Priority section cut scrub back 2-3 m 2- cut back scrub 2-3 m <b>do not cut Butchers Broom</b> (red dots on map). 3- cut back scrub. Do not spray wood chip on any of the verges. Approx. distance 700M. Should be a roadside nature reserve shown on north side in the map

## Highway Verge Management

Operational Activity	comp area	EF Sub	Location	Map no	Month	Year	Cycle	Length	Description
SL-Highway special verge management	Road	F	<b>Crown hill:</b>	F1		2016	0	180	Cut back scrub and small trees ( mainly holly) 2 / 3 m do not blow chip onto verge. Approx. Distance 180m between posts marked in blue on map. <b>Roadside nature reserve.</b>
SL-Highway special verge management	Road	F	<b>Jacks hill:</b> Coppice row	F2	Oct/Nov	2017	0	1000	1- cut back scrub and small trees 2-3 M - do not blow chip onto verge. Do not cut heather ( red dots on map). 2- cut back scrub and small trees 2-3 m thin medium sized trees by 50%. 3 - Cut back scrub and small trees 2-3 m. 4 - cut back scrub and small trees 2-3 m thin medium sized trees by 50%. Approx. distance 1,000M.
SL-Highway special verge management	Road		<b>Jacks hill:</b> Coppice row	F2	Oct/Nov	2018	1	1000	Maintenance: verge to be bomford cut to a height of 20cm . No scraping of verge. Area behind verge cut as low as possible
SL-Highway verge management	Road	A	<b>Wanstead Flats:</b> Aldersbrook Road, Forest Drive and Forest View Road	A3	Aug	2018	1	2300	Zone 1 & 2 maintenance: Approx. cutting distance 2,300 m
SL-Highway verge management	Road	A	<b>Wanstead Flats:</b> Browning Road					NA	no work required
SL-Highway verge management	Road	A	<b>Wanstead Flats:</b> Bush wood Rd	A5	Aug	2019	2	1069	Zone 1 / 2 maintenance cut road side vegetation Approx .Distance to cut 1,069 m
SL-Highway verge management	Road	A	<b>Wanstead Flats:</b> Bushwood Road and Blake hall road	A6	Aug	2018	1	982	Zone 1 & 2 maintenance Approx. cutting distance 982 m.
SL-Highway verge management	Road	A	<b>Wanstead Flats:</b> Capel Road	A1	Aug	2018	1	493	Zone 1 & 2 creation of elm regeneration and Bramble May require hand tools as cars park along the road If clear <b>Do Not CUT RE GROWING APPLE TREE OPPOSIT- THE GOLDEN FLEECE.</b> Approx. total Cutting distance 493m.
SL-Highway verge management	Road	A	<b>Wanstead Flats:</b> Davies Lane					NA	no work required
SL-Highway verge management	Road	A	<b>Wanstead Flats:</b> Ferndale Road					NA	no work required
SL-Highway verge management	Road	A	<b>Wanstead Flats:</b> Harrow Road	A 9	Sept	2018	3	300	Zone 1 and 2 maintenance Approx. total cutting distance 300 m

## Highway Verge Management

Operational Activity	comp area	EF Sub	Location	Map no	Month	Year	Cycle	Length	Description
SL-Highway verge management	Road	A	<b>Wanstead Flats:</b> Lakehouse. Dames and Centre Road	A7	Aug	2018	1	4576	Zone 1 & 2 maintenance including car park sight lines Approx. Total cutting Distance 4,576 m.
SL-Highway verge management	Road	A	<b>Wanstead park:</b> Northumberland Ave	A2	Aug	2020	3	700	Zone 1 & 2 maintenance Approx. total cutting Distance 700m
SL-Highway verge management	Road	A	<b>Wanstead Park:</b> Warren Road	A8	June	2018	1	135	Zone 1 & 2 creation either side of fence. Hand tools may be required due to parked cars Approx. Total cutting distance 135 m
SL-Highway verge management	Road	A	Woodcote Road					NA	No work required
SL-Highway verge management	Road	A	<b>Woodford Road:</b> Rising sun	A4	Sept	2020	3	1725	Zone 1 & 2 maintenance Approx total cutting distance 1,725 m
SL-Highway verge management	Road	B	<b>Oak Hill:</b> The Bridal path IG8 9 PA	B23	Sept	2018	1	151	Zone 1&2 Maintenance Approx. total cutting distance 115 m
SL-Highway verge management	Road	B	<b>Forest Road:</b> Beacontree Avenue	B9	Aug	2018	1	540	Zone 1&2 maintenance as required Approx. total cutting distance 540 m
SL-Highway verge management	Road	B	<b>Forest school:</b> Buxton Drive	B19	Sept	2018	0	80	Zone 1&2 creation Approx total cutting distance 80 m
SL-Highway verge management	Road	B	<b>Forest school:</b> Forest Court	B17	Sept	2018	1	100	Zone 1 maintenance and clear around emergency access gate at end of road Approx. total cutting distance 100 m
SL-Highway verge management	Road	B	<b>Forest school:</b> Forest Rise West	B10	Aug	2018	1	210	Zone 1&2 maintenance Approx total cutting distance 210m
SL-Highway verge management	Road	B	<b>Forest school:</b> Oak Hurst grd	B20	Sept	2018	1	130	Zone 1&2 creation Approx. total cutting distance 130 m
SL-Highway verge management	Road	B	<b>Forest school:</b> St Peters Ave / Forest Rise	B2	Aug	2018	1	610	Zones 1 & 2 maintenance approx. Distance to cut 610 m
SL-Highway verge management	Road	B	<b>Forest school:</b> The Forest	B18	Sept	2018	Na	275	Zone 1 & 2 maintenance and removal of lime sucker growth Approx. total cutting distance 275 m
SL-Highway verge management	Road	B	<b>Leabridge Road:</b> To Snaresbrook rd.	B16	Sept	2020	3	445	Zone 2 creation & pavement vegetation Approx. total cutting distance 445 M
SL-Highway verge management	Road	B	<b>Leyton Flats: (Whipps cross)</b> Forest glade	B6	Aug	2018	1	178	Zone 1 & 2 maintenance Approx. total cutting distance 178 m
SL-Highway verge management	Road	B	<b>Leyton Flats:</b> (Whipps cross) James Lane	B7		2019	2	658	Zones 1 & 2 maintenance including sight lines. Approx cutting distance 658 m.
SL-Highway verge management	Road	B	<b>Leyton Flats:</b> Whipps Cross Road	B11	Aug	2019	2	720	Zone 1 & 2 maintenance Approx. total cutting distance 720 m



## Highway Verge Management

Operational Activity	comp area	EF Sub	Location	Map no	Month	Year	Cycle	Length	Description
SL-Highway verge management	Road	B	<b>Oak hill:</b> Forest Drive	B8	Nov	2018	1	385	Zone 1 & 2 initial cut. Approx. total distance to cut 385 m
SL-Highway verge management	Road	B	<b>Snaresbrook Road:</b>	B1	Aug	2019	2	1221	Zone 1 & 2 Maintenance. Clear round street furniture Etc. by hand as required. Approx. total Distance to cut 1,221 m
SL-Highway verge management	Road	B	<b>Snaresbrook:</b> Hollybush Hill	B14	Sept	2018	1	470	Zone 1&2 creation. Note by hand around bollards. Approx. total cutting distance 470 m
SL-Highway verge management	Road	B	<b>Walthamstow Forest:</b> Peel road	B4	Aug	2018	1	69	Zone 1 & 2 maintenance. Approx. Total cutting distance 69 m
SL-Highway verge management	Road	B	<b>Wanstead:</b> New Wanstead	B15	Sept	2018	3	340	Zone 1&2 maintenance Note some by hand Approx. total cutting distance 340 m
SL-Highway verge management	Road	B	<b>Waterworks:</b> Forest road	B22	June	2019	2	420	Zone 1 maintenance Approx. total cutting distance 420 m
SL-Highway verge management	Road	B	<b>Woodford New Road:</b> Oak hill to lodge villas	B3	Aug	2018	1	570	Zone 1 & 2 maintenance cut including clear around bus stops/ signs/ milestone / lamps and signs Approx. total cutting distance 570 m
SL-Highway verge management	Road	B	<b>Woodford:</b> Harman Ave / Lodge Villas	B13	Aug	2019	3	180	Zone 1 & 2 maintenance Approx. Total cutting distance 180 m.
SL-Highway verge management	Road	B	<b>Woodford:</b> Oak Hill	B12	Aug	2019	2	875	Zone 1 & 2 Maintenance South side Zone 2 maintenance area A and B North side. Approx. total cutting distance 875 m
SL-Highway verge management	Road	B	<b>Woodford:</b> Gascoigne Gardens	B5	Aug	2018	2	165	Zone 1 and 2 Maintenance. (Community Contact Vera Thomas, Tel 020 8504 5725) Approx. total cutting distance 165 m
SL-Highway verge management	Road	C	<b>Buckhurst hill High Road:</b>	C33	June	2018	NA	230	Zone 1 & 2 maintenance Approx. total cutting distance 230 M <b>No work required not forest land</b>
SL-Highway verge management	Road	C	<b>Buckhurst Hill:</b> Roebuck green / North End / The drive	C26		2020	3	695	Zone 1 & 2 maintenance Approx. cutting distance 695 m.
SL-Highway verge management	Road	C	<b>Buckhurst Hill:</b> Knighton Lane	C25	Aug	2019	3	288	Zone 1 & 2 maintenance Approx. cutting distance 288 m
SL-Highway verge management	Road	C	<b>Buckhurst Hill:</b> Manor Road	C27		2020	3	640	Zone 1 & 2 maintenance Approx. cutting distance 640 m.

## Highway Verge Management

Operational Activity	comp area	EF Sub	Location	Map no	Month	Year	Cycle	Length	Description
SL-Highway verge management	Road	C	<b>Buckhurst Hill:</b> Monkhams Lane	C5	Jan	2018	1	122	Zone 1 & 2 maintenance cut Approx. Distance to cut 122m.
SL-Highway verge management	Road	C	<b>Buckhurst Hill:</b> Monkhams Lane and Forest Edge	C6	Jan	2018	1	735	Zone 1 & 2 maintenance cut. Approx. distance to cut 735m.
SL-Highway verge management	Road	C	<b>Buckhurst Hill:</b> Woodland Close	C36		2020	3	80	Zone 1 maintenance road side hedge Approx. total cutting distance 80 M
SL-Highway verge management	Road	C	<b>Chingford Lane:</b> wood lane	C7		2020	2	NA	Included in Chingford lane: The Lops
SL-Highway verge management	Road	C	<b>Chingford lane:</b> Lichfield Road	C38		2018	3	50	Zone 1 & 2 maintenance Approx. total cutting distance 50 m
SL-Highway verge management	Road	C	<b>Chingford Lane:</b> The lops	C7	Aug	2020	2	2309	Zone 1 & 2 Maintenance Approx. distance to cut 2,309m.
SL-Highway verge management	Road	C	<b>Chingford:</b> Bury Road	C4	June	2018	1	2080	Zone 1 maintenance: Cut back roadside vegetation on both side for the road. Along the Golf Course section of the road we are looking for a more maintained edge and a double pass of the flail on both sides of the road, will be required to ensure the tall herbaceous vegetation is sufficiently cut back. Approx. cutting distance total 2,080 m.
SL-Highway verge management	Road	C	<b>Chingford:</b> Forest Glade E4 9RJ	C44	Sep	2018	3	?	Zone 3 Crown statutory crown lift approx. total cutting distance? ownership currently in dispute
SL-Highway verge management	Road	C	<b>Chingford:</b> Hawksmouth E4 7NA	C45	Sept	2021	3	185	Zone 1&2 maintenance Approx. total cutting distance 185 M
SL-Highway verge management	Road	C	<b>Chingford:</b> Tamworth ave	C37		2020	3	90	zone 1 & 2 and statutory crown lift Approx. total cutting distance 90 m
SL-Highway verge management	Road	C	<b>Chingford:</b> The Green Walk	C43	Aug	2020	3	120	Zone 1&2 maintenance Approx. total cutting distance 120 M
SL-Highway verge management	Road	C	<b>Chingford:</b> Yardley Lane	C2	Jan	2020	3	498	Zone 1 & 2 maintenance. Approx. total cutting distance 498 m..
SL-Highway verge management	Road	C	<b>Epping New Road:</b> Rangers road to Fairmead	C35		2020	3	350	Zone 1 maintenance Pavement vegetation Approx. total cutting distance 350 m.
SL-Highway verge management	Road	C	<b>Epping New Road:</b> Reeds Forest	C32		2020	3	600	Zone 1 & 2 creation Area A Approx. total cutting distance 600 m for areas A and B. Need to separate

## Highway Verge Management

Operational Activity	comp area	EF Sub	Location	Map no	Month	Year	Cycle	Length	Description
SL-Highway verge management	Road	C	<b>Epping New Road:</b> The Wilderness	C21		2019	2	65	Zone 1 Maintenance: Pavement vegetation Zone one maintenance / road side ditch Approx. total cutting distance 65 m
SL-Highway verge management	Road	C	<b>Epping New Road:</b> Powell's forest	C34		2020	3	170	Zone 1 & 2 maintenance Approx. total cutting distance 170 m.
SL-Highway verge management	Road	C	<b>Epping New Road end</b> Rangers Road:	C3	Nov/Dec	2018	1	1938	Zone 1 & 2 maintenance: NB Road verge to have stump regrowth and herbaceous vegetation cut back to a depth of up to three flail cutter head widths on both sides of the road as space permits. Approx. total cutting distance 1,938 m.
SL-Highway verge management	Road	C	<b>Forest Side:</b>	C30		2018	1	835	Zone 1 & 2 maintenance Approx. total cutting distance 835 m
SL-Highway verge management	Road	C	<b>Forest side:</b> Forest Court	C29		2020	3	70	Zone 1 maintenance road side hedge Approx. total cutting distance 70 m
SL-Highway verge management	Road	C	<b>Forest side:</b> The Copse	C28		2019	2	200	Zone 1 & 2 maintenance Roadside hedge Approx. total cutting distance 200 m
SL-Highway verge management	Road	C	<b>Friday Hill:</b> Chingdale Road	C13		2020	3	200	Zone 1 & 2 creation Approx. cutting distance 200m
SL-Highway verge management	Road	C	<b>Hatch grove:</b> Hornbeam Grove	C22		2016	0	180	Zone 1 & 2 creation and statutory crown lift Approx. total cutting distance 180 m
SL-Highway verge management	Road	C	<b>Hatch Grove:</b> Groveside road	C13		2017	0	NA	Included in Friday Hill: See Chingdale road
SL-Highway verge management	Road	C	<b>Hatch Grove:</b> Newgate street	C40	sept	2020	3	770 m	Zone 1 & 2 maintenance Approx. total cutting distance 770 m
SL-Highway verge management	Road	C	<b>Highams park lake:</b> The charter road	C20		2020	3	320	Zone 1 & 2 maintenance Pavement vegetation Approx. total cutting distance 320 m
SL-Highway verge management	Road	C	<b>Highams Park:</b> Tamworth avenue	C37		2017	0	90	Zone 1 & 2 creation and statutory crown lift Approx. total cutting distance 90 m
SL-Highway verge management	Road	C	<b>Knighton Wood:</b> The Glade	C24		2019	2	120	Zone 1 & 2 maintenance Approx. total cutting distance 120 m
SL-Highway verge management	Road	C	<b>Larkshall Road:</b> Colvin Gardens	C42		2017	0	190	Zone 1 & 2 creation Approx. total cutting distance 190 m
SL-Highway verge management	Road	C	<b>Larkshall Road:</b> Mays Lane	C31	Nov	2020	3	20	Zone 1 maintenance Approx. total cutting distance 20 m

## Highway Verge Management

Operational Activity	comp area	EF Sub	Location	Map no	Month	Year	Cycle	Length	Description
SL-Highway verge management	Road	C	<b>Loughton</b> : Warren Hill	C 14	June	2018	1	300	Cut back to tree line grass and woody vegetation / Strim ditch line Approx. total cutting distance 300 m. <b>Please note roadside verge is currently in ownership dispute.</b>
SL-Highway verge management	Road	c	<b>Loughton</b> : The Crescent	C23		2017	0	50	Remove zone 3 understory / bus shelter / Highways infrastructure. Approx. total cutting distance 50 m
SL-Highway verge management	Road	C	<b>Montalt road</b> Beechwood end	C7		2018	2	NA	Included in Chingford lane: The Lops
SL-Highway verge management	Road	C	<b>Montalt road</b> : Marion grove end	C7		2018	2	NA	Included in Chingford lane: The Lops
SL-Highway verge management	Road	C	<b>Rangers Road</b> : Lime Avenue from Bury Road to the Queen Elizabeth Hunting Lodge	C9	Jun	2018	1	444	Zone 1 maintenance: Cut a 1-1.5m grass verge. Strim/cut the grass between the trees and remove the basal epicormics from the limes. Approx. total cutting Distance 444 m.
SL-Highway verge management	Road	C	<b>Walthamstow Forest</b> : Woodford New road	C8	Aug	2019	3	480	Zones 1 & 2 creation Approx. Total cutting Distance 480 m.
SL-Highway verge management	Road	C	<b>Whitehall lane</b> : Hempstead close	C12	Aug	2018	2	173	Zone 1 maintenance Clear sight- line. Approx. total cutting distance 173 m
SL-Highway verge management	Road	C	<b>Whitehall Plain</b> : Brook road	C11	Nov	2018	2	823	Zone 1 & 2 maintenance cut. Approx. total cutting distance 823 m.
SL-Highway verge management	Road	C	<b>Whitehall road</b> :	C18		2019	2	1500	Zone 1 & 2 maintenance / pavement vegetation / bus shelter Highways infrastructure Approx. total cutting distance 1,500 m
SL-Highway verge management	Road	C	<b>Whitehall road</b> : The Pines				3	NA	no work required
SL-Highway verge management	Road	C	<b>Whitehall Road</b> : Forest Road	C18		2019	2	1500	Zone 1 & 2 maintenance
SL-Highway verge management	Road	C	<b>Woodford High road</b> : Burlington Place IG8 0PZ	C46	Aug	2021	3	70	Zone 1 Roadside hedge and statutory crown lift Approx total cutting distance 70 m
SL-Highway verge management	Road	C	<b>Woodford Golf course</b> : Sunset Avenue	C1	Aug	2018	2	800	Zone 1 & 2 maintenance cut. Note busy narrow road in places due to parking. Approx. cutting distance 880m.
SL-Highway verge management	Road	C	<b>Woodford New road</b> : Broom Hill Road	C16			0	340	<b>Zone 1 &amp; 2 creation Approx, total cutting distance 340 m. Note waiting for ownership confirmation from Superintendent</b>

## Highway Verge Management

Operational Activity	comp area	EF Sub	Location	Map no	Month	Year	Cycle	Length	Description
SL-Highway verge management	Road	C	<b>Woodford New road:</b> Broom Hill walk	C19	Sep / Feb	2018	3	55	Zone 1 maintenance / pavement hedge 3 yearly Note hand cutting for pavement side Approx. total cutting distance 55 m
SL-Highway verge management	Road	C	<b>Woodford New road:</b> Bunces lane	C10	Aug	2020	2	NA	Included in the works for The Roses
SL-Highway verge management	Road	C	<b>Woodford New road:</b> Snakes lane west	C15		2018	3	15	Zone 1 & 2 creation Approx Total cutting distance 15 m
SL-Highway verge management	Road	C	<b>Woodford New road:</b> The Roses	C10	Aug	2020	2	300	Zone 1 & 2 maintenance Approx. total cutting distance 300 m.
SL-Highway verge management	Road	C	<b>Woodford:</b> Alders avenue	C17		2017	0	180	Zone 1 & 2 creation Approx. Total cutting distance 180 m.
SL-Highway verge management	Road	C	<b>Woodford:</b> Broadmead Road			2017	1	NA	No work required at present
SL-Highway verge management	Road	D	<b>Bury Road:</b> Sewardstone	D10	Aug	2019	2	2435	Zone 1 & 2 maintenance BT pole Approx. total cutting distance 2,435 m
SL-Highway verge management	Road	D	<b>Chingford Golf course:</b> Forest View Road	D12	Sept	2020	3	745	Zone 1 maintenance/ roadside ditch / hedge. Note problems with parked cars Approx. total cutting distance 745 m
SL-Highway verge management	Road	D	<b>Chingford:</b> Connaught Ave				0	20	Zone 3 maintenance 20 m stretch. No work required
SL-Highway verge management	Road	D	<b>Chingford:</b> Hawksmouth	D19	Aug	2020	3	195	Zone 1& 2 Creation Approx. total cutting distance 195 m
SL-Highway verge management	Road	D	<b>Chingford:</b> Hornbeam lane	D13	Sept	2018	3	225	Zone 1 maintenance Approx. total cutting distance 225 m
SL-Highway verge management	Road	D	<b>Epping Glade:</b> South Avenue	D17	Aug	2018	3	160	Zone 1& 2 Creation Approx. total cutting distance 160 m
SL-Highway verge management	Road	D	<b>Epping New Road:</b> Just after roundabout sign heading north	D11	Oct/Nov	2018	1	100	Zone 1 & 2 maintenance <i>Berberis vulgaris</i> (1shrub) beside Geum pond, Broad- leaved Helleborine just after sign Approx. total cutting distance 100 m. <b>Road side nature reserve</b>
SL-Highway verge management	Road	D	<b>High Beach:</b> Robin hood roundabout	D 20	Nov	2018	1	150	Zone 1 and 3 maintenance: Bomford cut zone 1/3 and strim banks Approx. total cutting distance 150 m.

## Highway Verge Management

Operational Activity	comp area	EF Sub	Location	Map no	Month	Year	Cycle	Length	Description
SL-Highway verge management	Road	D	<b>High Beech:</b> Church Road, Crossroads and Avey Lane	D1	Nov	2018	1	3242	Zone 2 Maintenance cut as per highways vegetation management specification. NB Crossroads and its approach from the junction with Fairmead road to have stump regrowth and herbaceous vegetation cut back to ensure existing open area is maintained. Approx. total cutting distance 3142m.
SL-Highway verge management	Road	D	<b>High Beech:</b> Lippits Hill	D2	Nov	2018	1	1167	Zone 2 Maintenance cut as per highways vegetation management specification. Approx. total cutting distance 1167m.
SL-Highway verge management	Road	D	<b>High Beech:</b> Mott Street	D3	Nov/Dec	2018	1	692	Zone 2 Maintenance cut as per highways vegetation management specification. Some sections may not be possible to cut back a full metre and cutting should ensure vegetation is clear of the road. Approx. total cutting distance 1454 m.
SL-Highway verge management	Road	D	<b>Kings Head Hill:</b> Holy Drive	D16	Aug	2018	0	235	Zone 1 & 2 Creation Approx. total cutting distance 235 m
SL-Highway verge management	Road	D	<b>Kings Head Hill:</b> Pole Hill Road	D15	Aug	2018	3	20	Zone 1 & 2 maintenance / BT pole Approx. total cutting distance 20 m
SL-Highway verge management	Road	D	<b>Kings Head Hill:</b> Woodberry way	D14	Aug	2019	2	60	Zone 1 & 2 maintenance Highways infrastructure Approx. total cutting distance 60 m
SL-Highway verge management	Road	D	<b>Lippits Hill:</b> Triangle	D4	March	2019	5		Re pollard the willows on the Triangle. Thin out dead and dying Elm and sycamore potentially impacting on the road. Chip trailer needed will have to park on triangle when dry. Stop go may be needed for road side willow.
SL-Highway verge management	Road	D	<b>Loughton:</b> Connaught ave 20 m section	D9		2020	3	NA	Included in Nursery Road: The Stubbles
SL-Highway verge management	Road	D	<b>Loughton:</b> Lower Road	D5	Sep	2020	3	217	Zone 2 vegetation management. Requires hand held hedge cutters, pole saw and bruschcutter due to narrow road and frequent parked

## Highway Verge Management

Operational Activity	comp area	EF Sub	Location	Map no	Month	Year	Cycle	Length	Description
									vehicles. Approx. Distance to cut 217m.
SL-Highway verge management	Road	D	<b>Loughton:</b> Smarts lane	D7	Aug	2019	2	200	Zone 1 & 2 maintenance Approx. total cutting distance 200 m
SL-Highway verge management	Road	D	<b>Nursery Road:</b> conservators' pound	D8	Sept	2018	1	500	Zone 1 maintenance road side hedge and ditch/ highways infrastructure Approx. total cutting distance 500 m
SL-Highway verge management	Road	D	<b>Nursery road:</b> The Stubbles	D9		2020	3	200	Zone 1 & 2 maintenance Approx. total cutting distance 200 m
SL-Highway verge management	Road	D	<b>Sewardstone Road:</b> Epping Glade	D18	Aug	2019	2	170	Zone 1 & 2 maintenance Approx. total cutting distance 170 m.
SL-Highway verge management	Road	E	<b>High Beech:</b> Claypit Hill	E18	Sept	2020	3	2030	Zone 1 & 2 maintenance and statutory crown lift. Approx. total cutting distance 2,030 m
SL-Highway verge management	Road	E	<b>High Beech:</b> Manor Road	E16	Sept	2020	3	1030	Zone 1 & 2 maintenance and statutory crown lift Approx total cutting distance 1,030 m
SL-Highway verge management	Road	E	<b>High Beech:</b> Pynest Green Lane	E19	Sept	2018	3	1390	Zone 1 & 2 maintenance and statutory crown lift Approx. total cutting distance 1,390 m
SL-Highway verge management	Road	E	<b>High Beech:</b> Wellington Hill	E17	Sept	2020	3	1122	Zone 1 & 2 creation and statutory crown lift Approx. total cutting distance 1,122 m
SL-Highway verge management	Road	E	<b>Loughton:</b> Woodbury Hill	E13	Sept	2018	3	100	Zone 1 & 2 maintenance Approx. total cutting distance 100 m
SL-Highway verge management	Road	E	<b>Epping New Road:</b> A104	E8	Aug	2020	3	15260	Zone 2 maintenance Approx, total cutting distance 15,260 m
SL-Highway verge management	Road	E	Goldings Hill	E6	Aug	2018	2	367	Zone 1 Zone 2 maintenance approx. total cutting distance 367 m
SL-Highway verge management	Road	E	<b>High Beech:</b> Pauls Nursery Road	E15	Sept	2018	3	1374	Zone 1 & 2 maintenance Approx. total cutting distance 1,374 M
SL-Highway verge management	Road	E	Jacks hill	E7	Oct/Nov	2016	2	2556	Zone 1 Zone 2 maintenance approx. total cutting distance 2,556 km <b>Road side nature reserve Map D6</b>
SL-Highway verge management	Road	E	<b>Loughton:</b> Baldwins Hill	E12	Sept	2020	3	570	Zone 1 & 2 maintenance statutory crown lift at North East end Approx. total cutting distance 570 m

## Highway Verge Management

Operational Activity	comp area	EF Sub	Location	Map no	Month	Year	Cycle	Length	Description
SL-Highway verge management	Road	E	<b>Loughton:</b> Debden Lane Golf course end	E11	Sept	2020	3	290	Zone 1 & 2 maintenance Approx. total cutting distance 290 m
SL-Highway verge management	Road	E	<b>Loughton:</b> Golding's hill North	E20	Sept	2018	3	1916	Zone 1 & 2 maintenance both sides of road Approx. total cutting distance 1,916 m
SL-Highway verge management	Road	E	<b>Loughton:</b> Shaftsbury	E14	Sept	2018	2	590	Zone 1 & 2 maintenance Approx. total cutting distance 590 m
SL-Highway verge management	Road	E	<b>Loughton:</b> Staples Road	E3	Nov	2019	1	380	Zone 1 & 2 Maintenance cut. Approx. Total cutting distance 380m.
SL-Highway verge management	Road	E	Poplar Row					NA	Local authority amenity cut. No work required
SL-Highway verge management	Road	E	<b>Theydon:</b> Debden Green triangle	E10	Sept	2020	3	360	Zone 1 & 2 maintenance Approx. total cutting distance 360 M
SL-Highway verge management	Road	E	<b>Theydon:</b> Loughton Lane	E9	Sept	2020	3	730	Zone 1 & 2 maintenance Approx. total cutting distance 730 m
SL-Highway verge management	Road	E	<b>Theydon:</b> The Green					NA	Local authority amenity cut. No work required
SL-Highway verge management	Road	E	Wake Road	E1	Nov	2018	3	2540	Zone 2 maintenance: Approx. total cutting distance 2,540 m
SL-Highway verge management	Road	E	<b>Woodreddon Hill</b> Note see map E5 special verge	E2	Aug	2018	1	3200	Zone 2 creation. Note sightlines to be cut down Woodreddon Farm Lane and Wake Road. Ensure the roadside ditch is clear of overhanging vegetation. Approx. Total cutting distance 3200 m.
SL-Highway verge management	Road	F	<b>Epping:</b> Forest Side	F11	Sept	2018	3	280	Zone 1 & 2 maintenance approx. total cutting distance 280 m
SL-Highway verge management	Road	F	<b>Bell common:</b> Hemnal street	F3	July	2018	1	132	Zone 1 road side hedge South side maintenance. Zone 1/3 North side mowing. Approx. total cutting distance 132 m
SL-Highway verge management	Road	F	<b>Epping:</b> Bell Common	F10	Sept	2019	2	580	Zone 1 & 2 maintenance approx. total cutting distance 580 m
SL-Highway verge management	Road	F	<b>Epping:</b> Ivy chimneys	F7	Sept	2018	3	330	Zone 1 & 2 maintenance approx. total cutting distance 330 m
SL-Highway verge management	Road	F	<b>Epping:</b> Little Gregories Lane	F13	Sept	2018	3	660	Zone 1 & 2 maintenance and statutory crown lift approx. total cutting distance 660 m
SL-Highway verge management	Road	F	<b>Epping:</b> Piercing Hill	F12	Sept	2020	3	270	Zone 1 & 2 maintenance approx. total cutting distance 270 m
SL-Highway verge management	Road	F	<b>Epping:</b> Western Avenue	F6	Sept	2018	3	10	Zone 1 maintenance Approx. total cutting distance 10 m (Brush Cutter By hand)



## Highway Verge Management

Operational Activity	comp area	EF Sub	Location	Map no	Month	Year	Cycle	Length	Description
SL-Highway verge management	Road	F	Theydon Road	F9	Sept	2020	3	1000	Zone 1 & 2 maintenance approx. total cutting distance 1,000 m
SL-Highway verge management	Road	F	<b>Upshire:</b> Crown Hill:	F5		2019	3	1800	Zone 1 / 2 creation and statutory crown lift (circular cutter most suitable). <b>Special verge area Please</b> see map F1 for special verge specifications Approx. Total cutting distance 1,800m
SL-Highway verge management	Road	F	<b>Waltham Abbey:</b> Honey lane	F14	Sept	2018	3	130	Zone 2 creation dead elm clearance Zone 1 & 2 Maintenance Approx. total cutting distance 130 M
SL-Highway verge management	Road	F	<b>Waltham Abbey:</b> Horseshoe Hill	F15	Sept	2018	3	2940	Zone 1 & 2 maintenance were required Approx. total cutting distance 2,940 m
SL-Highway verge management	Road	F	<b>Woodreddon Hill:</b> Woodgreen Road	F4	Aug	2018	1	1720	Zone 1 & 2 creation and sightline clearance at Woodreddon road junction Approx. total cutting distance 1,720 m. <b>Please note shaded areas on map are forest land.</b>
SL-Highway verge management	Road	G	<b>Epping Green Road:</b>	G7	Sept	2018	3	276	Zone 1 & 2 maintenance. Approx. total cutting distance 276 m
SL-Highway verge management	Road	G	<b>Epping:</b> Bury Lane	G4	Sept	2020	3	1365	Zone 1 & 2 maintenance Approx. total cutting distance 1,365 m
SL-Highway verge management	Road	G	<b>Galley Hill:</b>	G8	Sept	2018	3	3230	Zone 1 & 2 maintenance where required and statutory crown lift where required Approx. total cutting distance 3,230 m
SL-Highway verge management	Road	G	<b>Gillwell:</b> Daws Hill	G2	Nov	2020	2	450	Zone 2 Maintenance. Note our boundary goes up to the fence so the land between the fence and ditch can also be cut where appropriate. Approx. total cutting distance 450 m
SL-Highway verge management	Road	G	<b>Holly Hedge Field:</b>	G1	Aug	2018	1	671	Zone 1 maintenance. Approx. total cutting Distance 671 m.
SL-Highway verge management	Road	G	<b>Holly Hedge Field:</b>	G3	Sept	2018	1	1342	Zone 2: Maintenance cut to top and cut both side of the hedge. Light cut to maintain shape and cut current seasons growth Approx. total cutting distance 1,342 m
SL-Highway verge management	Road	G	<b>Sewardstone:</b> Crooked mile and Holyfield road	G9	Sept	2018	3	3314	Zone 1 & 2 maintenance. Approx.

## Highway Verge Management

Operational Activity	comp area	EF Sub	Location	Map no	Month	Year	Cycle	Length	Description
									total cutting distance 3,314 m
SL-Highway verge management	Road	G	<b>Upshire:</b> Fernhall Lane	G6	Sept	2018	3	1840	Zone 1 & 2 maintenance where required and statutory crown lift where required Approx. total cutting distance 1,840 m
SL-Highway verge management	Road	G	<b>Upshire:</b> Long Street	G5	Sept	2018	3	1380	zone 1 & 2 maintenance where required and statutory crown lift Approx. total cutting distance 1,380 m
SL-Highway verge management	Road	G	<b>Waltham Abby:</b> Breach Barns Lane	G10	Sept	2019	3	300	Zone 1 maintenance Approx. total cutting distance 300 M
SL-Highway verge management	Road	H	<b>Epping:</b> The Plain	H2	Nov	2020	3	125	Zone 1 & 2 clearance Approx. Total cutting distance 125 m
SL-Highway verge management	Road	H	<b>Lower Forest:</b>	H1	Aug	2018	1	4317	Zone 1 & 2 maintenance: Cut all woody regrowth within the cleared area running along the roadside. Works part of Deer RTA prevention work. Approx road cutting distance 4,317 m.
SL-Highway verge management	Road	H	<b>Lower Forest:</b> Coopersale Common	H5	Sept	2018	3	515	Zone 1 & 2 maintenance. Approx. total cutting distance 515 m
SL-Highway verge management	Road	H	<b>Lower Forest:</b> The Woodyard	H6	Sept	2018	3	280	Zone 1 & 2 maintenance. Approx. total cutting distance 280 m
SL-Highway verge management	Road	H	<b>Lower Forest:</b> Woodside	H4	Sept	2018	3	300	Zone 1 & 2 maintenance Approx. total cutting distance 300 m.
SL-Highway verge management	Road	H	<b>Upland Road:</b>	H3	Sept	2018	3	200	Zone 1 & 2 maintenance and statutory crown lift Approx. total cutting distance 200 m
SL-Highway verge management	Road		<b>Buckhurst Hill:</b> High road	C41	Aug	2019	2	1770	Zone 1 & 2 maintenance Approx total cutting distance 1.770 m
SL-Highway verge management	Road		<b>Organ Lane:</b> Larkwood Road entrance	C32	Jan	2018	1	NA	Included in Larkshall road: Colvin Gardens
SL-Highway verge management	Road	E	<b>Theydon:</b> Coppice row	E4	Aug	2018	1	90	Zone 1 and two maintenance clear footpath of overhanging vegetation Approx. total cutting distance 90 m

# Appendix 3: Example of a Highway verge management works map

Map C Epp New Road Reeds Forest 32



Operational activity	Comp area	EF sub	Location	Map	Month	Year	Cycle	Description	Keeper	Team
SL-Highway verge management	Road	C	Epping New Road: Reeds Forest	C32		2020	3	Zone 1 & 2 maintenance Approx. total cutting distance 600 M		Con
<b>Key to Zones</b>										
Pavement vegetation					— . . . . . —					
Zone 1					.....					
Zone 2					- - - - -					
Zone 1/2					- . - . - .					
Zone 3					—————					
Road side hedge					—————					
Epping Forest Land										
Special notes					Reference					

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<b>Committee(s):</b> Epping Forest Consultative – For Discussion Epping Forest and Commons – For Decision	<b>Date(s):</b> 130219 110319
<b>Subject:</b> Eagle Pond Draft Conservation Statement (SEF 7/19b)	<b>Public</b>
<b>Report of:</b> Colin Buttery, Director of Open Spaces Paul Wilkinson, City Surveyor	<b>For Decision</b>
<b>Report author:</b> Paul Thomson, Superintendent of Epping Forest	

## Summary

This report is necessary to seek the approval of the consultation draft of the Conservation Statement for the heritage landscape of Eagle Pond, Leyton Flats, prior to issuing the draft for consultation. Prior to becoming part of the Epping Forest arbitration award, Eagle Pond was connected with the Wanstead Infant Orphan Asylum grounds and the earlier more extensive Wanstead Park estate while today also forming part of the Snaresbrook Conservation Area.

The draft Conservation Statement suggests that Eagle Pond is largely of local significance to Snaresbrook and Epping Forest, but the pond possesses historical links to the Grade II\* Wanstead Park and Grade II Snaresbrook Crown Court which are nationally significant. The draft Conservation Statement proposes 19 policies which will guide the conservation of the site's heritage value.

## Recommendation(s)

Members are asked to:

- Offer any comment on the draft Eagle Pond Conservation Statement
- and subject to any such comments, approve the draft Conservation Statement for public consultation.

## Main Report

### Background

1. Section 7(3) of the Epping Forest Act 1878 obliges the Conservators to '*at all time as far as possible preserve the natural aspect of the Forest*'. While the definition natural aspect is not clearly defined in the Act, the description of the natural aspect within section 7 includes both heritage and nature conservation elements. The recognition of the nature conservation elements accurately

presages the later obligations to the Site of Special Scientific Interest (SSSI) and Special Area of Conservation (SAC) included in subsequent legislation.

2. Epping Forest and its associated Buffer Land also contains a series of heritage buildings and heritage landscape elements which both reflect the Forest's character while distinguishing them from the remainder of the Forest. The heritage elements notably include Scheduled Monuments at Ambresbury Bank and Loughton Camp; Grade II\* Registered Parks and Gardens at Copped Hall and Wanstead Parks; the Grade II\* Warren House & Gardens; the Grade II Snaresbrook Crown Court, Gardens and Eagle Pond, together with locally listed landscapes such as Highams Parks and unlisted areas such as Knighton Wood, Paul's Nursery and Warlies Park, which as it happens, contains the Temple, a feature in the landscape which is another Scheduled Monument. Many of these heritage landscapes also coincide with Local Planning Authority Conservation Areas notified under section 69 and 70 of the Planning (Listed Buildings and Conservations Areas) Act 1990.
3. To help guide the conservation of these buildings and landscapes the City Surveyor's Heritage Estate Section is funding the creation of Conservation Statements (CS) which will enable the significance and special character of historic places to be understood and consequently conserved in a sustainable manner as their public use and relevance continues to evolve.
4. Implicit in the term conservation is an acceptance of appropriate change as society's requirements for buildings or places alter over time. This objective is recognised in the National Planning Policy Framework (NPPF) July 2018, which defines conservation as the 'process of maintaining and managing change to a heritage asset in a way that sustains, and where appropriate, enhances its significance'.
5. Eagle Pond, originally named Snaresbrook Pond and then Snare Pond, forms one of these Heritage Landscapes. Eagle was assigned to the City Corporation by the Epping Forest Arbitrator in 1881 from the wider estate of the 1840 Wanstead Infant Orphan Asylum designed by George Gilbert Scott and William Bonython Moffatt. However, the landscaping appears to predate the construction of the Asylum and is likely to have been part of the extensive designs for the Wanstead Park Estate dating back to 1735. The pond now sits at the extreme north east edge of Leyton Flats and is immediately surrounded by modern and Edwardian residential development, which are designated as part of the Snaresbrook Conservation Area.

### **Current Position**

6. Today, Eagle Pond is a popular natural amenity for local residents. Although part of Epping Forest, the relatively urban context of the pond and its proximity to roads, housing and the formal grounds of the Crown Court lend the site a particular character.
7. The consultants, Alan Baxter Ltd, were procured to complete a CS for the Eagle Pond during 2018.

## Options

8. The CS details 19 policies:
- Understanding (including intellectual access)
  - Ownership and management
  - Level of protection
  - Access and circulation
  - Archaeology
  - Dumping of food waste and litter
  - Trees on the dam
  - Invasive Non-Native Species
  - Absence of vegetation along north bank
  - Pollution from storm run-off from Snaresbrook Road
  - Loss of open habitat on the west side of the Pond
  - Feeding birds
  - Large numbers of Canada geese
  - Erosion of south bank
  - Lack of habitat diversity in the Pond
  - Climate change
  - Regular removal of accumulated silt

## Proposals

9. It is proposed that, subject to your Committee approving the consultation draft, that the draft CS be issued for the first stage of external stakeholder consultation and in turn, for wider public consultation through the Epping Forest 'Inovem' Inclusionware™ portal.

## Corporate & Strategic Implications

The recommendations of this report support the Corporate Plan with particular reference to the following aims:

**a. Contribute to a flourishing society**

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

**b. Shape Outstanding Environments**

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

And supports the Open Spaces Business Plan as follows:

**a. Open Spaces and historic sites are thriving and accessible.**

- i. Our open spaces, heritage and cultural assets are protected, conserved and enhanced
- ii. London has clean air and mitigates flood risk and climate change



- iii. Our spaces are accessible, inclusive and safe
- iv. Our habitats are flourishing, biodiverse and resilient to change.

**b. Spaces enrich people's lives.**

- i. People enjoy good health and well being
- ii. Nature, heritage and place are valued and understood
- iii. People feel welcome and included
- iv. People discover, learn and develop.

**c. Business practices are responsible and sustainable.**

- i. Our practices are financially, socially and environmentally sustainable
- ii. London's natural capital and heritage assets are enhanced through our leadership, influence, investment, collaboration and innovation.

## **Implications**

10. **Consultative Committee comments:** The Consultative Committee welcomed the context of the CS and hoped that some of the more aspirational objections would be achieved.
11. **Financial:** The CMP costs were within the City Surveyors approved Additional Works Programme budget. Most of the existing work programme reflected in the CS policies will be met from existing Local Risk budgets. The more aspirational policy elements do not represent financial commitments at this stage and would require requests for funding and grant arrangements to be approved before any implementation would be considered.
12. **Legal:** Section 4 of The Epping Forest Act of 1878 states that 'Epping Forest shall be regulated and managed under and in accordance with the Act'.
13. **Equalities:** An equalities impact assessment, if applicable, will be incorporated in the final draft of the CS.

## **Conclusion**

14. Both Forest Management Plans and Conservation Statements are widely acknowledged as a best practice in the planning and management of Public Open Spaces where there are no major development proposals.
15. The draft CS for The Eagle Pond is presented to members for comment and approval prior to seeking the first stage of external consultation with the Local Planning Authorities and the relevant Government Agencies – Historic England and Natural England, together with statutory planning consultees The London Parks and Gardens Trust and the Georgian Group. A further draft of the CS will incorporate that external consultation, with a view to seeking wider public consultation in 2020.

## **Appendices**

- Appendix 1 – Eagle Pond Conservation Statement

**Paul Thomson**

Superintendent of Epping Forest

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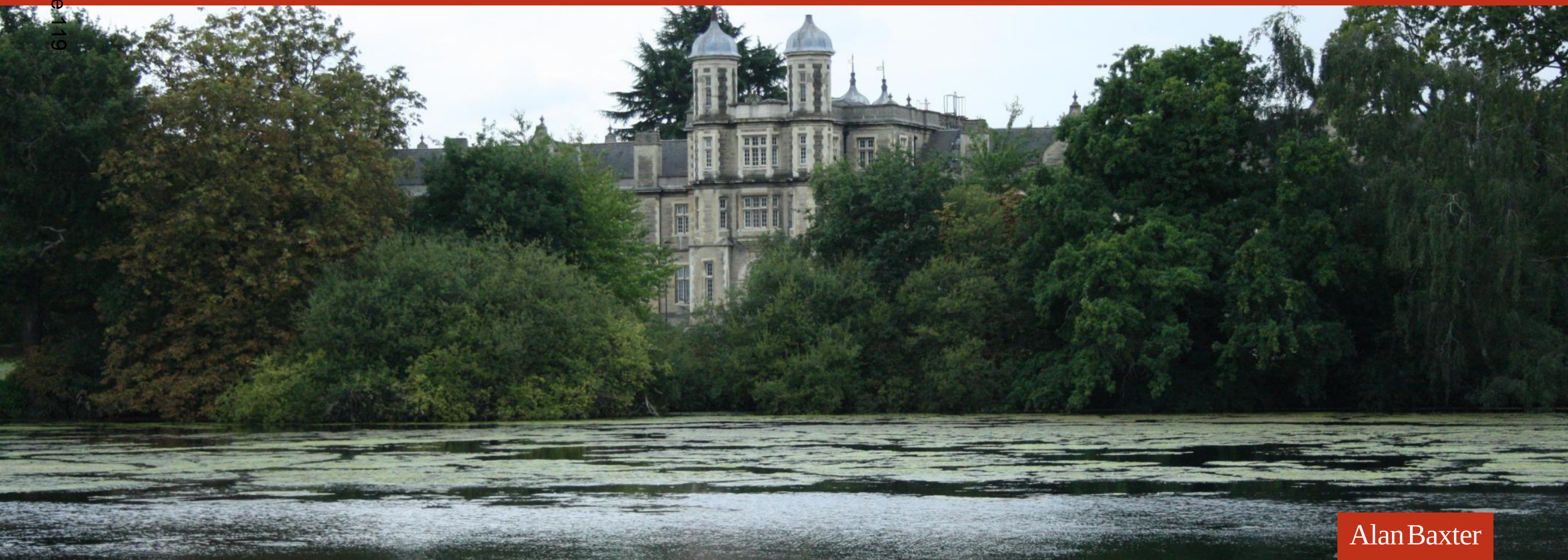
E: [paul.thomson@cityoflondon.gov.uk](mailto:paul.thomson@cityoflondon.gov.uk)

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# Eagle Pond Conservation Statement

Prepared for The City of London Corporation  
May 2018







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# Eagle Pond Conservation Statement

Prepared for The City of London Corporation  
May 2018

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# Executive summary

Eagle Pond is a large waterbody at the centre of Snaresbrook in northeast London. Although part of Epping Forest, which borders it on its west side, its setting is relatively urban and it is a popular natural amenity for local residents. It is within the Snaresbrook Conservation Area and is a Site of Nature Conservation Importance.

This Conservation Statement has been commissioned by the City of London Corporation which holds in trust and manages Eagle Pond and as part of the wider Epping Forest. The purpose of the Conservation Statement is to provide information on the origins of the Pond; how, why and when it was formed; assess its significance and establish policies to effectively manage that significance in the future.

## History

The origins of Eagle Pond are not well-documented, nor is much of its early history. This Conservation Statement examines the surviving evidence and concludes that it is likely to have been included as part of the wider landscaping plans of the Wanstead Estate in the early eighteenth century and likely created by damming the Sayesbrook at this time. It is not therefore either an ornamental lake, nor was it ever likely to have ever been a reservoir for the lakes of Wanstead Park.

Its nineteenth century history is much associated with the Snaresbrook Infant Orphan Asylum which was constructed on its south bank in the early 1840s. This vast institution designed by the celebrated architects Sir George Gilbert Scott and William Bonython Moffatt continued into the twentieth century and used Eagle Pond as a water source.

The City of London became conservators of Epping Forest and the Pond in 1881, ensuring a greater degree of stability to its ownership, use and management. Its use for public recreation has gradually reduced due to tighter management policies and controls by the City over the twentieth century.

## Significance

Eagle Pond is largely of local significance. Its associations with Wanstead Park, one of the great 'lost' estates in this country (the house was demolished in the 1820s and much of the land has been subsequently built on and sold off) is of national significance and its close physical and historical connection with the former Wanstead Infant Orphan Asylum (now Snaresbrook Crown Court), an important nineteenth century building is also nationally significant.

It is also attractive and clearly much appreciated by the local population who care about its condition and management. Its position in a relatively urban area, with the associated problems of littering and fly-tipping and with a large population of Canada Geese means its ecological significance is compromised and could be much improved.



Figure 1: South bank of Eagle Pond

## Strategy for conservation

There is no overwhelming or specific threat to the significance of Eagle Pond which, on the whole, is effectively managed. The two main threats to significance are a) the lack of coordination to the management of the Pond by the different owners of the banks and b) problems with littering, excess wildfowl and algal blooms which threaten the ecological health of the Pond.

The Policies which conclude this document are listed here for ease of reference but should be read with their supporting, explanatory text.

### General

#### Medium Priority

- Policy U1: The City Corporation will explore the opportunity for informing visitors and the wider public of the historical development of Eagle Pond and its associations with the history of the area.
- Policy U2: The City Corporation will establish the dimensions and profile of Eagle Pond.
- Policy U3: The City Corporation will assess opportunities to carry out further research into the Pond, to fill current gaps in our knowledge.
- Policy O1: The City Corporation will investigate the possibility of forming a standing forum with the HMCTS and LBR's Conservation Area and Highway representatives in order to better co-ordinate the management of the Pond's significance.
- Policy P1: The City Corporation will regularly review the level of heritage and ecological protection of the Pond to ensure that the significance of the site is effectively protected.

#### Long-term Priority

Policy AC1: The City Corporation will explore with HMCTS the possibility of permitting the public use of the south bank of Eagle Pond as an amenity.

Policy A1: The City Corporation will, during low water events or works to the dam, east embankment or Pond bed, take the opportunity to record archaeological finds.

### Ecological

#### High Priority

Policy E1: The City Corporation will work with LBR and HMCTS to examine methods of further reducing the amount of littering in and around Eagle Pond to further enhance the immediate environment.

Policy E2: The City Corporation will gradually remove trees to create open wildlife habitats to meet requirements of the Reservoirs Act and also the need to fulfil requirements of being in a conservation area.

Policy E3: The City Corporation will monitor the presence and distribution of Invasive Non-Native Species across Epping Forest ponds and take appropriate action to minimise their spread.

#### Medium Priority

Policy E4: The City Corporation will explore the opportunity with the LBR of planting trees and marginal vegetation along the north bank to improve the ecological habitat of this bank and improve the environment for the pedestrian.

Policy E5: The City Corporation will plant a reed bed where storm drainage water enters the Pond from the Snaresbrook Road to help reduce a build-up of pollution in sediments in the water.

Policy E6: The City Corporation will restore the open woodland character between Eagle Pond and the car park.

Policy E7: The City Corporation will continue to implement a strategy to discourage the general public from feeding the wildfowl on Eagle Pond inappropriate food that is harmful to the health of the birds and the ecology of the Pond.

Policy E8: The City Corporation will work with local partners to encourage measures which will provide a sustainable population of Canada geese across the south of Epping Forest, including Eagle Pond.

#### Long-term Priority

Policy E9: The City Corporation will work with HMCTS to explore the possibility of implementing a programme of establishing marginal bank and emergent vegetation along the south bank will enhance the ecological significance of this bank and help prevent erosion.

Policy E10: The City Corporation will explore the possibility of implementing a programme of establishing marginal bank and emergent vegetation along the north and south banks and creating floating islands of wetland vegetation to enhance the ecological significance of Eagle Pond.

Policy E11: The City Corporation will explore measures that will help increase the levels of dissolved oxygen in Eagle Pond. This would improve the ecological and aesthetic significance of the Pond by reducing stagnation.

Policy E12: The City Corporation will regularly review the distribution of accumulated silt in the Pond and organise removal of material when necessary.

# 1.0 Introduction

## 1.1 Purpose and context

This Conservation Statement has been commissioned by the City of London Corporation who are the Conservators of Epping Forest, which includes Eagle Pond. Epping Forest is a large area of ancient wood-pasture (which includes extensive areas of ancient woodland), covering 6,165 acres of land in north-east London. It contains a number of historic buildings. Approximately 70% is designated as a Site of Special Scientific Interest (SSSI) and Special Area of Conservation (SAC). Eagle Pond which is adjacent to the SSSI and SAC is one of over 100 water bodies within the Forest and is dammed at its east end. The Pond is roughly rectangular and measures approximately 289 metres from east to west and 110 metres from north to south at its midpoint.

The City Corporation holds in trust the whole of Epping Forest and has done since the Arbitrators Award of 1882.

This is a strategic document that is intended to help the City Corporation in the management of the significance of Eagle Pond. 'Significance' is defined in the *National Planning Policy Framework* as 'the value of a heritage asset to this and future generations because of its heritage interest'.

The purpose of the Conservation Statement is firstly to identify the history and significance of the Pond, including its ecological significance. Secondly, to set out a framework, codified in policies, for the strategic management of risks to the site and opportunities for better revealing and interpreting the attributes which contribute to the site's significance.

## 1.2 Scope and limitations

Although this document is a Conservation Statement, it covers the same ground as a Conservation Management Plan (CMP) but provides less management detail than most CMPs would.

This Conservation Statement covers the physical extent of Eagle Pond. The land adjoining the Pond is not the primary subject of this report but inevitably the banks form part of its setting and, to a limited degree, are part of its structure and so are addressed in proportionate detail.

It is the nature of existing buildings and structures that details of their construction and development may be hidden or may not be apparent from a visual inspection. The conclusions and any advice contained in this report – particularly relating to dating and nature of the fabric – are based on our research, and on observations and interpretations of what was visible at the time of the site visit. Further research, investigations or opening up works may reveal new information which may require such conclusions and advice to be revised.

## 1.3 Methodology and structure

The structure of the report is derived from the standard template for conservation statements and conservation plans, adapted to the specific needs of this project. It is therefore organised into a series of parts, or building blocks, through which run the threads which tie together the key conservation themes of the document:

First is the Chapter **Understanding** which sets out the best of the current knowledge about the site and its history, including the current management in place.

Next is the assessment of **Significance** which is an analysis of the heritage and ecological values of the site, as well as the value it has to the local community. Identifying the significance of the site enables those considering its future to make informed decisions about management, care and development.

The third part is an overview of the **Risks and Opportunities** to the significance identified in the previous chapter. Assessing whether there are conflicts between the different values on the site, how they may be vulnerable or the possibilities presented for enhancement in the future.

The Risks and Opportunities lead to a set of **Policies** that will guide the management of the significance of Eagle Pond in the future. These have been organised according to priority and scale.



## 1.4 Naming conventions

Eagle Pond is sometimes abbreviated to 'the Pond' and Epping Forest referred to as 'the Forest'. Although by some standards Eagle Pond may constitute a 'lake', these distinctions are not universally accepted so we have referred to Eagle Pond throughout as a pond.

The City of London Corporation is sometimes abbreviated to 'the City Corporation'.

London Borough of Redbridge is sometimes abbreviated to 'LBR'.

Her Majesty's Courts and Tribunals Service is sometimes abbreviated to 'HMCTS'.

Alan Baxter Ltd is sometimes referred to as 'ABA'.

## 1.5 Sources

This Conservation Statement has drawn on existing literature (listed in the Chapter 6), the Historic Environment Record (in appendix A) and primary sources from various local archives (listed in chapter 6). We have also received invaluable information from the Friends of Wanstead Parklands, largely via email and from the information on their website, and through consultation with the Epping Forest Staff, whose knowledge of the site and its surroundings is unparalleled.

## 1.6 Authors

This Conservation Statement has been written by Heloise Palin and Victoria Bellamy, managed by William Filmer-Sankey at Alan Baxter Ltd. Ecological input has been provided by Iain Corbyn at Ecoconsult Ltd and Matthew Smith (Consultant Entomologist).

## 1.7 Consultation

A range of stakeholders have been consulted in the drafting of this report. The City Corporation staff have given much of their time in communicating with us about the management of Eagle Pond and given us access to their records relating to Eagle Pond and Epping Forest. The owners of land adjoining the Pond including the London Borough of Redbridge and Her Majesty's Courts and Tribunals Service have been consulted on their involvement and experience with the Pond. The Friends of Wanstead Parkland have also been consulted and the views of local residents and visitors on how the Pond is valued by the community have been sought by a public survey.

## 1.8 City Corporation copyright

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# 2.0 Understanding the site

## 2.1 Location

Eagle Pond is a conspicuous landmark in Snaresbrook in northeast London (Figure 2). Snaresbrook is at the southern end of Epping Forest within the area known as Wanstead Flats (Figure 3). The pocket of Forest to which Eagle Pond is attached is known as Hollow Ponds which is the name of a group of ponds to the southwest of Eagle Pond. Despite being within Epping Forest, it is linked to the Forest only at its west end. The other three banks are in separate ownership.

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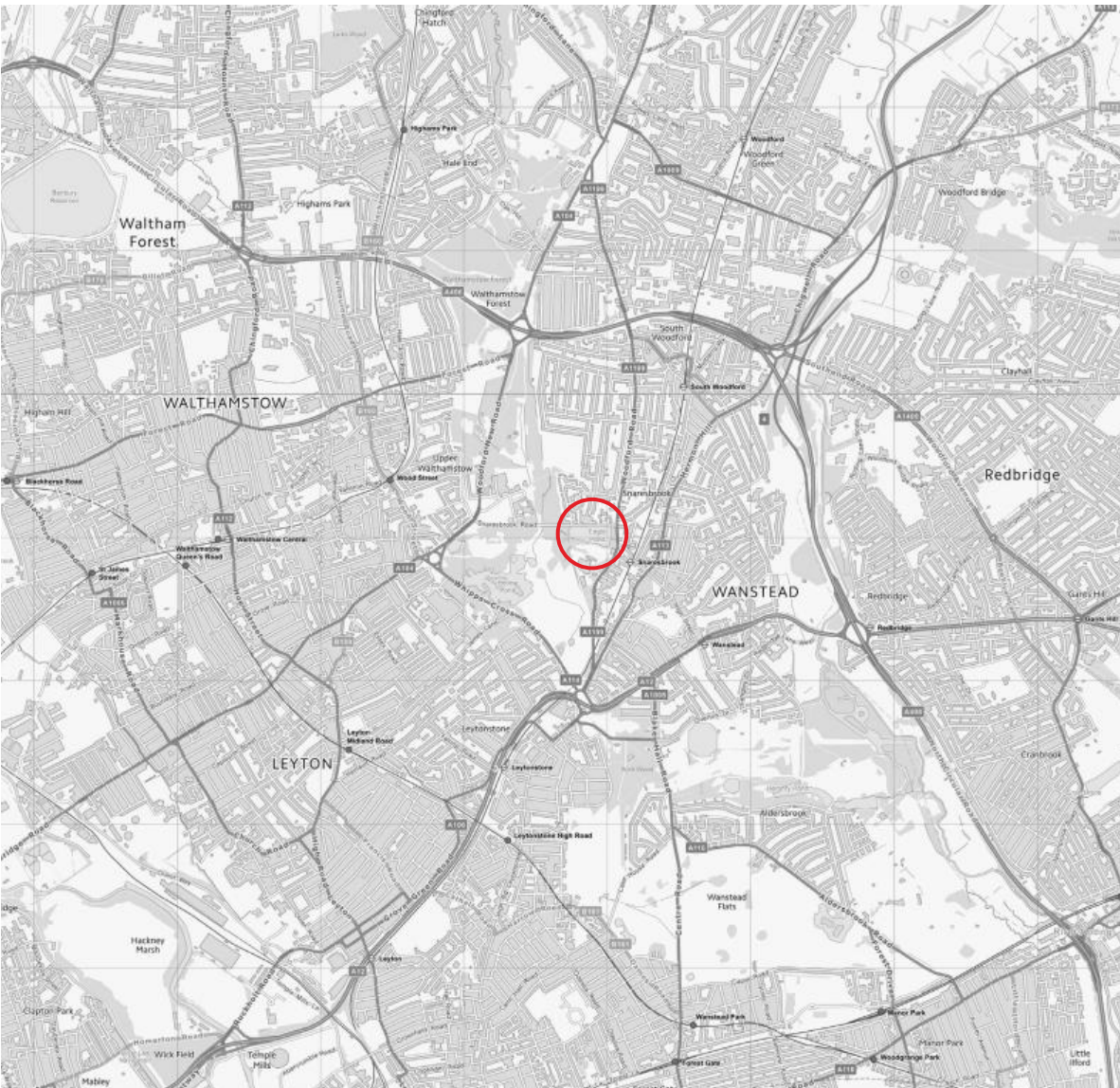


Figure 2: Location plan

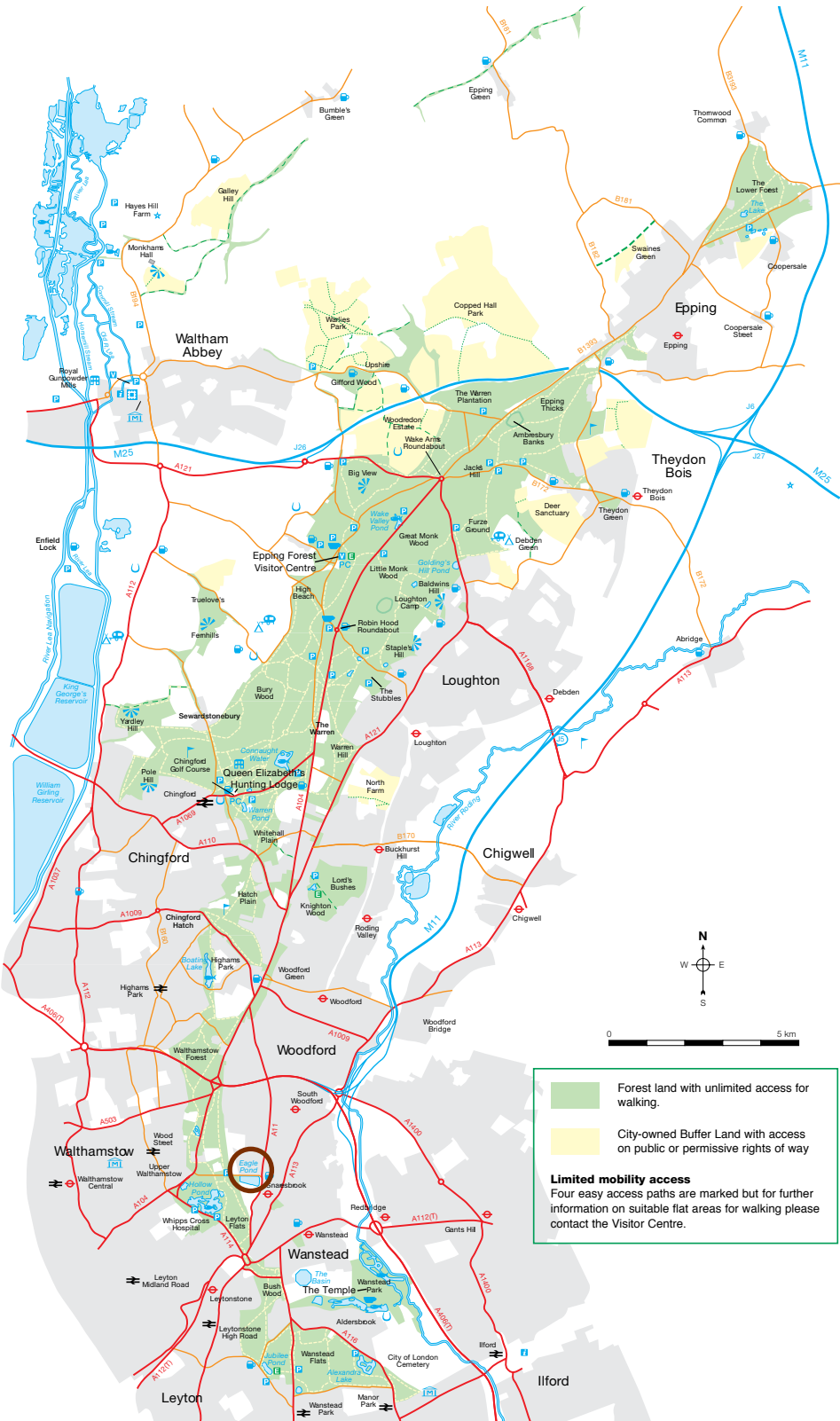


Figure 3: Plan of Epping Forest



2.2 Description

Eagle Pond is a large body of water, roughly rectangular in shape but much narrower at its west end than at its east (Figure 4). Its east end is dammed and, because the Pond holds more than 25,000 cubic metres of water above the natural level of part of the adjoining land (in accordance with the definition in the Reservoirs Act 1975) it is a Large Raised Reservoir and regulated by the Reservoirs Act 1975 and regulation from the Flood and Water Management Act 2010. The depth has not been mapped but has been found to be deeper at the east end than the west and to be shallower along the north and south banks (Whitfield and Pallett, pers. comm., 2017).

The pond itself measures approximately 289 metres from east to west and 110 metres from north to south at its midpoint. The profile of the pond in section is shown in Figure 5 and Figure 6, though this is to some degree speculative and based on anecdote (Whitfield and Pallett, pers. comm., 2017). There are two small islands at the west end of the pond which are populated with trees.

A more detailed overview of the Pond, including photographs, is given in the site gazetteer (appendix A).

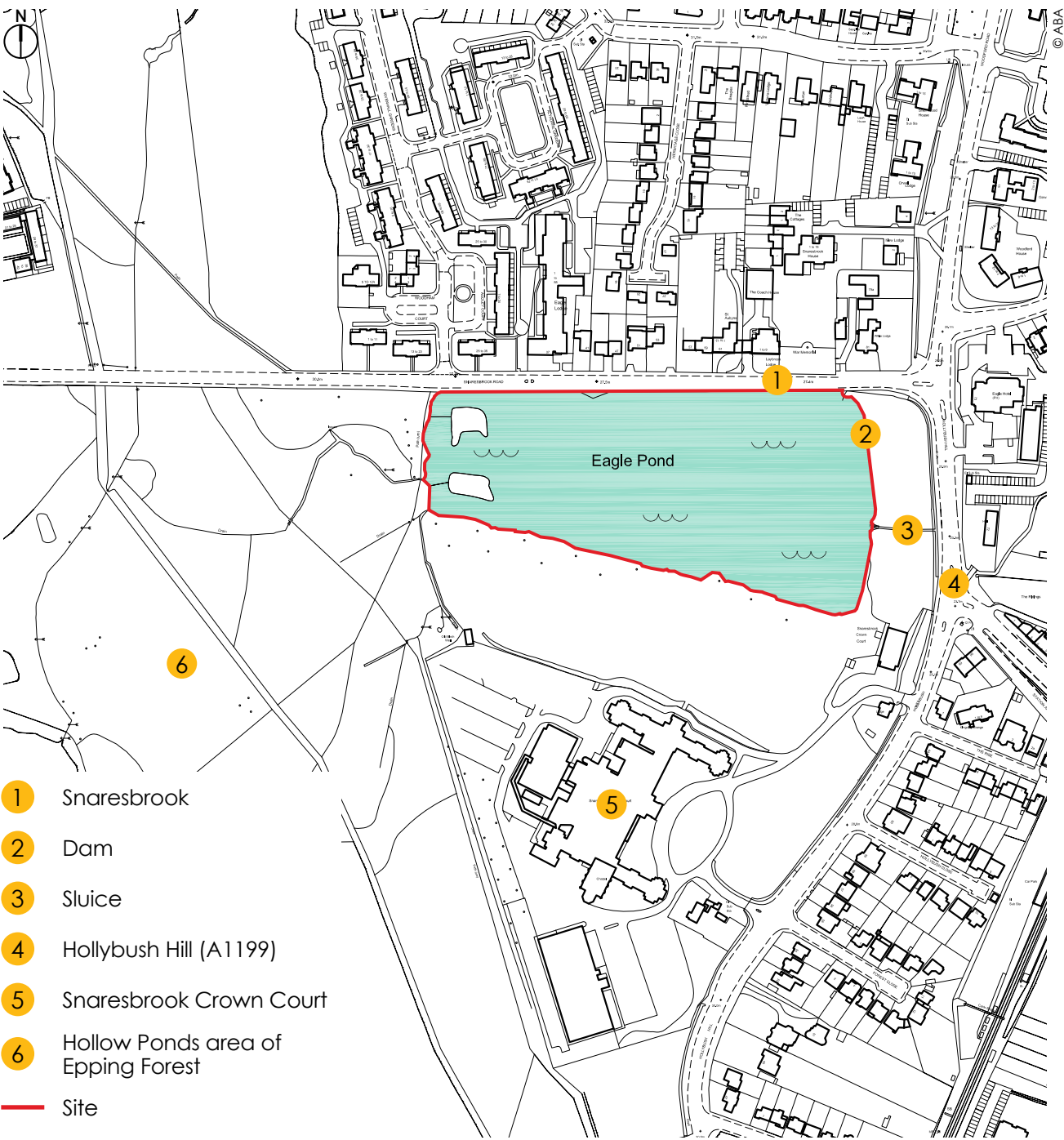


Figure 4: Site description plan

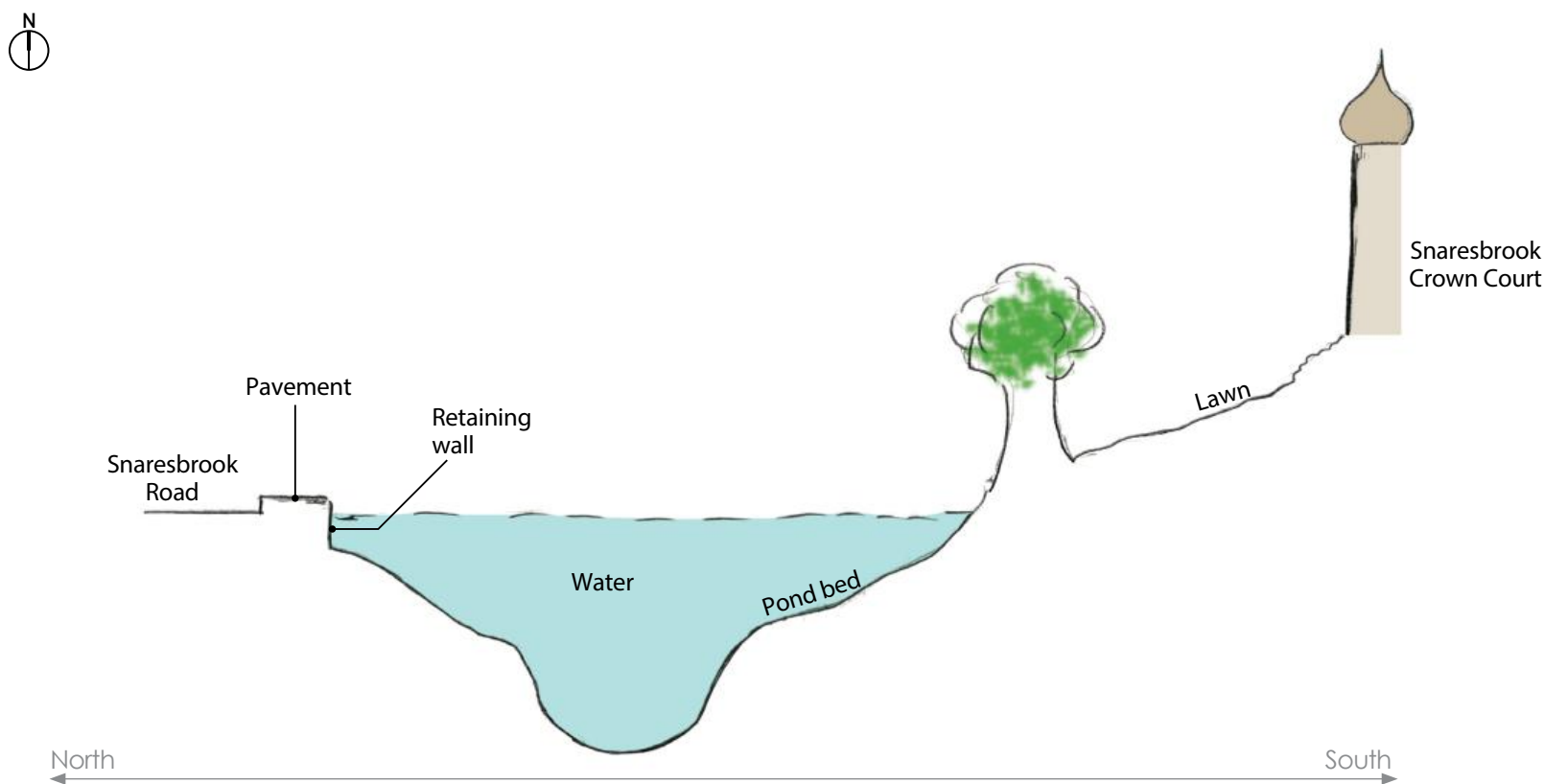


Figure 5: Illustrative north-south cross-section of Eagle Pond, based on information from Epping Forest Staff (Whitfield and Pallett, pers. comm., 2017). Structure has not been investigated.

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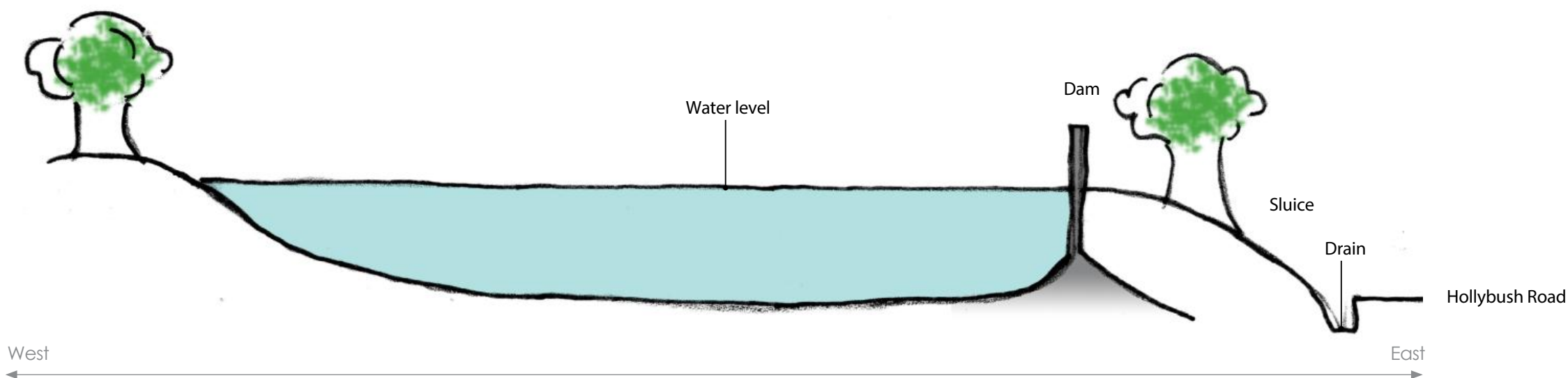


Figure 6: Illustrative west-east cross-section of Eagle Pond (Whitfield and Pallett, pers. comm., 2017). Structure has not been investigated.



### 2.3 Ownership

Eagle Pond is owned by the City Corporation as part of Epping Forest and has done so since the end of the nineteenth century. Three of the Pond's four banks are in different ownership (see Figure 7):

- its west bank is part of Epping Forest and is held in trust by the City Corporation;
- the south bank is owned by Her Majesty's Court Service;
- Her Majesty's Court Service also owns the land to the east of the Pond which the sluice discharges onto but both the City Corporation and Her Majesty's Court Service own the dam on this side of the Pond; and
- the public highway to the north of Eagle Pond comprising Snaresbrook Road, the pavement and retaining wall is owned by the London Borough of Redbridge.

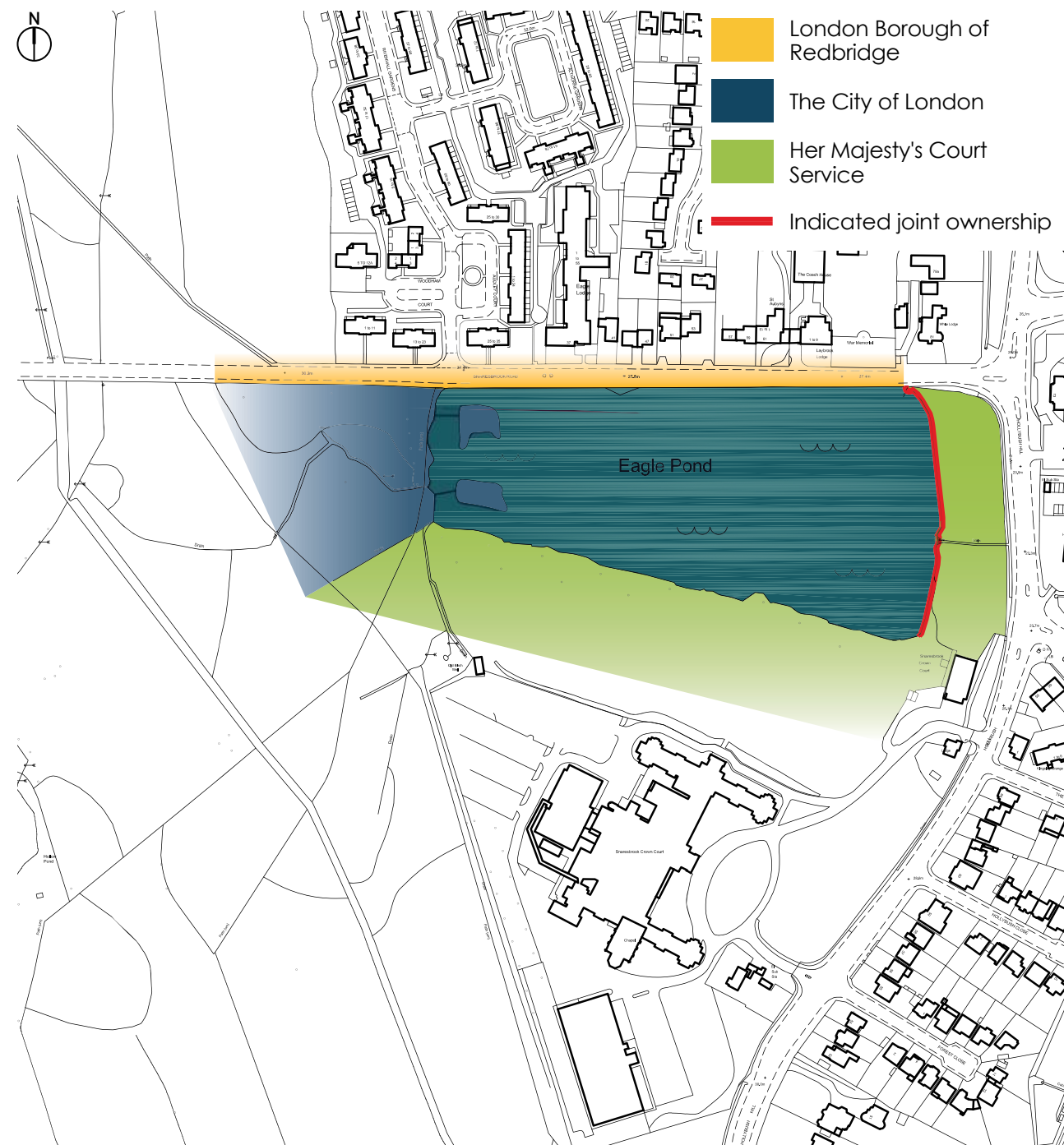


Figure 7: Ownership plan

## 2.4 Designations

### 2.4.1 Heritage designations

There are a seven listed structures within close proximity of Eagle Pond. These are all listed at grade II and their locations are shown on Figure 8. Snaresbrook Crown Court is the most important listed building in relation to Eagle Pond both in terms of its history and current setting and ownership.

### 2.4.2 Other planning designations

Other planning designations affecting the Pond include:

- The Pond is a statutory Large Raised Reservoir (LRR)
- The Pond falls within the boundary of Snaresbrook Conservation Area
- It is within a Green Corridor
- It is within a Metropolitan Green Belt
- It is within a Flood Zone 3b – Functional Flood plain
- It is a non-statutory Site of Importance for Nature Conservation (SINC)

There may be other designations that affect the site.

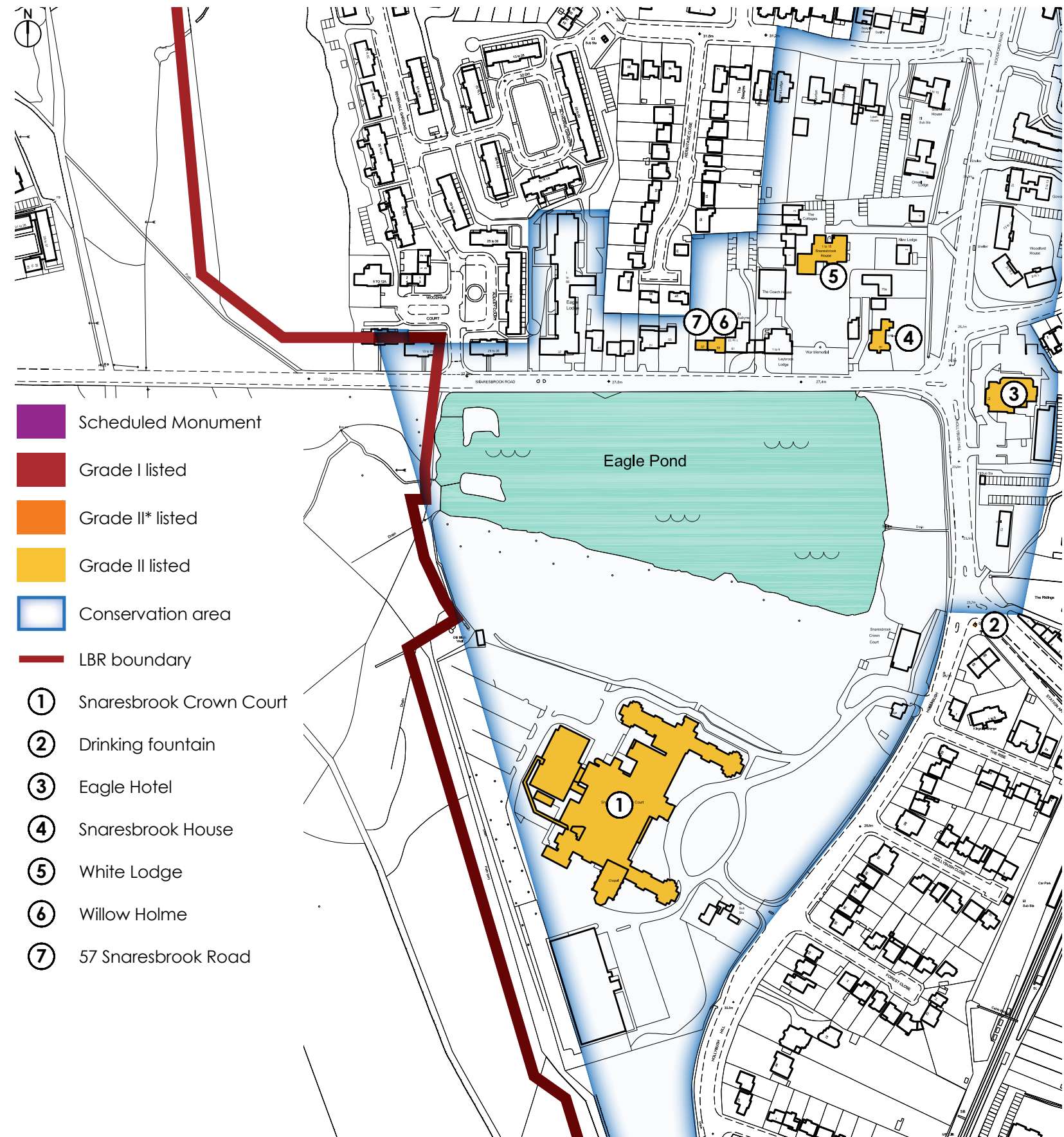


Figure 8: Heritage designation plan

### 2.4.3 Ecology designations

Eagle Pond lies immediately adjacent to the southern part of Epping Forest SSSI. A relatively large proportion (about 6%) of Epping Forest supports water bodies. Ponds and pools in the Forest are of botanical and entomological interest, and contribute to the overall ecological value of the Forest. Eagle Pond is not included in the SSSI but has been designated as a Site of Nature Conservation Importance and is within a Green Corridor, as such receives protection in the Redbridge Local Plan.

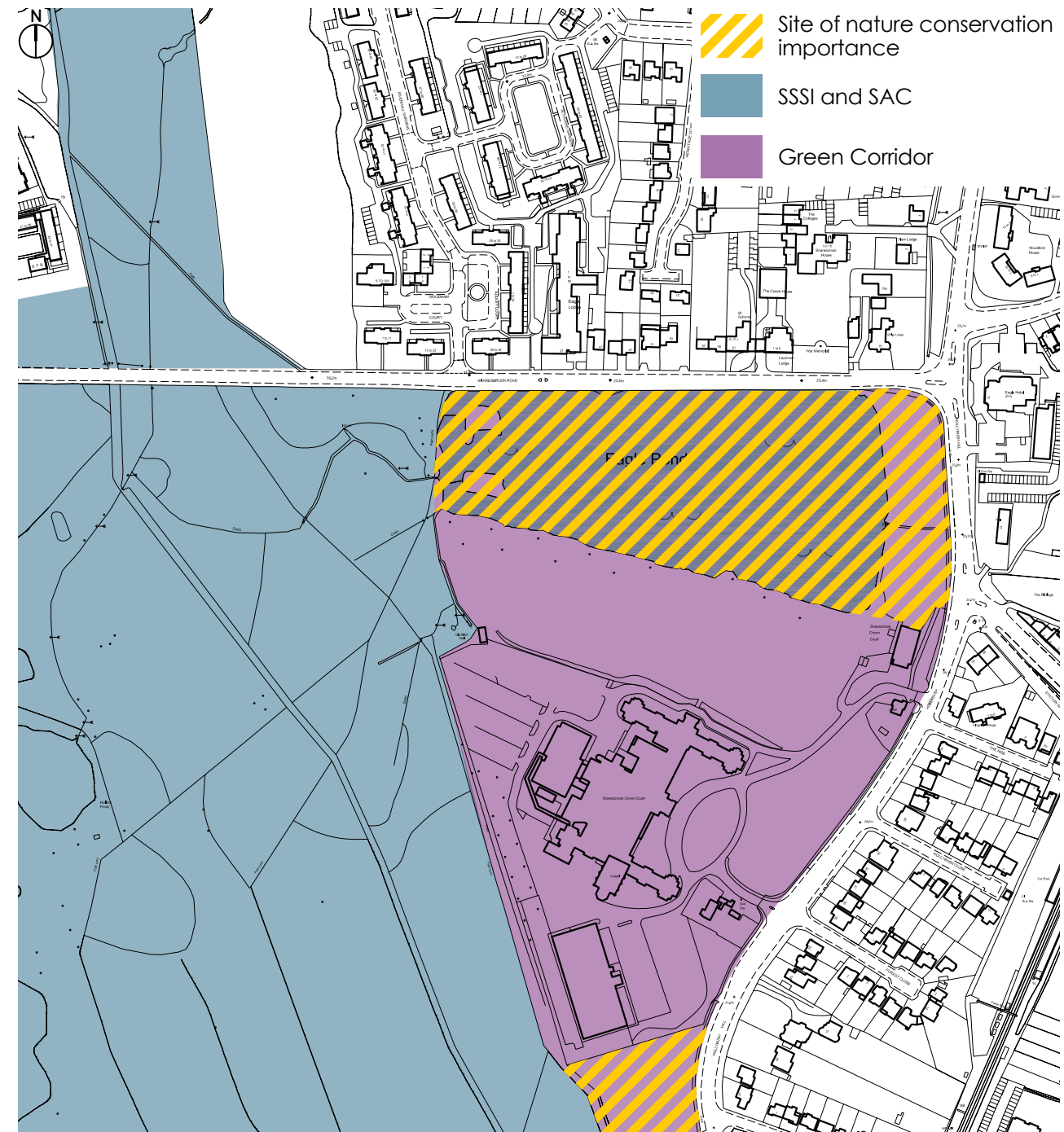


Figure 9: Ecology designations map



2.5 Topography

Eagle Pond is located on Leyton Flats, an area of comparatively high ground in between the two valleys created by the River Lea and the River Roding (Figure 10). The land rises immediately south of the Pond before falling away towards Wanstead Park and Aldersbrook.

A narrow valley extends from the east side of Eagle Pond towards the River Roding.

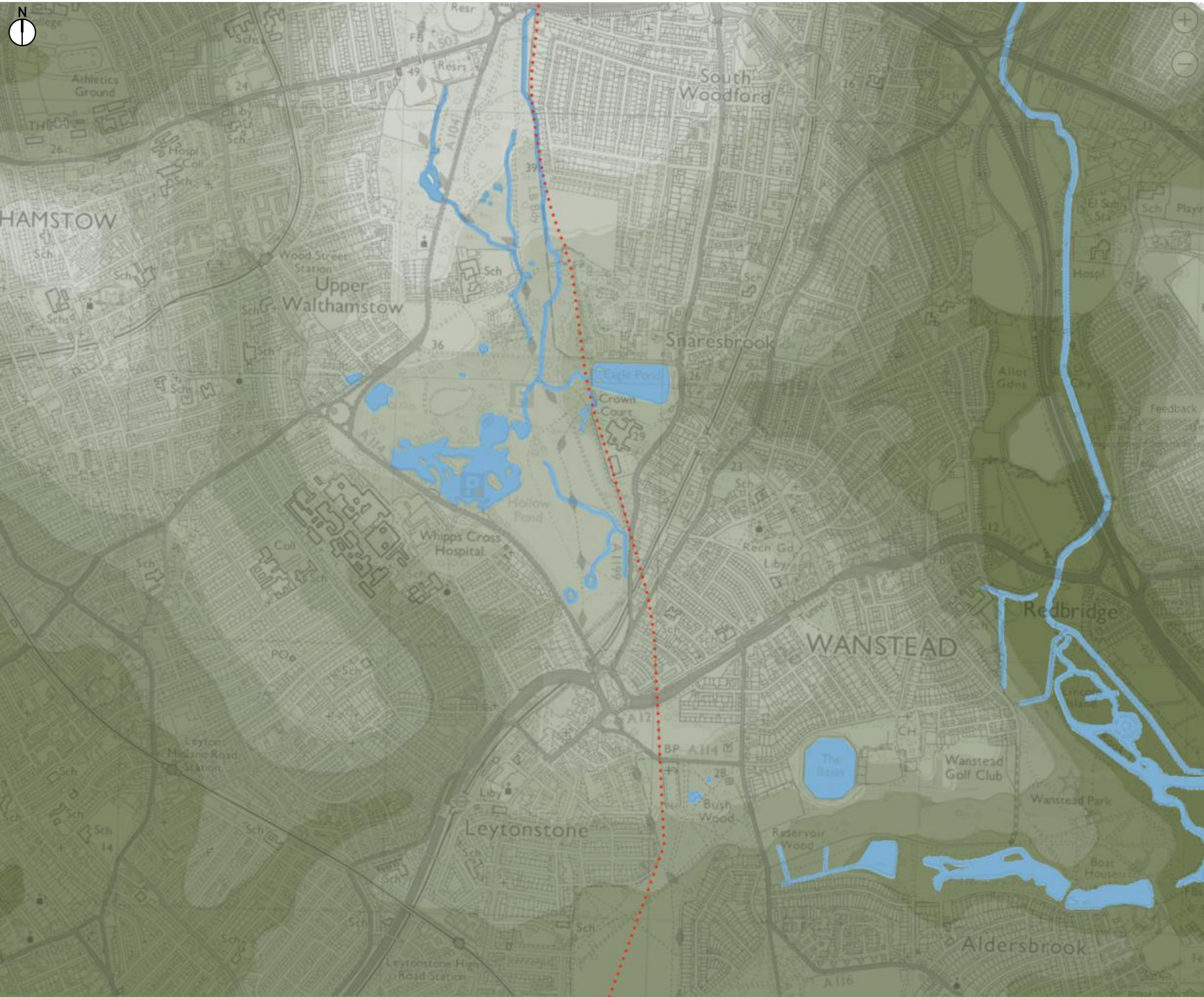
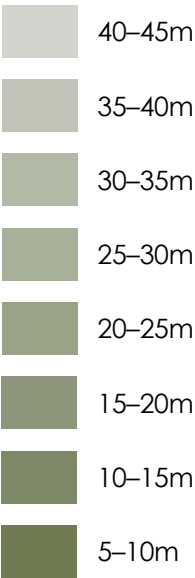


Figure 10: Topography plan



2.6 Geology

Eagle Pond lies at the eastern edge of a terrace of Boyn Hill Gravel, underlain by London Clay, which extends east across Leyton Flats and south to Wanstead and towards the historic Wanstead Park (Figure 1010).

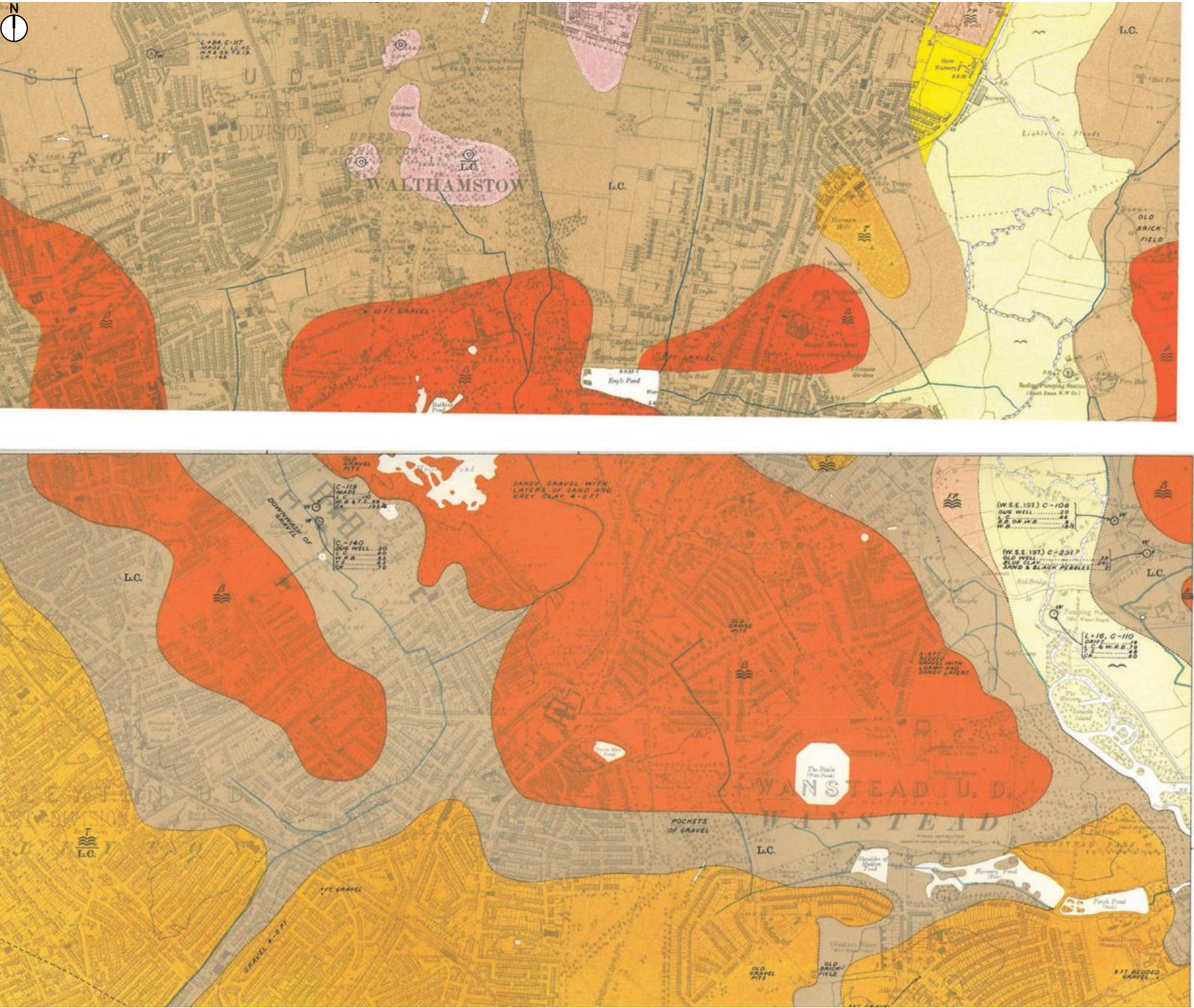
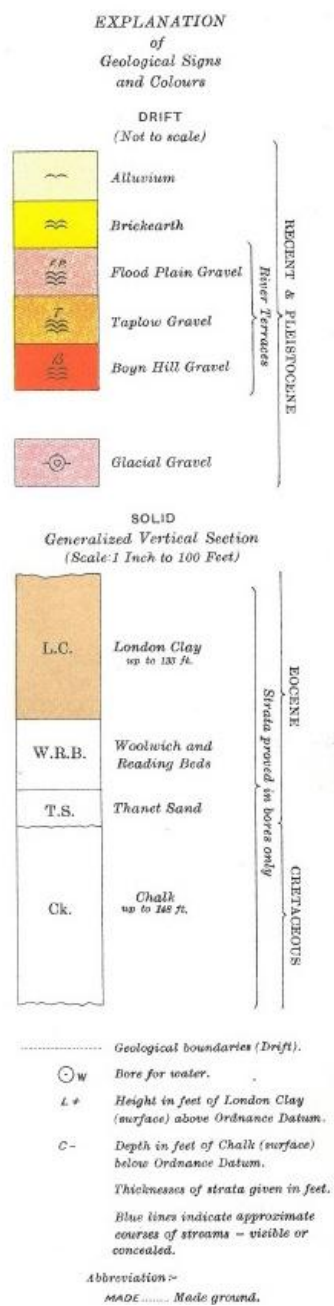


Figure 11: Geology



## 2.7 Hydrology

Leyton Flats has many small streams, ponds and reservoirs due to the geology (see section 2.5). This is because whilst London Clay is impermeable to water, gravel is porous and in areas like Leyton Flats, where gravel is underlain by clay, there is the capacity for water to collect. Along the line where the gravel terrace terminates and the clay underneath becomes the surface geology, various springs emerge.

These springs, ponds and reservoirs fall either within the catchment of the River Lea to the west or the River Roding to the east. Eagle Pond appears to be within the catchment area of the River Roding and so drains to the west along a small valley (see sections 2.4).

Today Eagle Pond is fed by a water system that originates in the Victorian reservoir near Waterworks Corner to the north-west of the site (Figure 12). The water from this reservoir then runs south into the Rising Sun/Bullrush Pond (located on the west side of Woodford New Road) and then south-east to the Duck Pond behind Forest School. From here the water flows south, does a loop through Snaresbrook Road, before flowing into Eagle Pond via the west bank. A large amount of water comes into Eagle Pond via storm drainage from Snaresbrook Road (Whitfield and Pallett, pers. comm., 2017). Water flow into the Pond is facilitated by pipes with hinged metal caps, preventing backflow of water into the pipes (Whitfield and Pallett, pers. comm., 2017).

The same water system feeds the Hollow Ponds to the south-west of Eagle Pond. It is also likely that, via the River Holt (see section 3.3.3) this system also historically fed the water system of Wanstead Park to the south-east.

Eagle Pond drains via overflow down a sluice into a culverted stream. This stream originates to the north of the site and runs parallel to Hollybush Hill. Immediately south of where sluice joins it, it becomes culverted and flows due east, roughly along the line of Elmcroft Avenue, to discharge into the River Roding.

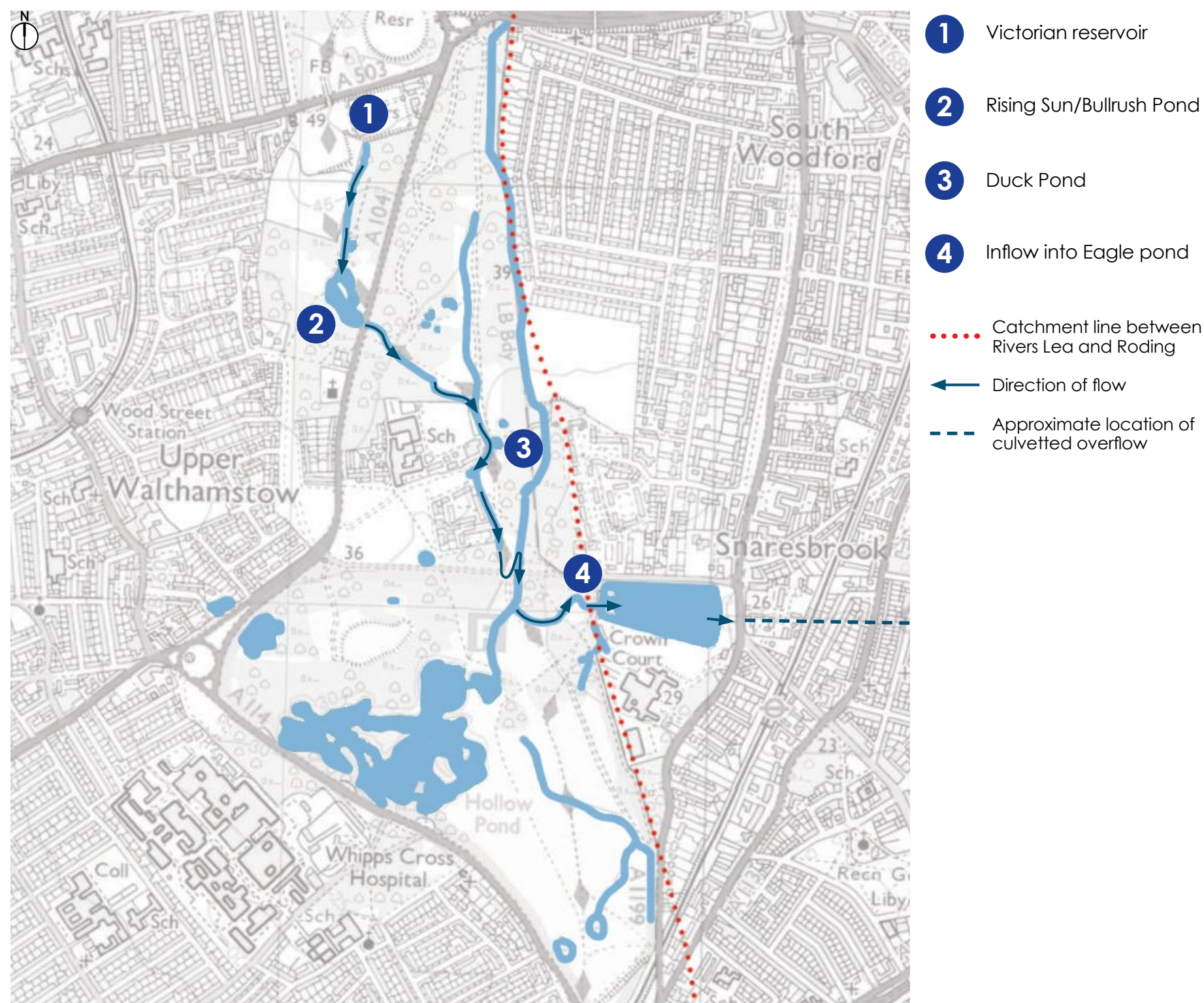


Figure 12: Hydrology



## 2.8 Ecology

### 2.8.1 The Pond

The Pond and its surrounds form an ecosystem. The biodiversity is comprised of a range of plant and animal life and their complex interactions. A change in one species can affect others. Healthy ponds generally have a greater diversity of habitats and support a greater diversity of species across a range of species groups

### 2.8.2 Birds

In terms of biodiversity, the Pond is best known for the range of waterfowl which can be present in large numbers particularly in winter. Water birds recorded include Canada geese (introduced and often in large numbers), tufted duck, mallard, gadwall, pochard, shoveler, wigeon, mute swan (occurring in large numbers), coot, moorhen, great crested grebe, grey heron, cormorant, black-headed gull, common gull, herring gull and lesser black-backed gull.

Too many waterfowl (caused by overfeeding by people) results in adverse effects on pond biodiversity which can include:

- increased levels of nitrate and phosphate levels in the water which can lead to an increase in algae growth which can deplete oxygen levels and shade submerged plants (a basic water test carried out in October 2017 indicated low to medium levels of nitrates and phosphates in the water)
- increased feeding on aquatic and marginal plants which can diminish plant diversity and abundance to suboptimum levels (plants are important to oxygenate water and provide habitats for fish, invertebrates and other pond life)
- increased predation of amphibians and invertebrates
- a deterioration of water quality which in general reduces diversity of pond life, in particular invertebrates.

Birds recorded from the wooded banks of the Pond include blackbirds, feral pigeon, firecrest (in 2008), ring-tailed parakeet (introduced), sparrowhawk, red-legged partridge (introduced) and wren.

### 2.8.3 Bats

The London Bat Group has provided records for a range of species within 1 km radius of the Pond although no records were for the Pond itself. These included common pipistrelle, soprano pipistrelle, Nathusius' pipistrelle, Daubenton's bat, noctule and Leisler's bat.

A bat survey carried out on 12 October 2017 in good weather conditions: 19°C, 100% cloud, no rain and light air (Beaufort scale 1). Access was only available to the west and north banks of the Pond. No bats were seen emerging or entering from buildings or trees.

The survey recorded: common pipistrelle, soprano pipistrelle, a *Myotis* sp., and noctule. Very low bat activity was recorded at the pond. Insect abundance appeared to be low. Very few bats were recorded from the north bank (Snaresbrook Road) which supports minimal vegetation experiences high light levels. Some of the mature trees around the Pond support suitable crevices/ cavities in which bats may roost.



Figure 13: Canada geese at Eagle Pond, 2017



### 2.8.4 Fish

The Pond supports a diversity of fish which have been monitored since 1994 by netting and electrofishing. Angling was banned in 1991–92 (due to water fowl becoming tangled in fishing line) after which it was being considered as a fish stock pond for small 'silver' fish; a collective term used to describe all fish that are not Carp (e.g. Roach, Rudd, Bream, Perch, Gudgeon).

The numbers, diversity and size of fish have changed over time:

- fish diversity and abundance was higher in the 1970s with roach, bream and perch recorded as being numerous alongside smaller numbers of carp and pike
- numbers of pike and perch (both of which predate on other smaller fish) have increased

Fish decline may be due in part at least to the effects of feeding bread to birds and dumping of food waste in the Pond.

Eels may still use the Pond and were last recorded in 2011 (European eel is a UKBAP Priority Species). Large carp are frequently recorded (probably introduced) and are removed from the Pond as far as possible by the Epping Forest. Angling may still take place from the south bank.

### 2.8.5 Amphibians

Amphibians numbers would be expected to be low due to the presence of fish and waterfowl (which predate on amphibians) as well as the lack of aquatic vegetation. An amphibian survey in 2013 recorded a single palmate newt and a single possible smooth newt.

### 2.8.6 Reptiles

No reptiles were recorded apart from red-eared terrapin. Bank habitat on the west and south banks are heavily shaded. It is possible that native reptiles occur in the rough semi-improved grassland behind the trees on the south bank.

### 2.8.7 Invertebrates

An invertebrate survey carried out in October 2017 recorded eighteen species of aquatic invertebrate. No Red Data Book or Nationally Scarce species were found, although five species are considered to have Local status. Molluscs made the greatest contribution to the species list with 5 species being recorded, followed by aquatic bugs with 4 species.

Whilst some of the invertebrate species recorded such as the Water Spider *Argyroneta aquatica* and the lesser Water-boatman *Cymatia coleoptrata* were found in good numbers, overall the low number of species recorded is probably mostly due to the limited range of different habitats within the Pond. When sampling the pond, it was noticed that the habitats at the various sample points were nearly identical, with submerged aquatic vegetation over silts or gravels.

Eagle Pond falls within Compartment 36 (Wanstead Flats / Hollow Pond) of Epping Forest. Currently there are just over 2200 biological records available for this area, including a few for Eagle Pond. Similarly, there are just over 900 biological records from Compartment 35 (Gilbert's Slade) to the north of Eagle Pond. However, very few of these records relate to aquatic invertebrates. Nine species of dragonfly were recorded from Compartment 35 between 1994 and 2004, although it is unclear if these relate to flying adults seen near some of the Compartment 35 ponds or to records of confirmed breeding on the site. Records of species such the water beetle *Donacia vulgaris* from Compartment 35 are indicative of ponds with a variety of emergent vegetation, a habitat type which is not found in Eagle Pond. In total, 24 species of aquatic invertebrate have previously been recorded from Compartments 35 and 36. The October 2017 survey, despite only recording 18 species, added 11 new species of aquatic invertebrate to the overall species list. These include 4 species of mollusc and 3 aquatic bugs including the Pondweed Bug *Mesovelia furcata*, a Local species.

Although there are only a few aquatic invertebrate records for other ponds in the area which can be compared with the data from this survey of Eagle Pond, the results of this survey suggest that Eagle Pond provides a very different sort of aquatic habitat to other ponds in the area. This is reflected in the differences between those species recorded from other sites and those recorded from Eagle Pond, as a wider range of habitats will potentially attract a wider range of species to the area.

### 2.8.8 Plants

The Pond is a large, open water body almost completely lacking in any marginal areas with emergent vegetation. Wave action obviously has an impact on the pond, as evidenced by the windrows of floating blanket weed noted accumulation at some of the 'downwind' margins of the pond. With a lack of well vegetated marginal areas there is little to ameliorate any wave action at the edges of the pond, and type of habitat provided at the Pond (open water, bare margins and wave action) is more typical of what one would find in a disused gravel pit rather than a smaller, well vegetated pond.

There is good growth of rigid hornwort *Ceratophyllum demersum* and soft hornwort *C. submersum* over silts and gravels.

#### The north bank along Snaresbrook Road

The bank along Snaresbrook Road is now revetted with sheet piling and concrete. This bank is now devoid of vegetation (having lost its trees).

The shallow pond margin supports negligible marginal vegetation, there is physical and noise disturbance from traffic and there are high light levels after dark. As a consequence this bank is currently of limited value for wildlife.

#### The east bank with dam and land between the dam and the road (Hollybush Hill)

The area between the dam and the road supports mostly non-native trees (including sycamore *Acer pseudoplatanus* and horse chestnut *Aesculus* sp.) planted in amongst pedunculate oak. There is an area planted with non-native grey poplar *Populus × canescens*. There is a narrow strip of marginal vegetation (possibly planted in coir rolls or brushwood bundles and held in place with wire mesh attached to the dam). Japanese knotweed *Fallopia japonica* is an invasive non-native plant which is located in south east corner of Pond margin. It is illegal to plant in the wild or cause it to grow in the wild (this includes moving contaminated soil or plant cuttings).

#### The south bank (Snaresbrook Crown Court)

The edge of the Pond currently supports a narrow strip of woodland supporting a range of native trees (including mature pedunculate oaks) and non-native trees. The mature oaks are of greatest ecological value of the trees along this bank. The bank is eroding with trees falling into the pond including some of the mature pedunculate oaks. The bank is shaded and supports no marginal vegetation. Behind the woodland lies an area of semi-improved grassland before the more formal mown lawns in front of the courts building. This woodland and semi-improved grassland are of ecological value.

#### The west bank adjacent to Epping Forest SSSI

The most important feature on the east bank is large veteran pedunculate oak pollard (girth 4.63m). The bank has suffered serious erosion which threatened to harm this tree. In 2011, a scout group led by Epping Park Staff created revetments of timber posts, geotextile membranes and brushwood bundles to reclaim the eroded part of the bank (Whitfield and Pallett, pers. comm., 2017).

Away from the Pond on the other side of the path are a range of mid aged to mature non-native trees including common lime *Tilia x europaea* and horse chestnut under which a dense understorey of holly *Ilex aquifolium* has established. The ground flora is species-poor.

#### Wooded islands

There are two wooded islands which support native vegetation. These offer nest sites for birds including Canada geese and a range of other birds, resting places for the non-native terrapins.

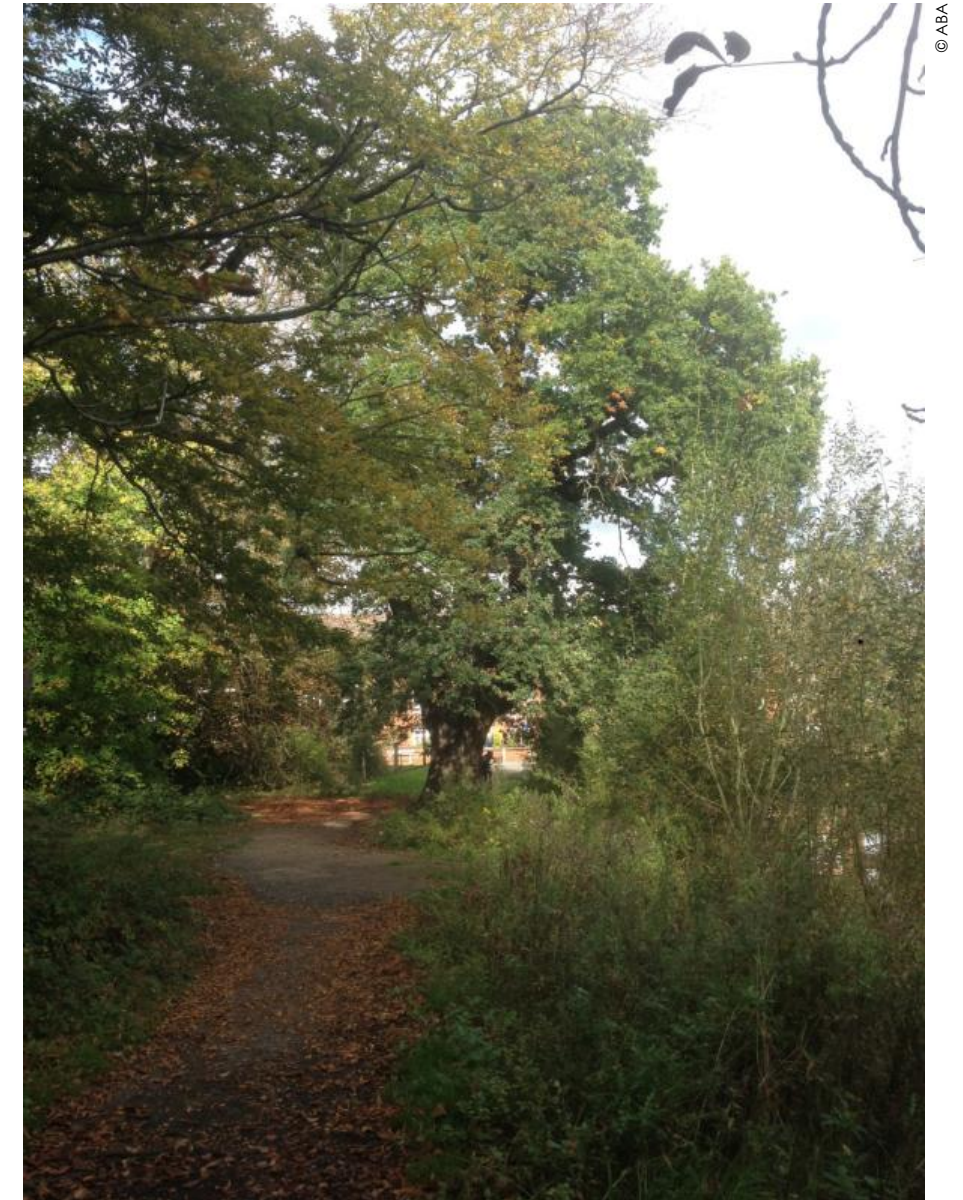


Figure 14: West bank with veteran oak pollard



## 3.0 Historical development of Eagle Pond

### 3.1 Introduction

Eagle Pond appears to date back to at least the beginning of the eighteenth century. But because of its age and the fact that it was often located on the fringes of other, more notable landmarks, there is a substantial lack of documentary evidence for its history, particularly its formation. This has made it challenging to accurately define when Eagle Pond was formed and why.

The following account of the Pond's historical development will review the available evidence, which is most often visual, as well as evaluate various theories that have grown up around its original use. It will then summarise current knowledge of its subsequent development using documentary evidence in conjunction with an understanding of the site's geology, topography and hydrology (covered in section 2.1.2 and 2.1.4 respectively).

### 3.2 Documentary evidence for Eagle Pond's formation

The earliest direct visual reference to Eagle Pond found in the course of research for this Conservation Statement is a plan from 1735 (Figure 15). This plan shows the Pond as having roughly the same irregular, rectangular shape that it has today. However it also has five islands; three square-shaped ones on its westernmost side and two more rectangular ones on its southern side. The Pond in this plan is referred to as 'Snaresbrook Pond'.

#### 3.2.1 Eagle Pond's connection with Wanstead Park

This 1735 plan was produced by John Rocque and it represents a mixture of realised and planned designs for Wanstead Park, located on London's border with the County of Essex.

Wanstead Park was enclosed in the early sixteenth century when it came into royal ownership. The extent of the estate fluctuated and changed hands many times until, in 1673-74, 300 acres of land and the house was sold to Sir Josiah Child for £11,500 (Jeffrey, 1999).

Despite coming from relatively humble beginnings as a merchant's son, Josiah Child worked his way up from a victualler to the Navy to become a Director of the East India Company, amassing a large fortune in the process. It is likely that Child's sudden wealth, like so many of his East India Company colleagues, drew considerable contempt from established aristocratic families. In response many, like Child, embarked on ambitious building and landscape projects as a way to demonstrate their wealth and power. However this often inflamed the situation further. In fact, Child's purchase of Wanstead Park came under criticism from diarist John Evelyn who, after visiting the estate in March 1683, described it as 'a barren spot as commonly these overgrown and suddenly monied men for the most part seat themselves' (de Beer, 1955 cited in Jeffrey, 1999, p. 11).

The Pond's inclusion in Rocque's plan appears to suggest that, from 1735 at least, the Pond was part of the Child's estate, under Sir Richard Child, Josiah's son.

#### 3.2.2 Comparison with later plans

Rocque's 1735 plan captures the Child's extensive and outlandish ambitions for the estate. However because it included a mix of realised and planned designs it is not possible to say whether Eagle Pond was in existence in 1735 or not. Several other features, most notably the lake to the south with an island shaped like Great Britain, were never constructed.

A later plan, also by John Rocque, offers a snapshot of the estate 11 years later in 1746. This plan, a survey of London rather than a private commission, is a more reliable account of the layout of the estate. The Pond is depicted clearly here and again is shown as roughly the same shape as today, with several islands located on its western and southern sides. It is named as 'Snares Pond'.

The landscape shown around the pond in the 1735 plan is largely absent. Indeed the only visual link to the estate appears to be a very long avenue of trees linking the Pond to the house.

A comparison of these plans suggests that Eagle Pond was almost certainly in existence in 1746 but could possibly have been in existence in 1735. However it is also possible that the Pond could be older than both these plans and pre-date Child's purchase of the park. Unfortunately, whilst earlier plans of the area from the sixteenth and seventeenth centuries do exist, they are not of sufficiently detailed to record the Pond.



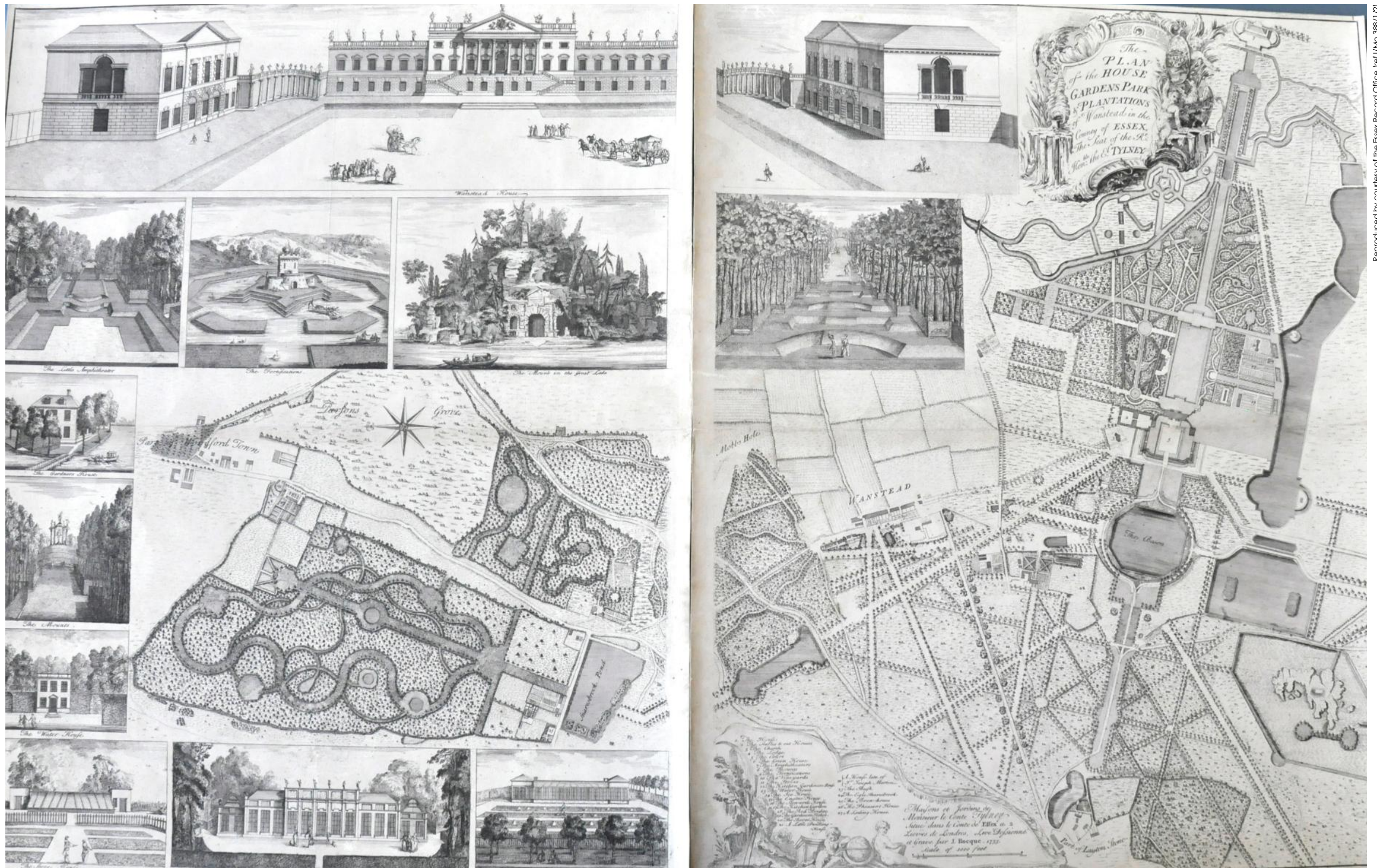


Figure 15: The Plan of the House, Gardens, Park & Plantations of Wanstead in the County of Essex, The Seat of the Right Honourable the Earl Tylney by John Rocque, 1735





Figure 16: Roque map, 1766



### 3.3 Purpose of Eagle Pond

Although there is a lack of direct documentary evidence for the Pond itself, a consideration of its potential purpose could offer more clues as to when it might have been formed.

There has for a long time been a general assumption, possibly given their geographical proximity, that Eagle Pond was created as a reservoir for Wanstead Park's elaborate water system, shown in the 1735 and 1746 plans.

#### 3.3.1 Landscape at Wanstead Park (1699–1725)

The instigator of this phase of works was Sir Richard Child who inherited Wanstead from Sir Josiah Child after his death in 1699. Like his father, Richard was also a social climber. He bought a peerage, Viscount Castlemain, in 1718 to increase his social status and in 1832 he became Earl of Tylney, following his wife's inheritance of the Tylney estates.

Sir Richard Child instigated major developments in the estate including the construction of a new house to designs by Colen Campbell in c. 1715–25. The landscape was also altered by the well-known garden designer George London from c. 1706 in order to align it with the formal style fashionable at the time.

#### 3.3.2 Landscape at Wanstead Park (1725–45)

This formal landscape design was softened, in line with changing fashions, in the 1720s and 1730s, possibly by John Rocque. This adaptation of London's design also included an ambitious series of watercourses which were constructed between 1725 and 1745.

The architect of this scheme is not certain. It is possible that William Kent could have been involved. He worked on the ceilings of the new house in the 1720s and had been advising Lord Burlington on his gardens, including water features, in Chiswick. However it is more likely that Adam Holt designed the system. He is described as 'surveyor of the works' in 1715 and he had also been involved in the water engineering scheme at Coopersale, Essex (Jeffrey, 1999, p. 3). Furthermore, the method that eventually brought water into the park is named after him.



Figure 17: Birch Well, 2017



### 3.3.3 Eagle Pond and the River Holt

The system created to supply Wanstead Park with water consisted of a small, artificial ditch which diverted water into the park from the naturally water-rich area of Leyton Flats to the north (see section 2.7).

Today little is left of the River Holt and mapping its course has proved difficult due to conflicting documentary evidence. This has given rise to the assumption that Eagle Pond formed a part of the route. If true this would suggest that the Pond was created in the early eighteenth century to feed the series of lakes created c. 1725–45.

However this theory does not work in terms of the topography of the area (see section 2.5) as Barry Hughes explained in his 2001 article 'Wanstead Watercourses: the "River Holt"'. Hughes argues that as the land rises slightly between Eagle Pond and Wanstead Park water would have had to flow uphill to reach the park, meaning that Eagle Pond could not possibly have been a feeder pond.

### 3.3.4 Eagle Pond as an enlarged spring

There have also been suggestions that Eagle Pond was created by enlarging a natural spring. This is suggested by Sir William Addison in his book 'Portrait of Epping Forest', but unfortunately he offers no date or reference.

The area around Eagle Pond, located largely on gravel, appears to have had a great many springs, including Birch Well (see figure 19) to the south-west of Eagle Pond. One was discovered in 1619 and made Wanstead briefly popular as a spa in the seventeenth century (Christy and Thresh, 1910). There is some doubt as to the exact whereabouts of this spring but Eagle Pond is cited as an unlikely contender.

### 3.3.5 Summary of evidence for the formation of Eagle Pond

Eagle Pond is located in a narrow valley that runs from higher ground in Epping Forest in the west towards the River Roding in the east. It is likely that Eagle Pond was formed from the damming of a stream that drained into the River Roding. It is possible that this stream was the Sayesbrook, a tributary of the Roding that gave Snaresbrook its name (Christy and Thresh, 1910). Indeed, in Rocque's 1746 map it is possible to make out what appears to be a stream draining from Eagle Pond into the Roding. The shape of the Pond, a loose rectangle also supports this theory as does the profile of the Pond which is shallower along the northern and southern banks and deepest in the middle, and getting deeper towards the east end (Whitfield and Pallett, pers. comm., 2017).

Why this stream was dammed and when is less clear. Although there is evidence for the Pond being in existence by 1746, and possibly by 1735, it could pre-date the Park altogether.

The Pond was not, as has been usually suggested, part of the River Holt which was constructed to supply the water system at Wanstead Park. However it is clear from Rocque's 1735 plan that the Pond and the surrounding land did belong to and form part of the Child family's estate.

In this light Richard Arnopp (2017) suggests that Eagle Pond was created as an ornamental lake by Josiah Child, predating the water system. Arnopp's evidence for this is based on his analysis of the 1712 poem *Flora Triumphans – Wanstead Garden*, which describes the gardens and particularly the water system at Wanstead around the time of the design by George London and largely before the extensive watercourses were constructed. There is evidence that Josiah Child made substantial improvements to the estate in the 1680s before his death in 1699. The diarist John Evelyn describes the 'planting of Walnut trees, about his seate, & making fish-ponds, for many miles in Circuite, in Epping Forest' (cited in LPGT, 1999, p. 11). Although it is not mentioned by name it is possible that Eagle Pond was created as part of these early improvements.

#### What's in a name?

The name of Eagle Pond could also offer clues as to its origin.

The first reference to Eagle Pond is in Rocque's 1735 plan where it is described as 'Snaresbrook Pond'. 11 years later in Rocque's plan of 1746 it is described as 'Snares Pond'. This association with Snaresbrook may imply that the pond was formed by damming the Sayesbrook, the tributary of the Roding that gave Snaresbrook its name. Given that in 1735 it bears a name relating to the village of Snaresbrook rather than more directly to the village of Wanstead or Wanstead Park this could be evidence that it had more to do with Snaresbrook than the Estate. It could have been formed as a local reservoir of water. Rocque's plan of 1746 shows a few houses and a brick kilns built already built along the Pond's northern boundary on what is now Snaresbrook Road.

The Pond later became known as Eagle Pond. There may be a number of reasons for this change. The Pond is adjacent to a public house which, in Rocque's 1746 plan was called The Eagle. Both the public house and later the Pond could have been named for the Child family, whose crest was an eagle.

### 3.4 Eagle Pond in the late-eighteenth and early-nineteenth century

Maps from the second half of the eighteenth century show that the Pond changed little over this time. However the surrounding area changed substantially around it.

The elaborate design for the northern part of Wanstead Park proposed in Rocque's 1735 plan and possibly centred on Eagle Pond never came to fruition. Even the long avenue of trees shown in Rocque's 1746 plan, seemingly the Pond's only physical link to the Park, appears to have been partially obscured by the turn of the nineteenth century. Instead the land in between the Pond and the park is taken up either by forest or by the growth of the village of Wanstead to the south-east. This cut off the Pond from the rest of the park.

### 3.5 Decline of Wanstead Park (1750-1823)

This neglect of the northern part of Wanstead Park, including Eagle Pond, can be explained by a consideration of the subsequent history of the Child family.

Richard Child died in 1750. He was succeeded by his younger son John, 2<sup>nd</sup> Earl Tylney, who never married and increasingly spent time away from Wanstead. He lived abroad almost permanently from the 1770s and died in 1784. Because John died childless, after his death all the family titles became extinct and the ownership of Wanstead Park passed to his sister's son and his heirs.

In 1805 it was inherited by Catherine Tylney Long who became one of the wealthiest heiresses in England. She had various suitors, including supposedly the Duke of Clarence, but in 1812 she married William Wellesley Pole, nephew of the Duke of Wellington. This initiated a phase of improvements to both the house and wider landscape. Well-known landscape designer Humphrey Repton was employed in 1813 but did not undertake any widespread changes. Nurseryman Lewis Kennedy was also employed in 1818.

There is little evidence that either scheme affected Eagle Pond in any way. Contemporary maps show that the Pond was roughly the same shape and with the same number of islands. The Pond is also shown on a plan of Wanstead Park by John Dooley from 1815–16. Its inclusion in this plan would suggest that at this point it was still owned by Child's descendants.

Catherine and her husband did not enjoy Wanstead for long. William's extravagance meant that after a few years Catharine's large fortune was gone and the couple's financial situation deteriorated sharply. In 1822 an auction was held for the contents of the house, which was sold the following year and demolished in 1825. The grounds, which remained in possession of the family, entered a period of decline.

### 3.6 Construction of the Infant Orphan Asylum (1841–43)

The next important phase in the history of Eagle Pond began in the early 1840s when land south of the Pond was purchased by the Trustees of the Infant Orphan Asylum.

The Infant Orphan Asylum was founded in 1827 by Andrew Reed, a minister and philanthropist. It was originally based in Bethnal Green but moved to Dalston Lane in 1832 where it grew to accommodate 170 children (Baker, 1995).

In 1840 the Trustees began looking for a new site and eventually settled upon land to the immediate south of Eagle Pond. The original trustees of the Infant Orphan Asylum, including Andrew Reed, purchased c. 18 acres of land south of the Pond, in addition to the Pond itself, from William Pole Tylney Long Wellesley for just over £2, 149 in August 1840.

However a deed of covenant dated 5 August 1840 (Redbridge Archive, 90/21/17/1, 1840 covenant) shows that William Pole Tylney Long Wellesley stipulated several conditions specifically relating to Eagle Pond. The covenant states that the trustees of the asylum would preserve and maintain the Pond as an ornamental water and would not convert or use it for any other purpose. Also, that the trustees should not enclose the Pond's north side other than with a simple fence.



In addition to these conditions, the covenant also appeared to grant William Pole Tylney Long Wellesley or anyone with his permission full and free use and enjoyment of the Pond for watering cattle and horses and for all other purposes which it had historically been used for except angling, boating, sailing or bathing. Any quantity of water was also allowed to be withdrawn from the Pond. There is little evidence that William Pole Tylney Long Wellesley exercised his rights over Eagle Pond. In 1840 when the covenant was drawn up he was living in Brussels in order to avoid his creditors and he died in 1857.

For their part the asylum appears to have adhered to the terms of the covenant, maintaining and preserving Eagle Pond as an ornamental water. Indeed, the orientation and character of the north elevation of the asylum building, designed by Sir George Gilbert Scott and William Bonython Moffatt, seems to suggest that the building was designed to respond to and compliment the Pond. Construction started in 1841 and it was officially opened by Leopold I of Belgium, uncle of Queen Victoria, in 1843. In many contemporary engravings the Pond is shown in the foreground, framing the building (Figure 18).

There is evidence to suggest that the Pond was used by the asylum more directly than just as an attractive setting. A later document kept in the Redbridge Archive (90/21/17/1, 1881 conveyance) states that the asylum used the Pond as a source of water for domestic tasks. Crockery has also been found in the Pond bearing the name of the asylum when the water level dropped during a drought in 1990 (Hughes, 1991).

On 1 November 1865 a deed of conveyance transferred the land from the surviving original trustees who purchased it in 1840 to the newly incorporated body of the President, Vice President, Treasurer and Governors of the Infant Orphan Asylum.



Figure 18: Engraving of the Infant Orphan Asylum by G. Hawkins, no date



### 3.7 Ownership by the City Corporation

In the early 1880s Eagle Pond got caught up in the legal action taken by the City Corporation to preserve Epping Forest.

The story of the City Corporation's involvement in Epping Forest began almost thirty years earlier in 1854 when the City Corporation purchased a small piece of land in Little Ilford to use as a cemetery. Through this purchase they gained commoners' right in the Forest.

In 1871 the City Corporation used their commoners' rights to fight a test case in the Court of Chancery on behalf of all commoners of Epping Forest to prevent further enclosure of land by local lords of the manor (London Metropolitan Archives, no date). Three years later in 1874 the Master of the Rolls decided in the City Corporation's favour. A decree was issued that declared common rights of pasture upon all 'waste' land of the forest. This waste land was defined as

- land not covered with buildings, enclosed and used as a gardens or curtilage on 14 August 1871, or;
- land not inclosed on or before 14 August 1851.

The decree also stated that the City Corporation could take out an injunction to stop landowners enclosing or building on waste land.

Unfortunately for the Infant Orphan Asylum certain parts of their land met the criteria for waste land as specified above. Whilst the triangle of land south of Eagle Pond, on which the asylum building was built, was exempt, all other parts of the asylum's land, including Eagle Pond and its banks were identified by the City Corporation as potentially common land.

The asylum fought the City's presumption that part of their land should be in common ownership. A newspaper article from the Essex Herald on 2 May 1876 (p. 3) stated that the asylum asked the City Corporation to reconsider them as owners of Eagle Pond stating, 'they had not any wish to exclude the public from the use of that piece of water.'

However a conveyance of 23 January 1881 granted the City Corporation, for a sum of £100, a plot of land to the west of the asylum, the west bank of Eagle Pond as well as Eagle Pond itself (Redbridge Archive, 90/21/17/1, 1881 conveyance). The conveyance stated that these pieces of land would form part of the open and unenclosed land of Epping Forest.

There was some good news for the asylum however. An account of an agreement of 9 November 1876 outlined in the 1881 conveyance stated that the asylum could retain the south and east banks of Eagle Pond, free from rights of common pasture. They were also allowed to retain a strip to the west of the asylum building as long as they did not build on it.

In terms of Eagle Pond itself, the 1881 conveyance stated that the City Corporation would maintain the pond as an open, ornamental water and prevent pollution, bathing or boating. The conveyance also stated that it would be lawful for the City Corporation to enlarge the Pond on its western side.

The asylum did not lose all rights to the Pond. The 1881 conveyance also stated that it could continue to draw water in perpetuity from it for domestic uses provided that the water level did not drop below an agreed fixed point. The asylum was also allowed to place and maintain an open fence into the pond at the north-east and south-west corners to prevent trespass onto their land.

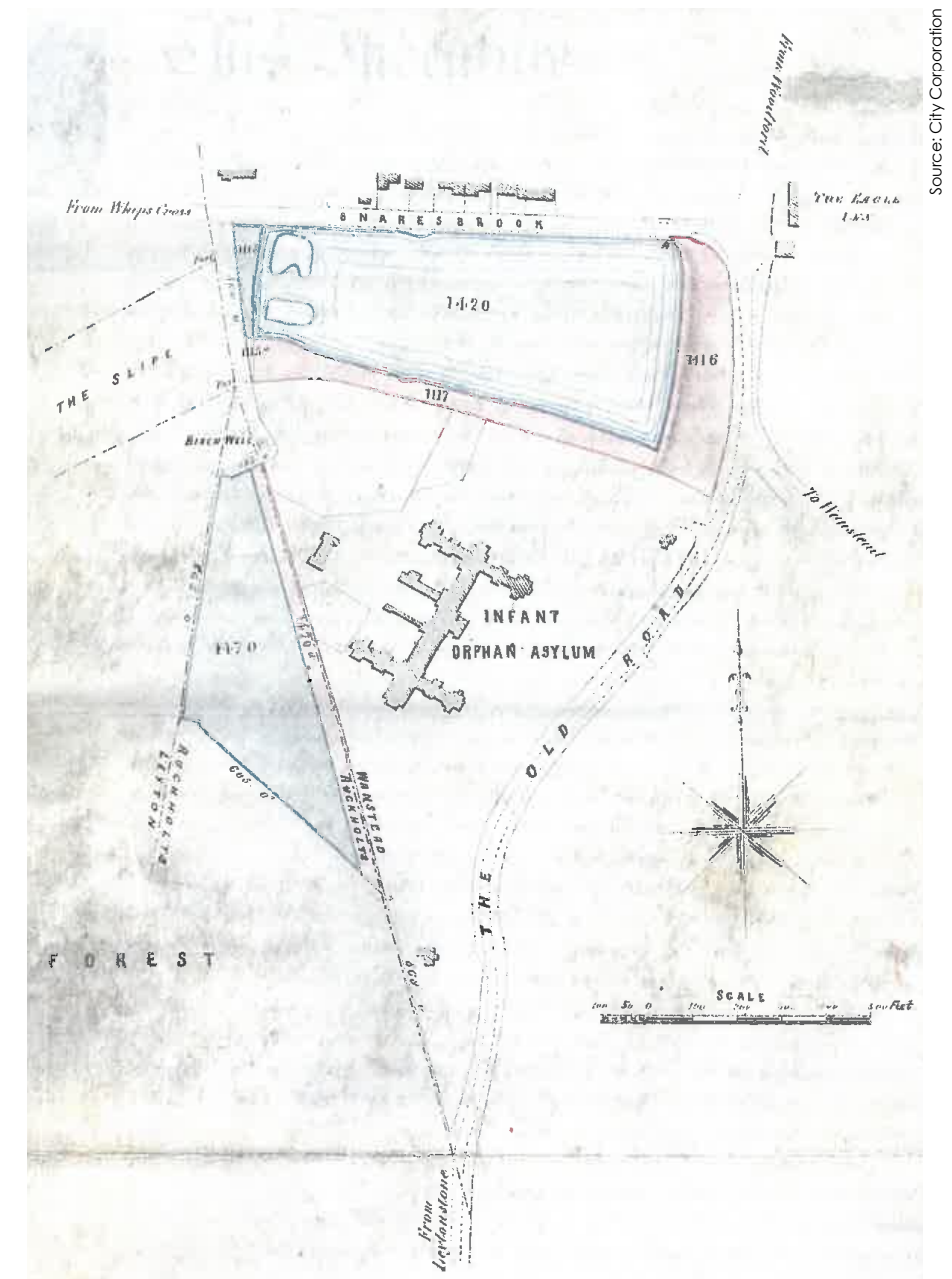


Figure 19: Plan to accompany the conveyance of land to the City of London, 1881



### 3.8 Eagle Pond in the late-nineteenth and early-twentieth century

It is around the 1870s and 1880s, when the City Corporation secured commoners' rights to Epping Forest and Eagle Pond, that the majority of articles about it began to appear in contemporary newspapers. These reported on various activities on or near the Pond. For example an article in the *London Evening Standard* on 4 June 1877 stated that Eagle Pond was 'well-stocked with fish, which it is the intention of the corporation of the City of London to preserve for angling'. Similarly, newspaper articles from 1886 and 1890 also describe skating taking place on Eagle Pond when the ice was deemed thick enough.

However in addition to these activities there are also a substantial number of articles, occurring at regular intervals between 1883 and 1904 that describe a gloomier chapter of Eagle Pond's history when bodies were found in the water. It appears that many of these deaths were accidental, generally resulting from mishap or drunkenness. One incident reported in the *Barking, East Ham and Ilford Advertiser, Upton Park and Dagenham Gazette* on 21 March 1903 stated that a carriage was drawn into the water because the attached horse had taken fright at a motor car. Luckily in this instance there were no fatalities.

In some cases the stories behind the bodies discovered in Eagle Pond are bleaker. There are reports in contemporary newspapers of suicides and unexplained deaths. One article from *The Globe* on 12 November 1885 states that a parcel was found at the water's edge containing a newly-born female child.

Despite this darker side, images of Eagle Pond at the turn of the twentieth century show that the northern bank was busy with people talking, feeding the birds and generally enjoying the view.

### 3.9 Recent history

In the nineteenth and early twentieth centuries the Pond was used for a number of activities and uses. However, these are now not allowed in the interests of protecting the wildlife of the Forest. Fishing for example, is allowed on many of the Ponds in Epping Forest but has not been allowed on Eagle Pond since 1991–2. The Forest Keepers report that there are however, sometimes problems with people illegally fishing on the south bank (Snaresbrook Crown Court land).

In addition to this change of use there have been various physical changes made to the Pond in its recent history. During this time LBR have formalised Snaresbrook Road and in 1986 the retaining wall along north bank of the Pond was piled with the existing corrugated metal sheeting. The dam was also the subject of extensive works including a continuous 6m pile barrier to meet public safety concerns. In 2012 the height of the dam was raised as a result of the regular inspections that are required by law for reservoirs which identified a risk of flooding due to the discharge capacity of the dam being too small (screening opinion 0465/12 and planning application 1177/12 Redbridge District Council). As part of these works some measures were taken to improve the habitat for wildlife along the dam and simultaneously improve its appearance.

The Pond was designated a Large Raised Reservoir under the Reservoirs Act 1975.

### 3.10 Ecological history of Eagle Pond

The bank along Snaresbrook Road was a hard edge and several old photographs show that it was planted with trees along the edge of the Pond. The south bank probably had timber revetments with trees behind (one old photograph appears to show a revetted bank). There was probably less need for a revetment on the shorter west bank (one old photograph shows mature trees over open grassland and an engraving of 1832 shows a more open bank with rough vegetation and scrub and cattle grazing). Old maps suggest that the islands were square shaped which suggests the banks were also revetted.

Past features of note of the Pond and immediate surrounds which had ecological value include:

- open water with islands supporting waterfowl (ducks, geese and swans as today)
- a veteran pedunculate oak *Quercus robur* pollard close to the west bank (still present)
- two islands supporting native woodland
- open rough grazing with trees adjacent to the west bank (i.e. ancient wood pasture for which Epping Forest is now one of the few remaining large-scale examples); this area is now wooded
- a line of trees shown on old photographs (probably crack willows *Salix fragilis*) growing on the water's edge along Snaresbrook Road; one remaining willow is shown on an aerial photograph in 2003 (white willow *Salix alba* was recorded in 1999 and may have been this one) and now only the dead stump remains amongst buddleia bushes.

In other respects the Pond has changed in the following ways:

- the south bank has naturalised with broadleaved trees (particularly pedunculate oak) and shrubs, and this has been supplemented with native and non-native tree planting
- wetland vegetation has been planted along the base of the dam (possibly in brushwood bundles tied to the side of the dam)
- there are high light levels after dark along Snaresbrook Road
- physical and noise disturbance is higher due to high traffic volumes
- water entering the Pond will contain pollutants from storm drainage from Snaresbrook Road which may have built up in sediments in the pond
- there is now litter and food dumping into the Pond
- species not present in the past include Canada goose, red-eared terrapin and rose-ringed parakeets
- fishing (and boating) are now banned

### 3.11 The site today

#### 3.11.1 Ownership of the Pond and adjacent land

The City Corporation holds in trust Eagle Pond as part of Epping Forest and has done so since 1881. Three of the Pond's four banks are in different ownership (see illustrative plan showing ownership in Figure 6):

- its west bank is part of Epping Forest and is held by trust by the City Corporation;
- the south bank is owned by Her Majesty's Court Service;
- Her Majesty's Court Service also owns the land to the east of the Pond which the sluice discharges onto but both the City Corporation and Her Majesty's Court Service own the dam on this side of the Pond; and
- the north bank, including the Snaresbrook Road and pavement is owned by the London Borough of Redbridge.

#### 3.11.2 The Reservoirs Act 1975 and the ownership of the dam

The Reservoirs Act 1975 is intended to prevent against the escape of water from large reservoirs. It includes the definition of 'raised reservoirs' which are intended to hold water above the natural level of any part of the adjoining land. Eagle Pond's dam on the east side does exactly this and the Pond therefore falls under this piece of legislation. Water bodies capable of holding 25,000 cubic metres of water, which includes Eagle Pond, also come under this legislation.

The Act stipulates that reservoirs should be inspected by qualified engineers at certain specified intervals and any recommendations by the engineer on the grounds of safety have to be carried out by the undertaker as soon as possible.

Engineering assessments regarding the safety of the dam in 2012 for Her Majesty's Courts Service revealed the need to reinforce the dam and maintain a level spillway. These safety works have now been completed.

#### 3.11.3 Site uses today

Eagle Pond became part of Epping Forest in 1882 and has been preserved primarily for the 'recreation and enjoyment of the public' (Epping Forest Act 1878, 8.8). The meaning of this has changed many times since the late-nineteenth century and the present use of the Pond as a community amenity space rather than for specific activities like fishing reflects changing public aspirations and the growth of utility infrastructure.

#### 3.11.4 Management of the site

The managements of Epping Forest continues to be guided by the Epping Forest Management Plan. A new management plan is under development which will incorporate the policies including a series of Conservation Statements relating to heritage buildings and landscapes within the Forest and its Buffer Lands.

Eagle Pond does not fall within the Site of Special Scientific Interest (SSSI) which covers two thirds of the Forest. This makes managing the ecology of Eagle Pond less of a priority than other water bodies which do fall within the SSSI. The Keepers of Epping Forest, a team employed by the City Corporation, have the greatest involvement with the day-to-day management of Eagle Pond. Some of their team deal specifically with the water bodies of the Forest and understand the condition of Eagle Pond in detail.

The Epping Forest Keepers police the bylaws of the Forest and as a result much of their role is responsive to complaints or reports from the public. The very visible position of Eagle Pond, directly adjacent to Snaresbrook Road means that the public do frequently report to the Keepers about the condition of the Pond. The range of problems that are reported varies but the main concerns are listed here:

Concerns frequently raised by the public:

- Eagle Pond like many water bodies in urban areas has the potential to trap windblown litter on the Pond's surface, along with litter left by frequent visiting. The Pond's 'fetch' – the longest length of the pond and the prevailing wind direction – will tend to aggregate floating litter, concentrating litter in particular parts of the pond. These unsightly and highly visible rafts of litter often rightly secure complaints from the public.
- Water quality – The Pond is fed by water that may have been the subject of nutrient loading from fertilizers and sewage effluent, in addition to run-off from highway drainage systems. This excessive nutrient loading can lead to water discolouration, surface scums and harmful algal blooms (HABS).
- Algal growth – the build-up of excessive organic sediment, suspended organic debris in the water from leaf litter, fish faeces and waste food from wildfowl feeding can adversely affect water quality and lead to the growth of excessive amounts of blanket or silkweed (genus *Spirogyra*). The lack of trees surrounding the pond also allow the pond to be subjected to excessive sunlight which further promotes silkweed growth. Buoyed by trapped oxygen, rafts of this algae form unsightly windrows within the ponds surface often further trapping fetch-driven litter.
- Faith-based offerings of food, coconuts and effigies are a regular feature of the Pond and add to the aggregation of litter and build-up of organic matter within the Pond.



## 3.11.5 Site condition today

The following issues reflect many of the concerns of the Forest Keepers but is also the summary of the results of ecological surveys carried out for this Conservation Statement:

- Eagle Pond is designated as a Site of Nature Conservation Importance, supporting a range of waterfowl and semi-natural woodland (on its two islands and three of its banks). It does not realise its full ecological potential due to a number of issues including those listed below. A site specific management plan is required supported by dedicated resources to optimise the ecological value of the pond and its enjoyment by the public.
- Habitat diversity is quite limited within the Pond and its banks. There is a lack of vegetation along Snaresbrook Road which once supported a line of trees. Holly has spread over what was once open wood pasture type habitat between the west bank of the Pond and the car park.
- There is a high level of physical disturbance, noise and light pollution from Snaresbrook Road.
- Despite the work of paid and voluntary litter pickers and LBR Street Scene staff significant amounts of litter continues to become trapped in the pond.
- Food waste is dumped into the Pond, which encourages vermin and pollutes the water.
- Feeding of birds by the public. Food in the Pond is not good for wildlife as it results in large numbers of geese, ducks, pigeons and other birds and consequent pollution from droppings. Large quantities of bread can be harmful to birds because its nutritional value is relatively low. In extreme situations birds can suffer serious vitamin deficiencies or starve.
- The south bank is being eroded and consequently the trees are gradually falling into the water.
- The silt in the pond is likely to have suffered a level of pollution from storm drainage off Snaresbrook Road.
- There is a prevalence of Canada geese and pigeons which are difficult to control in such a public area.
- Fish numbers have declined since the 1970s.

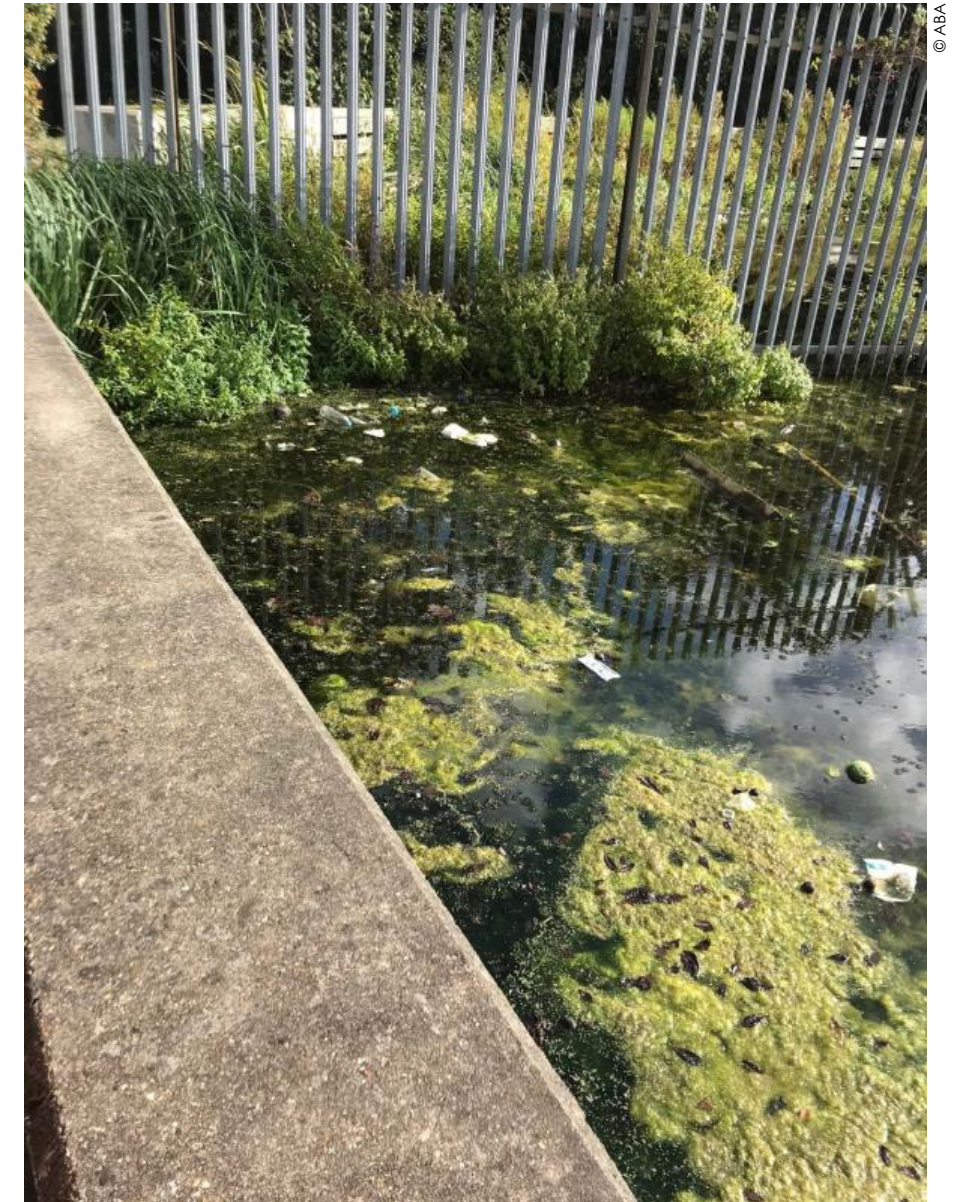


Figure 20: Algae blooms and litter are a frequently reported problem at Eagle Pond

## 4.0 Assessment of significance

### 4.1 Assessing significance

Assessing 'significance' is the means by which the cultural importance of a place and its component parts is identified and compared, both absolutely and relatively. The purpose of this is not merely academic. It is essential for effective conservation and management, because the identification of areas and aspects of significance, based on a thorough understanding of a place, enables policies and proposals to be developed which protect, respect and where possible enhance its character and cultural values. The assessment can assist the identification of areas where only minimal changes should be considered, as well as locations where change might enhance understanding and appreciation of the site's significance. Any changes need to be carefully designed to ensure that significant features are not compromised, and will be judged within the legislative context governing the historic environment.

The National Planning Policy Framework (NPPF) places the concept of significance at the heart of the planning process for the historic environment. Its definition of significance is:

*The value of a heritage asset to this and future generations because of its heritage interest. That interest may be archaeological, architectural, artistic or historic. Significance derives not only from a heritage asset's physical presence, but also from its setting.*

*Conservation Principles, Policies and Guidance* (2008) is the guidance provided by Historic England to interpret and define the meaning of significance and how to use it when assessing heritage assets. This is in the process of being revised. The consultation draft identifies four headings which together make up significance, these are:

**Historic interest** is the way in which a heritage asset can illustrate the story of past events, people and aspects of life. When these ideas become entwined with the identity of a community, it could additionally hold communal interest.

The use of a heritage asset for its original purpose can add greatly to an asset's historic interest.

**Archaeological interest** is sometimes called evidential or research value. Archaeological interest is when a place holds evidence of past human activity that could be revealed through investigation. Potential for research may exist in buildings and landscapes as well as buried archaeological sites.

**Architectural or Artistic interest** derives from a contemporary appreciation of an asset's aesthetics. Architectural interest is an interest in the art or science of the construction, craftsmanship and decoration of building and structures. Artistic interest is the ability of human imagination and skill to convey meaning through artistic expression.

In assessing the significance of Eagle Pond two additional headings have also been included:

**Ecological interest** is an assessment of the importance of sites, habitats and species. They can be considered significant at a wide range of scales from international to local. Present interest may differ from past and potential interest.

The stimulation we derive from a heritage asset dictates its aesthetic value which can derive from conscious design or the fortuitous outcome of the way in which a place has evolved, many include both.

The following assessments have been informed by the historical development of the site (summarised in sections 2.0, 3.0 and 4.0 of this report) as well as site visits and fieldwork assessments.

The long-established system of heritage protection for buildings and, to some degree, historic parks and gardens, means that there is a recognised system of levels of significance, broadly reflected by the listing categories.

In the case of Eagle Pond, which is not formally recognised by the designation system, and is not a designed landscape, trying to allocate different levels of significance to different physical parts of the Pond would be more confusing than constructive. The aspects of its character that are of significance are clearly defined in the rest of the chapter. Aspects or characteristics of the Pond that are described as 'nationally significant' are associated with important buildings or landscapes (or both) that have been nationally designated and 'locally significant' indicates that the identified characteristics are important at a local level. Please see Historic England's guidance on listing for more information (<https://historicengland.org.uk/listing/what-is-designation/>).



## 4.2 Summary statement of significance

There are a number of strands that make up the significance of Eagle Pond. Most physically evident is its aesthetic or artistic significance. Although it is likely that the Pond was man-made, its appeal is, at least in part, fortuitous as there is no evidence that it was formally designed or landscaped. At its west end its relationship with Epping Forest is very picturesque, particularly when looking east from the Forest through the islands on the Pond. Its relationship with Snaresbrook Crown Court on the other hand, is a formal, composed one. Undoubtedly Sir George Gilbert Scott exploited the relationship of the site with Eagle Pond to the mutual advantage of his building and the Pond. The northern façade of his Wanstead Infant Orphan Asylum forms a dramatic backdrop in views across Eagle Pond from Snaresbrook Road to the north and the outlook from the building northwards across the Pond is very attractive.

Historically Eagle Pond is locally significant as a landmark at the heart of Snaresbrook that is entwined with centuries of its history. However it is also oddly displaced as it does not appear to 'belong' to any of the areas with a strongly defined character that make up its setting. Its links with Wanstead Park, which was one of the great estates in the country, particularly during the eighteenth century, is of national significance, even if the Pond was only part of the wider landscaping works of the estate.

Eagle Pond has interesting historic associations with both Wanstead Park to the south and the Infant Orphan Asylum (now Snaresbrook Crown Court) which add to its historic significance. There is archaeological potential associated with both these phases in its history.

Eagle Pond is important to the people who visit it as demonstrated by the survey carried out in December 2017, the vast majority of visitors are regular and 94% felt the management of Eagle Pond was important to them, to the rest it was fairly important.

Eagle Pond has local ecological significance which is recognised in its designation as a site of Nature Conservation Importance. Its wooded banks form particularly important habitats for wildlife. However, there is great scope for improving the ecological value of the Pond.

Overall, Eagle Pond is largely of local significance to Snaresbrook and Epping Forest but with historical links to Wanstead Park and Snaresbrook Crown Court which are both nationally significant.

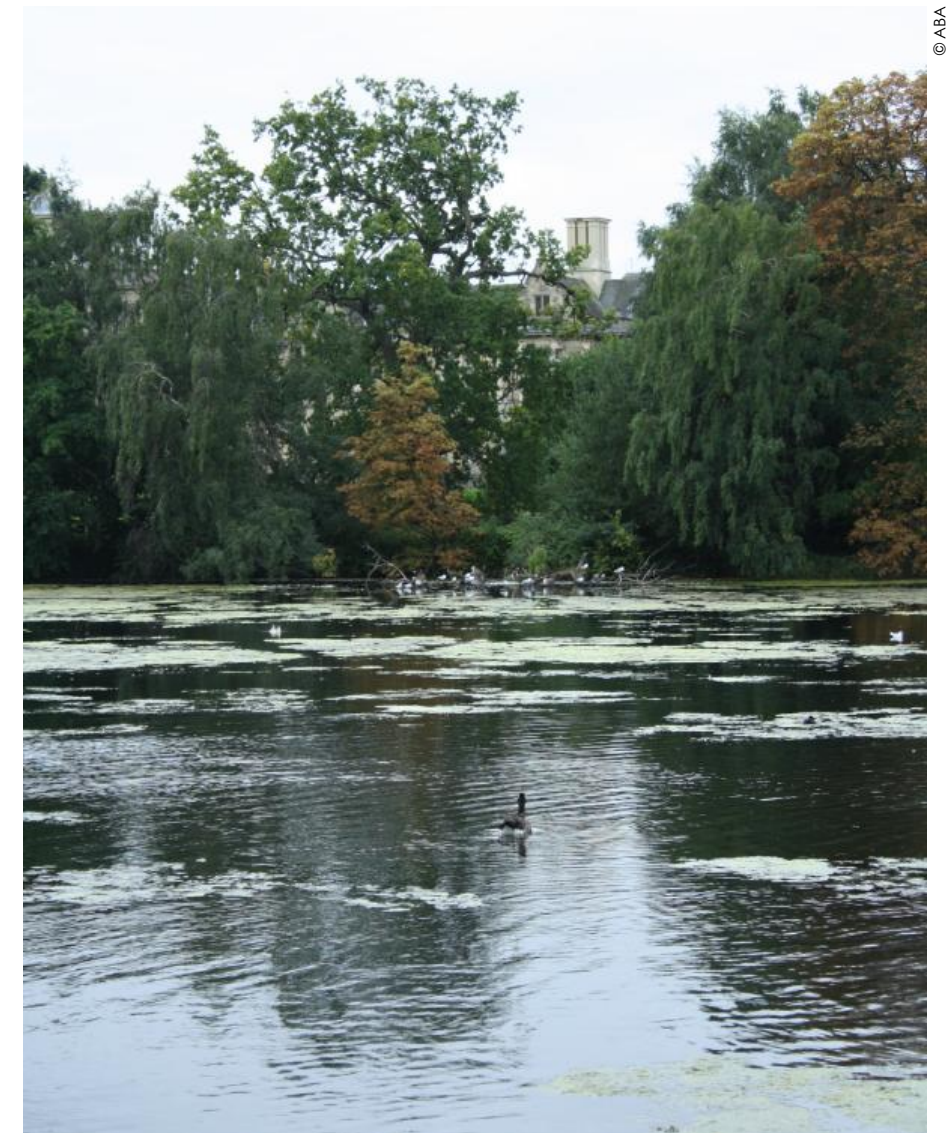


Figure 21: View of Eagle Pond from the north bank, 2017

### 4.3 Significance by interest

#### 4.3.1 Historic interest

Eagle Pond has strong local historic interest as a water body that has been present in its current form since the beginning of the eighteenth century. As a large natural landmark it has formed part of the identity of the surrounding community over this time.

It is most likely to have been created by the damming of the Sayesbrook at the beginning of the eighteenth century when it formed part of the land of the Wanstead Estate. Its association as part of the Estate illustrates the magnitude of the landscaping works that were undertaken during this period in the creation of the Estate and its subsequent rapid decline when this area, including the Pond was sold off. Wanstead Park is one of the great 'lost' houses of the eighteenth century and its landscaped parkland was widely known, copied and celebrated. Eagle Pond's links with this great estate are of national significance.

There are four late eighteenth/early nineteenth century houses surviving opposite the Pond on the north side of Snaresbrook Road. Although these are not consecutive they do form a historic group with the Pond, though separated by the busy road.

Later in the mid nineteenth century the Pond was closely associated with the Orphan Infant Asylum which was built on its south bank. It was used by the institution as their water source and has an unhappy history as the site of drownings and suicides during this period.

At the end of the nineteenth century it came under the authority of the City Corporation with the creation of the Epping Forest Conservancy. This forms its important final chapter as the Pond has since been protected as a public amenity. As part of this history it was the focus of a more active range of public recreation than today, such as skating and fishing.

Its historical links with the area have, in the twentieth century, been compromised by subtle changes to its banks that have resulted in it being strangely divorced from its surroundings; existing as a space between places rather than an obvious destination in itself. The dense bank of tree cover (and its raised gradient) make it largely invisible from the east and Hollybush Hill; although it is very visible from Snaresbrook Road which forms its north bank, this is a busy thoroughfare and not particularly conducive to spending time admiring the Pond and its surroundings; from the west it is physically very accessible on foot though the wooded islands mean that the vast majority of Eagle Pond is not visible from this bank; to the south the perimeter of the land owned by Snaresbrook Crown Court (including the dam) is surrounded by palisade fencing making this, very attractive bank, inaccessible to the general public.

It is partly, no doubt the very different character of the four banks that makes association with any specific one now not obvious. However, certainly the inhospitable characteristics for the pedestrian of the north and east banks have made its historic association with Snaresbrook as a place less evident.

#### 4.3.2 Archaeological interest

Eagle Pond has great potential as a repository for material history. Its likely origins, initially as a stream, part of the Sayesbrook and then as a pond in this long-populated area means that its layers of silt and, potentially, the embankment on its dammed east side hold evidence for the human history of the area.

Barry Hughes's 1991 article describes at a time of particular drought the wealth of archaeological finds dating from the days of the Orphan Infant Asylum. These were visible in the exposed silt and suggest there is much to be discovered in addition to what has already been recovered.

If, as has been posited here, the Sayesbrook was dammed to create the Pond, the bank at the east end of Eagle Pond and the wooded ground around it may well hold interesting archaeological evidence about the construction of the dam and the creation of Eagle Pond.



### 4.3.3 Architectural or artistic interest

Eagle Pond is an attractive body of water that forms a pleasing setting for Snaresbrook Crown Court to the south (see Section 4.5). When seen from the west, from within the Forest, with the islands in the foreground, it is also picturesque as are views across it from Snaresbrook Road to the north.

Eagle Pond is aesthetically pleasing in a natural, uncomposed way. Whilst it seems unlikely it was formally designed as a piece of landscaping in the sense that the ornamental water features at Wanstead Park were, it has a fortuitous beauty. As has been discussed in Chapter 3, the form of Eagle Pond appears to follow the natural form of the Sayesbrook once it was embanked and dammed, which gives it its loosely rectangular form. Its relationship with Snaresbrook Crown Court is the only aspect of its setting that seems likely to have been formally 'designed' for aesthetic reasons as Scott and Moffat have clearly taken account of the Pond in terms of its orientation and position in designing the building next to it.

Eagle Pond would once have been a defining focal landmark at the heart of the Snaresbrook Area. However, the changes to its banks that have occurred over the past century have resulted in it being less connected with the area surrounding it.

This is, to a large degree, due to the hard landscaping of the north bank and the busy traffic of Snaresbrook Road which makes it a less than appealing place to stop, or even stroll, and appreciate the Pond. There is one bench on a small promontory but otherwise it does not appear that stopping is encouraged. This hard landscaping detracts from the natural beauty of the Pond and from the experience of visiting it.

Similarly the palisade fencing around the dam and the south bank is an unattractive physical barrier that detracts from the positive characteristics of the Pond.

The dense vegetation and larger trees of the east bank and, increasingly so, of the south, make the Pond feel encroached upon obscuring views of it and across through these wooded banks, contributing to the Pond feeling like a closed-off no-man's land.

The result of this general encroachment is that the Pond feels like a space between places (Epping Forest, Snaresbrook Crown Court and Snaresbrook Road) rather than a destination or focus in itself, manifest in the different characters of the Pond's banks.

Issues like littering and algae blooms can also compromise the aesthetic appeal of the lake. The Forest Services Team, volunteers and the LBR Streetscene team all work hard to minimise the impact of the litter on Eagle Pond, nonetheless a more effective strategy is needed to further reduce litter impacts on the Pond. The challenges presented by silkweed windrows; harmful algal blooms and deteriorating water quality are by their very nature cyclical. Further work is needed to manage organic sediments and maintain water circulation and aeration to maintain a high level of water quality.

The other more notable detracting element is the palisade fencing around the Crown Court's land which contrasts unpleasantly with the wildlife surrounding the Pond on three of its banks.

### 4.3.4 Ecological interest

Eagle Pond is significant at a local (borough) level and has been designated as a Site of Nature Conservation Importance. Its significance is in respect of the diversity and numbers of waterfowl and the wooded south, west and east banks and islands which support semi-natural broadleaved woodland. These habitats comprise 'Eutrophic Standing Waters' and 'Lowland Mixed Deciduous Woodland' which are UKBAP priority habitat types (equivalent to Habitats of Principal Importance under NERC Act, 2006). Few UKBAP priority species have been recorded at Eagle Pond, the most significant are bat species and European eel.

There is potential to increase the ecological interest of Eagle Pond by increasing habitat diversity. The Pond provides an interface with built-up residential area of Snaresbrook and the Forest beyond. Snaresbrook Road and the west bank offer public access and viewing of the Pond and birds.

### 4.3.5 Communal interest

Between 24 November and 17 December 2017 a survey of local residents and visitors to Eagle Pond was carried out. The survey was largely carried out by volunteers for the City Corporation asking passers-by on the banks of the Pond though the survey was also available online. The questions were aimed at establishing the nature and frequency of visits to the Pond and people's views about its good qualities and any issues they perceived.

The results show that the majority of the visitors and residents surveyed visited the Pond daily (75.76%) and most others did weekly. Most of those surveyed deliberately included the Pond in their visit to the area (65.63%) as part of going for a walk. The management of Eagle Pond was 'highly important' to 94.29% of those surveyed and 'fairly important' to the rest, illustrating its significance to those who know it as a feature of the natural environment.

Eagle Pond is a valuable resource for the local community and has been enjoyed by local residents probably since its creation as demonstrated by the numerous historical photographs. There are many historical photographs of people using the promenade including sitting around tables, children paddling, men fishing and feeding swans. This would appear to be to have been to a much larger extent than today which has to be partly due to the changes made to the north bank (it is no longer a graduated slope down to the water) and the busy traffic along Snaresbrook Road. It is therefore likely that its communal significance has lessened in the past century.

#### 4.4 Contribution to Snaresbrook Conservation Area

Snaresbrook Conservation Area includes Eagle Pond, its banks and Snaresbrook Crown Court and its grounds at its southern end and then extends north up the A1199 (Hollybush Hill that turns into Woodford Road) a considerable way. The southern end which includes Eagle Pond is quite different in character from the rest of the Conservation Area to the north which is defined by the road, the adjoining greenery (Woodford Slips) and the blocks of generally twentieth-century housing on either side.

The appraisal of the character of the Snaresbrook Conservation Area around and including Eagle Pond is set out in Redbridge Council's *Snaresbrook Conservation Area Enhancement Scheme* (adopted 1993) which states that the 'trees and greenery' along with the 'open and spacious character' and the 'large pond' in the south of the area define its overall character. The combination of wood, parkland and historic buildings in the south of the Conservation Area are noted as giving it 'great visual significance'. Eagle Pond and Snaresbrook Crown Court are named as important along with the Eagle Hotel (now a Toby Carvery) and the listed buildings along the north side of Snaresbrook Road.

From this assessment it is clear that the Council considers the Pond to be a positive contributor to the character of the Conservation Area (although it wrongly states that it is part of the grounds of Snaresbrook Crown Court).

Despite the less than positive changes that have occurred to the surroundings of Eagle Pond, it still forms an attractive feature in this generally suburban area. The views from Snaresbrook Road of the Pond with the Crown Court behind are a particularly notable feature of the area.

#### 4.5 Contribution to setting of Snaresbrook Crown Court

Eagle Pond was already in existence when Snaresbrook Crown Court was commissioned and built. The orientation of the building with its north front roughly aligned with the south bank of the Pond and the lawn from this elevation, descending down to the Pond's edge is clearly an intended piece of design; the building and lake should be seen and experienced together.

The north front is a grand, symmetrical composition with a central doorway framed by turrets. Despite this, it is not the main entrance or elevation as the building was always primarily accessed from the west. This is more of a 'garden front' with its terrace and lawn in front of the Pond. This intentionally picturesque composition has resulted in this aspect being the most commonly illustrated and photographed side of the building.

Whether Scott and Moffatt or the Trustees of the Asylum always intended there to be a functional relationship between the Pond and the Asylum is not documented but the close physical relationship of the two resulted in Eagle Pond being the water source for the Asylum for many decades.

The Pond is an integral part of the setting of Snaresbrook Crown Court, the latter was clearly designed to take advantage of Pond's natural beauty.

#### 4.6 Significant views

##### 4.6.1 Methodology

Views are fundamental to the way in which landscapes and places are experienced by visitors. Because of this it is important to identify and assess the significance of views as part of a consideration of a site's overall significance.

The significant views identified at Eagle Pond have been selected through a consideration of both historical evidence and a visitor's experience today.

These views have been categorised according to the following criteria:

<b>Highly significant</b>	Views that substantially contribute to the significance of Eagle Pond.
<b>Significant</b>	Views that contribute to the aesthetic interest of Eagle Pond but do not necessarily contribute to its significance.

The following sections offer a more detailed description of each individual view.

For clarity the following plans illustrate static views, namely the view from a static point. However all of the views identified can be experienced from various points along the axis of the view and also dynamically when moving along it. This will be explained in relation to each view in the accompanying discussion.



#### 4.6.2 View A: Snaresbrook Crown Court from Snaresbrook Road

##### Description

The view looking south from Snaresbrook Road (north bank of Eagle Pond) towards Snaresbrook Crown Court.

This view is experienced from various points along the length of Snaresbrook Road and also when moving along it in either direction.

##### Significance

Highly significant

##### Discussion

Although Snaresbrook Crown Court was constructed much later than Eagle Pond there is evidence that a relationship was cultivated between the two (see section 4.5). It is likely that Asylum's trustees and designers thought that the setting of an attractive body of water complemented the domestic architectural style of the building and its charitable aims.

This view remains one of the most memorable aspects of a visitor's experience of Eagle Pond today. It also represents the view from the most accessible area of the Pond.

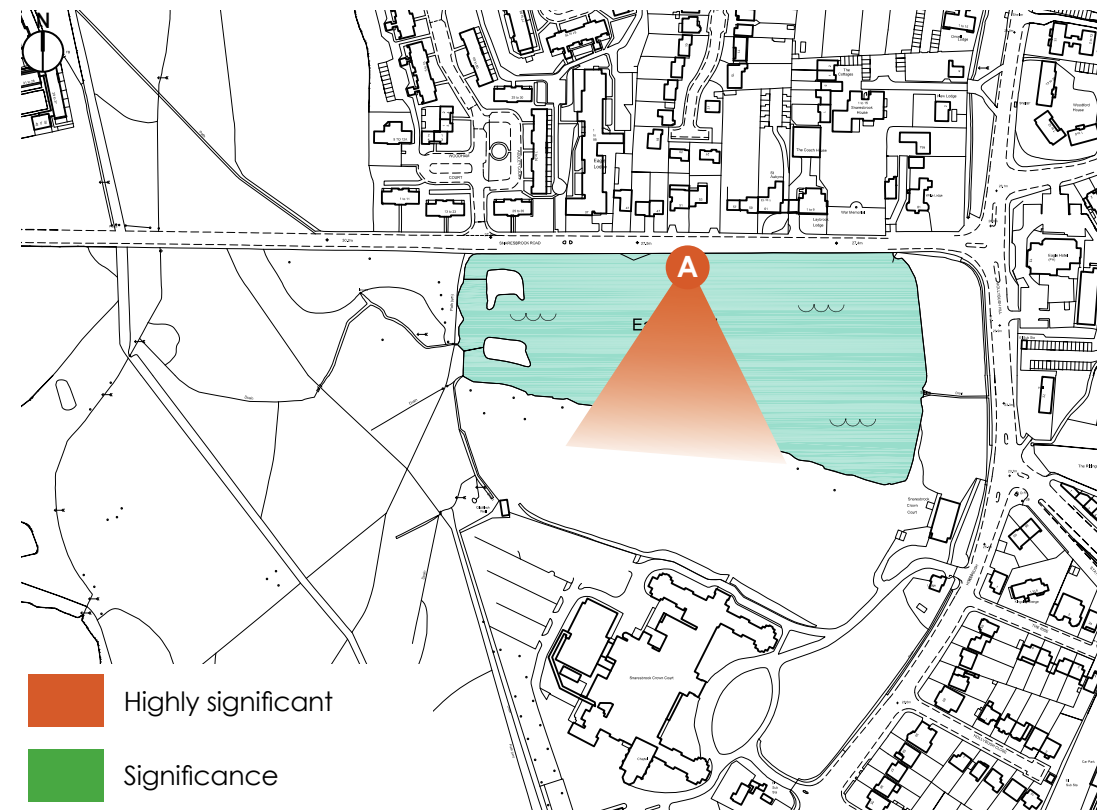


Figure 23: View A: Snaresbrook Crown Court from Snaresbrook Road



Figure 22: Engraving of the Infant Orphan Asylum by G. Hawkins, no date



Figure 24: Snaresbrook Crown Court from Snaresbrook Road, 2017



#### 4.6.3 View B: Snaresbrook Road from Snaresbrook Crown Court

##### Description

The view looking north from the north front of Snaresbrook Crown Court (south bank of Eagle Pond) towards Snaresbrook Road.

This view is experienced from various points along the length of the south bank of Eagle Pond and also when moving along it in either direction.

##### Significance

Significant

##### Discussion

The mirror of View A, the view of Snaresbrook Road from Snaresbrook Crown Court forms part of the experience of the Grade II-listed Snaresbrook Crown Court Building. As there is documentary evidence that there were houses along Snaresbrook Road from at least the mid-eighteenth century this view also has an historic element.

However, although View B is the reverse of View A it is not as significant in the context of Eagle Pond. This is because although still aesthetically pleasing it does not contribute to Eagle Pond's significance in the same way as View A. There is also restricted public access as the land is owned by Snaresbrook Crown Court. Thus, View B forms a much lesser part of the experience of the Pond. The view is further obscured by trees and vegetation present on the south bank.

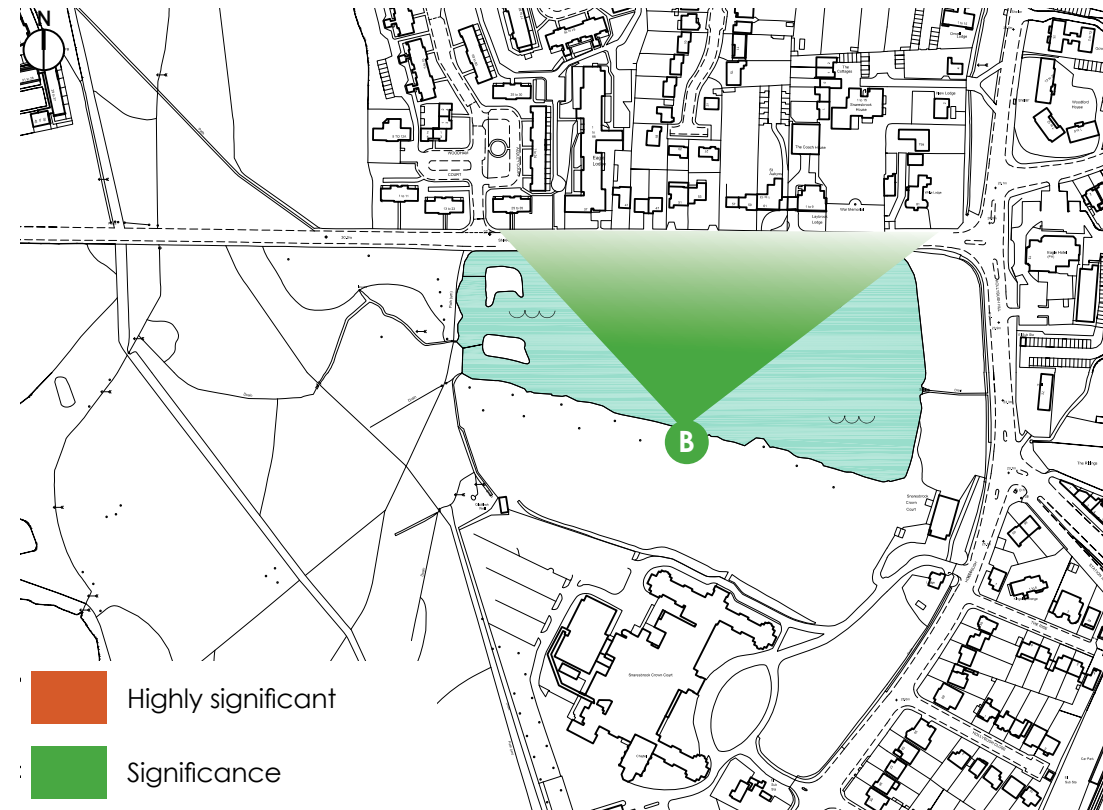


Figure 25: View B: Snaresbrook Road from Snaresbrook Crown Court



Figure 26: Snaresbrook Road from Snaresbrook Crown Court, 2017

#### 4.6.4 View C: West bank from the corner of Snaresbrook Road and Hollybush Hill

##### Description

The view looking south-east from the corner of Snaresbrook Road and Hollybush Hill towards the west bank of Eagle Pond, leading on to the Hollow Ponds area of Epping Forest.

This view is experienced from various points along the length of Snaresbrook Road and also when moving along it towards the west.

This view also encompasses the view west along Snaresbrook Road.

##### Significance

Significant

##### Discussion

This view along Snaresbrook Road constitutes the view from the most accessible area of the Pond. It is therefore, along with Views A and D, one of the main ways in which Eagle Pond is experienced.

It offers an attractive juxtaposition of the hard landscaping of Snaresbrook Road and the houses along it with the more natural setting of the water and tree-lined west bank of Eagle Pond.

It also offers a pleasant moment of surprise when the Pond first comes into view on the corner of Snaresbrook Road and Hollybush Hill.

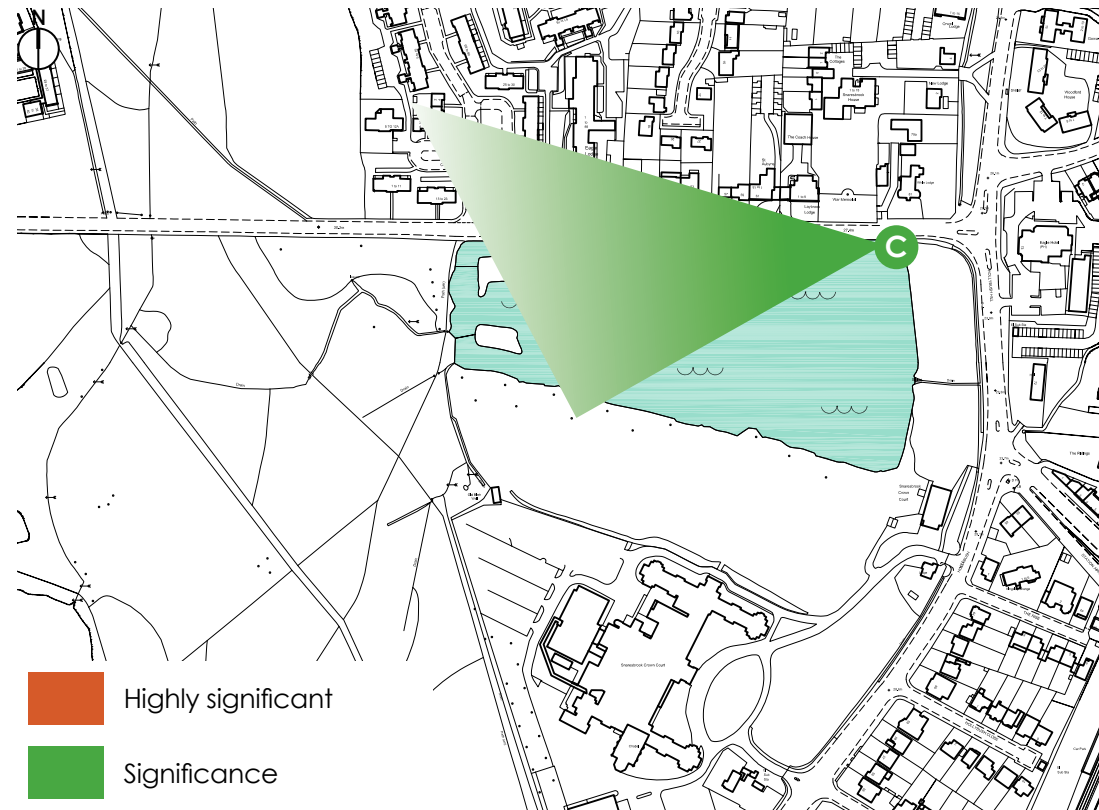


Figure 27: View C: West bank from the corner of Snaresbrook Road and Hollybush Hill



Figure 28: The west bank from the corner of Snaresbrook Road and Hollybush Hill, 2017



#### 4.6.5 View D: Along Snaresbrook Road

##### Description

The view looking east along Snaresbrook Road from the north-west corner of Eagle Pond.

This view is experienced at various points along the length of Snaresbrook Road and also when moving along it towards the east.

This view also encompasses the view of the east bank of Eagle Pond.

##### Significance

Significant

##### Discussion

This view along Snaresbrook Road constitutes the view from the most accessible area of the Pond. It is therefore, along with Views A and C, one of the main ways in which Eagle Pond is experienced. This is supported by many early-twentieth century photographs and postcards which show people sitting, talking and feeding the birds along Snaresbrook Road.

Like View D it offers an attractive juxtaposition of the hard landscaping of Snaresbrook Road and the houses along it with the more natural setting of the water and tree-lined west bank of Eagle Pond.

At the north-western corner this view also includes an attractive and secluded view of the islands and west bank.

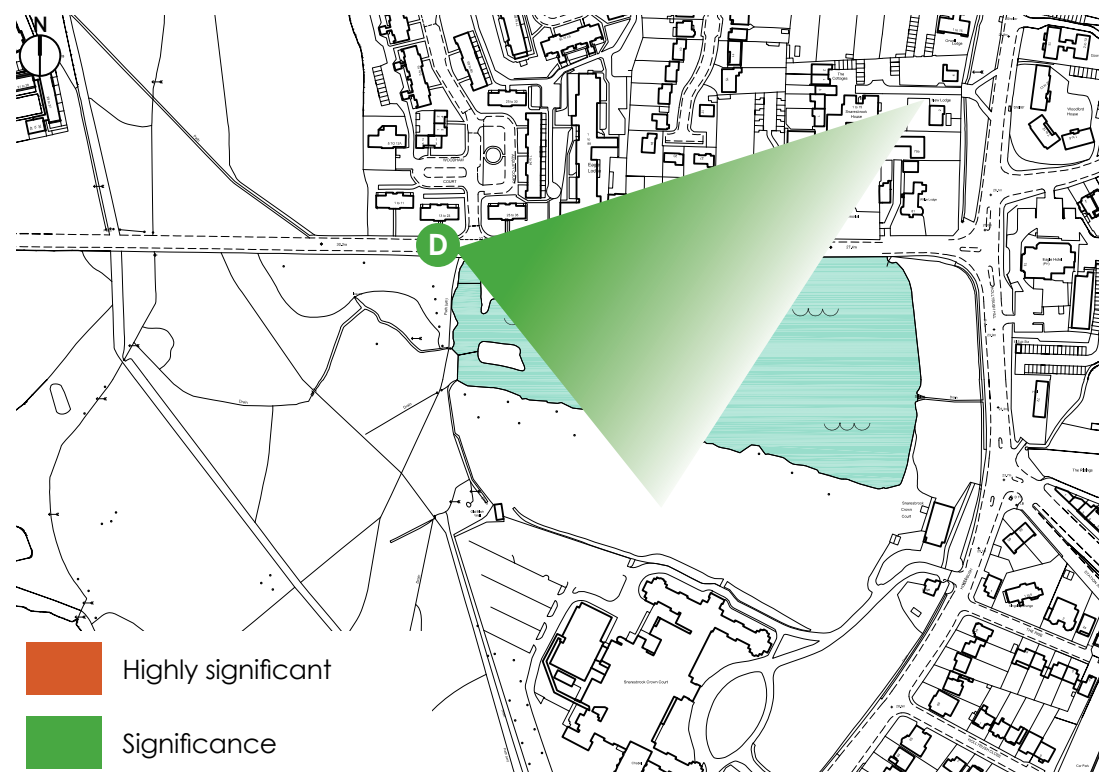


Figure 29: View D: Along Snaresbrook Road



Figure 30: View along Snaresbrook Road, 2017



## 5.0 Risks, opportunities and policies

### 5.1 Purpose

This chapter identifies the ways in which the significance of Eagle Pond is vulnerable. It identifies potential threats to the conservation of the Pond and issues that impact upon visitor experience. This chapter also identifies opportunities for enhancing the significance of the Pond and the experience of its visitors.

These risk and opportunities are then distilled into policies. Policies are recommendations for how each risk or opportunity should be addressed in order to reduce the probability of harm to the significance of the site or to enhance it. Policies are accompanied by practical guidance and additional information to assist their implementation.

### 5.2 Approach

Risks, opportunities and policies are organised under four thematic headings: Understanding, Access and circulation, Archaeology and Ecology.

They have also been rated according to priority which includes considerations of the scale, feasibility and cost of implementing the policy.

High Priority – Indicates primarily that there is a high risk to significance or that the condition is likely to deteriorate swiftly due to the identified risk if not addressed. High priority risks tend to be not prohibitively expensive and possible to implement immediately.

Medium Priority – Indicates the risk is ongoing and should be addressed in the near future to preserve significance but that the situation is not deteriorating rapidly. Costs may be more but equally the benefits to significance may also be high. There may be other factors that need to be agreed or in place before a medium priority risk can be addressed.

Long-term Priority – These risks or opportunities are desirable to implement and will enhance the significance of the Pond. However, they are not as pressing as those identified as a high or medium priority. A policy may have been categorised as long-term due to expense or the complexity of the situation needed to implement it.

### 5.3 Summary

The stable ownership of the Pond means that there is no impending radical threat to its existence. Its condition is also generally monitored by knowledgeable engineers and ecologists so it is very unlikely to be allowed to deteriorate rapidly. Its ecological significance could certainly be improved upon with measures that may well enhance other aspects of its significance. The different ownership of its banks is one of the most detrimental aspects that harms its significance and one of the more difficult to address in the short term too.

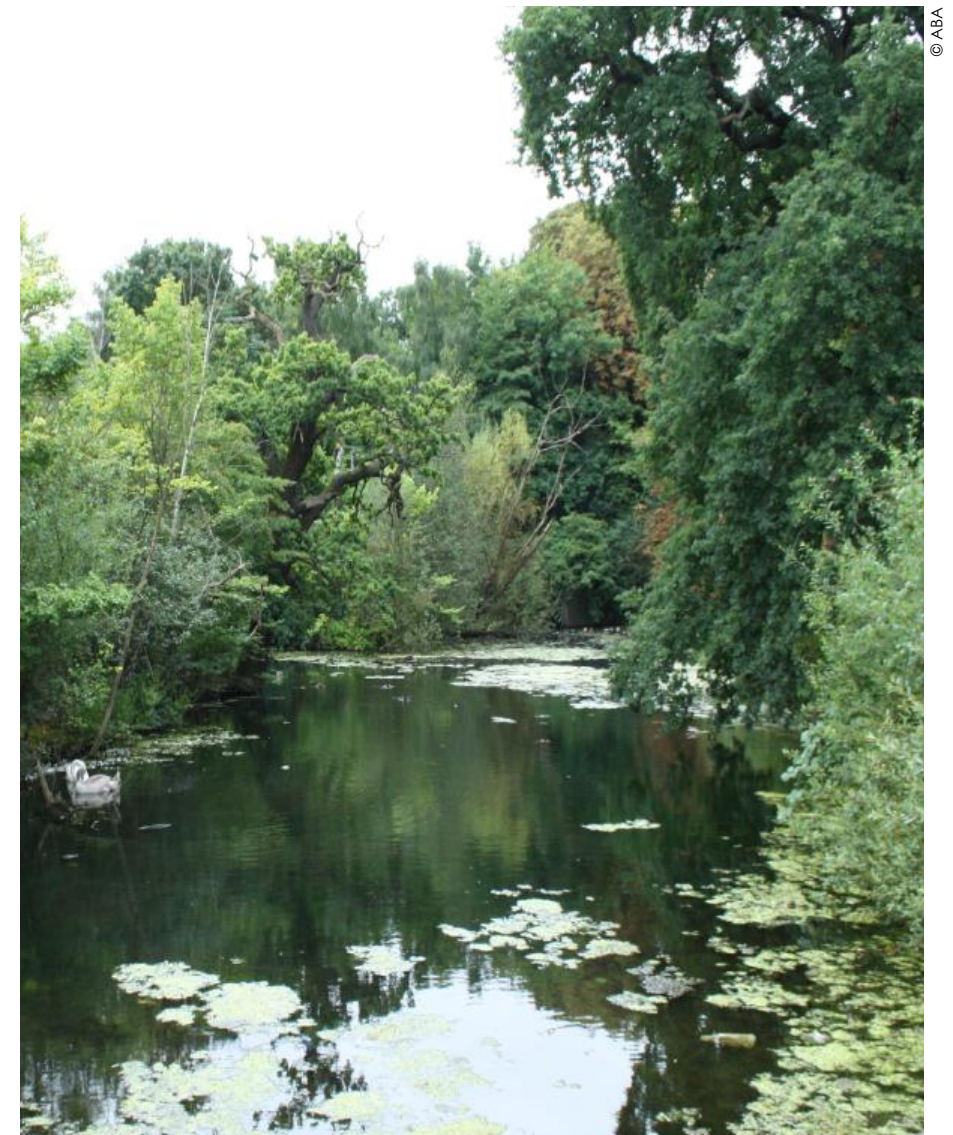


Figure 31: Eagle Pond from the west bank, 2017

5.4 General policies

5.4.1 Understanding (including intellectual access)

Priority: Medium

Risk

Currently there is no available information either on site or online for the public on the history or significance of Eagle Pond and its setting which reduces appreciation of significance for visitors and the public.

Opportunity

To inform visitors of the wider historical and ecological significance of Eagle Pond and its surrounding area.

**Policy U1: The City Corporation will explore the opportunity for informing visitors and the wider public of the historical development of Eagle Pond and its associations with the history of the area.**

Discussion:

The public survey that was carried out in November and December 2017 showed that regular visitors to the Pond place value on the surrounding historic and natural environment and therefore may welcome a better understanding of Eagle Pond's significance.

There are various ways this could be better communicated to visitors including through signboards, links to website-based information and geo-tagged information accessible from mobile phone applications, which could allow visitors to overlay historic images of the Pond. These options should be fully explored and evaluated as a way of better revealing the Pond's significance.

Priority: Medium

Risk

Currently the exact dimensions of Eagle Pond and the profile of its bed are unknown. This reduces its significance.

Opportunity

To find out the profile and dimensions of the Pond. This knowledge will either support or discredit theories of its early formation and add to its historical significance.

**Policy U2: The City Corporation will establish the dimensions and profile of Eagle Pond.**

Discussion:

In order to establish if the Pond was once a river which was dammed, knowing the profile of its bed would be illuminating. Understanding its dimensions and shape generally would be useful information and enhance the management and understanding of the site.

Priority: Medium

Risk

There are areas of knowledge about the Pond which could benefit from more research and investigation. These gaps in understanding may be obscuring its full significance.

Opportunity

To find out more about its historic links with the area and its physical characteristics where there is scope for further investigation.

**Policy U3: The City Corporation will assess opportunities to carry out further research into the Pond, to fill current gaps in our knowledge.**

Discussion:

There are some remaining gaps in the knowledge about Eagle Pond, further information on which would clarify and support the existing understanding about its history and physical attributes. Further information about the water courses around Eagle Pond, where the overflow water goes, its early history, the construction of the banks, and the profile of the Pond's bed could all be further investigated.

## 5.4.2 Ownership and management

**Priority:** Medium

### **Risk**

The Pond and its four banks are currently in three different ownerships, making a coordinated approach to its conservation and management practically very challenging.

### **Opportunity**

To create a more coordinated approach to the management of Eagle Pond that would enhance all aspects of its significance.

**Policy O1: The City Corporation will investigate the possibility of forming a standing forum with the HMCTS and LBR's Conservation Area and Highway representatives in order to better co-ordinate the management of the Pond's significance.**

### **Discussion:**

The interests of the different owners are currently not coordinated when it comes to managing and conserving Eagle Pond. Although the management of the dam and spillway is the responsibility of HMCTS, the condition of the Pond itself is only really considered by the City Corporation. However, both HMCTS and the LBR's areas have a great impact on the significance of the Pond. In order to better safeguard the Pond's significance through more co-ordinated management, different ways of creating a unified approach to the management of Eagle Pond should be investigated, including the formation of a standing forum.

## 5.4.3 Level of protection

**Priority:** Medium

### **Risk**

An insufficient level of protection of the Pond's historical and/or ecological significance could lead to an erosion of the Pond's overall significance.

### **Opportunity**

Formal recognition of the Pond's various strands of significance, codified in designations, would ensure that the overall significance of the Pond is preserved.

**Policy P1: The City Corporation will regularly review the level of heritage and ecological protection of the Pond to ensure that the significance of the site is effectively protected.**

### **Discussion:**

Eagle Pond is currently covered by several designations, covering both heritage and ecology, outlined in section 2.4. The scope and level of these designations should be reviewed periodically, in addition to any potential new designations, in order to take account of new historical research and changing ecological conditions. This will ensure that the level of protection remains commensurate with the assessed level of significance of the Pond.

## 5.4.4 Access and circulation

**Priority:** Long-term

### **Risk**

There is currently no public access to the south bank which is part of the grounds of Snaresbrook Crown Court.

### **Opportunity**

This is one of the more attractive banks and allowing access would enhance the public's appreciation of the Pond. The south bank is currently very under-used.

**Policy AC1: The City Corporation will explore with HMCTS the possibility of permitting the public use of the south bank of Eagle Pond as an amenity.**

**Discussion:** This south bank is a large, attractive and under-used space that forms an important part of the setting of Eagle Pond and in the understanding of the significant physical and historical relationship of the listed Crown Court and the Pond.

There is a national programme of replacing historic Crown Court buildings with modern facilities which should be borne in mind in the long term by the City Corporation in considering the future of Eagle Pond's surroundings.

The curtilage and surroundings of many Crown Courts are also used by members of the public and indeed here the chapel, for example, can be visited by the public at certain times of the week. A controlled access arrangement may be feasible.



5.4.5 Archaeology

**Priority:** Long-term

**Risk**

Not understanding the full archaeological potential of the Pond could lead to works which may lead to evidence being lost or disrupted which may harm its archaeological significance.

**Opportunity**

Archaeological finds could add to the understanding of the Pond's formation and history, better revealing its significance.

**Policy A1: The City Corporation will, during low water events or works to the dam, east embankment or Pond bed, take the opportunity to record archaeological finds.**

**Discussion:**

The City Corporation should liaise with HMCTS and the LBR and notify them of the archaeological potential at east end of the site so that any development on this land should be considered for an archaeological watching brief.

Any further works to the Pond should take into consideration its archaeological potential and investigate if the opportunity presents itself. The embankment and dam at the east end could contain archaeological evidence for the Pond's construction and subsequent history. Similarly, the bed is likely to contain surviving evidence of the human history of the area.

5.5 Ecology policies

5.5.1 Dumping of food waste and litter

**Priority:** High

**Risk**

The littering and regular fly-tipping into Eagle Pond (most of which happens on the north bank) harms its ecological and aesthetic significance.

**Opportunity**

To improve the appearance and ecological health of the Pond by reducing the amount of littering and fly-tipping in the lake.

**Policy E1: The City Corporation will work with LBR and HMCTS to examine methods of further reducing the amount of littering in and around Eagle Pond to further enhance the immediate environment.**

**Discussion:**

The amount of litter in the Pond is both an eye sore and harmful to wildlife. The exposed position of the Pond in an urban area means that it is likely to be more of a focus for littering and fly-tipping than other waterbodies in the Forest that are only accessible on foot. An understanding of the causes of the problem is needed first (whether it relates to the bins and the wind blowing litter from them, littering from passers-by or whether it is a focus for regular fly-tipping as was reported in the visitor survey carried out by the City Corporation in November and December 2017). An appropriate strategy then needs to be formulated and implemented to respond to the main causes.

There may be a case for introducing new byelaws and fines to prevent dumping, coupled with improved signage.

It is recognised that the cooperation of the LBR may well be needed since it is likely that much of the problem is focused along the Snaresbrook Road. This should be sought early in the process.

5.5.2 Trees on the dam

**Priority:** High

**Risk**

There are currently trees growing on the dam. Under the Reservoirs Act 1975 there should be no trees on the dam.

**Opportunity**

Removing trees from the dam can allow open habitats to establish such as rough grassland and tall herb habitats which can provide be of value to wildlife including invertebrates.

**Policy E2: The City Corporation will gradually remove trees to create open wildlife habitats to meet requirements of the Reservoirs Act and also the need to fulfil requirements of being in a conservation area.**

**Discussion**

In conservation areas, trees (that are not protected by a Tree Preservation Order) are protected by under section 211 of the Town and Country Planning Act 1990. Tree works can only be carried out if the local planning authority gives consent after being notified with a 'section 211 notice', 6 weeks prior to the work taking place.

The removal of trees should be planned for future years to meet obligations under the Reservoirs Act 1975 and the protection afforded to trees in conservation areas.



5.5.3 Invasive Non-Native Species

**Priority:** High

**Risk**

Once established, Invasive Non-Native Species (INNS) can have a serious, detrimental impact on the ecology of Eagle Pond.

**Opportunity**

Monitoring pond health (including looking out for INNS) is a way to engage volunteers in positive work to protect and enhance ponds.

**Policy E3: The City Corporation will monitor the presence and distribution of Invasive Non-Native Species across Epping Forest ponds and take appropriate action to minimise their spread.**

**Discussion**

Invasive Non-Native Species (INNS) including plants such as New Zealand pigmyweed *Crassula helmsii* and floating pennywort *Hydrocotyle ranunculoides* and animals such as red-eared terrapin can cause serious problems to the ecology of Eagle Pond and once established can be difficult to eradicate. Moving plant material etc. between ponds can inadvertently lead to the introduction of non-native species. A Forest-wide approach is needed to control, minimise and where possible reverse the spread of invasive non-native species.

5.5.4 Absence of vegetation along north bank

**Priority:** Medium

**Risk**

Little wildlife is attracted to the north bank apart from birds (due to feeding) due to the lack of suitable habitat and most wildlife does not utilise this bank (notably bats, passerines and invertebrates) for the same reason. This is a risk to the ecology of the Pond and to the aesthetic significance of this bank.

**Opportunity**

Willows (crack and/or white) could again be a feature along Snaresbrook Road. Marginal bank and emergent vegetation (wetland wildflowers, reeds and sedges) could be established forming an irregular edge to the Pond. Boardwalks could be created to improve access to and enjoyment of the Pond.

**Policy E4: The City Corporation will explore the opportunity with the LBR of planting trees and marginal vegetation along the north bank to improve the ecological habitat of this bank and improve the environment for the pedestrian.**

**Discussion:**

There was a line of trees (most probably willows) in the past located along the water's edge. These provided habitat and a partial screen to the road (reducing physical disturbance, noise and light pollution). Planting trees again and/or establishing emergence vegetation would increase habitat diversity, soften the edge with Snaresbrook Road and help to reduce disturbance and light levels to the Pond. This would necessitate revetments, backfilling and protection of plants from geese until they are established. A water depth survey for the Pond would facilitate the design of these enhancements.

These changes will also improve the experience of the north bank for the pedestrian by softening what is currently a hard environment.

5.5.5 Pollution from storm run-off from Snaresbrook Road

**Priority:** Medium

**Risk**

The Pond receives a level of pollution from storm drainage run-off from the Snaresbrook Road which will gradually build up ion sediments which are harmful to the ecological health of the Pond. Storm water flows directly into the pond in the northwest corner.

**Opportunity**

To reduce the pollutants entering the Pond by establishing a reedbed around the storm drain outfall which could help to filter pollutants, improve water quality in the Pond and enhance it aesthetically.

**Policy E5: The City Corporation will plant a reed bed where storm drainage water enters the Pond from the Snaresbrook Road to help reduce a build-up of pollution in sediments in the water.**

**Discussion:**

Establishing a reedbed around this outfall could help to filter pollutants and improve water quality in the Pond as cutting and removing reeds off-site removes pollutants from the Pond.

A schedule of maintaining the reedbed would need to be adopted by the City Corporation following the implementation of this policy.

### 5.5.6 Loss of open habitat on the west side of the Pond

**Priority:** Medium

#### **Risk**

Excessive growth – largely of holly – in the area of Forest between the Pond and the car park to the west has resulted in a dense woodland that reduces views between around this end of Eagle Pond. This harms the aesthetic significance.

#### **Opportunity**

Removing recent tree growth (largely consisting of holly regeneration) would re-create open wood pasture/acid grassland habitat and create better views to and from Epping Forest and the Pond.

**Policy E6: The City Corporation will restore the open woodland character between Eagle Pond and the car park.**

#### **Discussion:**

In the past, land between the Pond and the car park to the west was open supporting rough grassland, scrub and occasional mature trees.

Clearance of relatively recent tree growth would contribute to the primary conservation objectives of Epping Forest SSSI. Mature trees in addition to the veteran oak would be retained. The veteran oak pollard on the west bank would have originally been in a more open wood pasture setting.

The effect of reducing some of the vegetation at this end of the Pond may also help address some of the social issues that regularly occur here.

### 5.5.7 Feeding birds

**Priority:** Medium

#### **Risk**

Local people feed ducks, geese, swans and pigeons with human food that is not good for their health, causes littering and is harmful to the ecological health of Eagle Pond.

#### **Opportunity**

Improving the public's understanding and knowledge about the feeding of birds is desirable in the area of Epping Forest in general. There is also the opportunity to create a width of marginal emergent vegetation between Snaresbrook Road and the pond which would make it more difficult for people to feed waterfowl but also improve the habitat for wildlife.

**Policy E7: The City Corporation will continue to implement a strategy to discourage the general public from feeding the wildfowl on Eagle Pond inappropriate food that is harmful to the health of the birds and the ecology of the Pond.**

#### **Discussion:**

Education work in schools and in the general community (e.g. for events) is currently carried out by the Epping Forest Centenary Trust. This is fundamental to achieving long term change in public understanding. There is also a case for the provision of an information board.

Less feeding would help to reduce numbers of waterfowl which would reduce the impact of waterfowl on the pond, which includes nutrient enrichment (which in turn increased algal blooms) and the reduction in the diversity of aquatic plants.

Creating marginal vegetation along the north bank (see policy E4) will also help deter the public from feeding the birds and improve the ecological health of the pond.

### 5.5.8 Large numbers of Canada geese

**Priority:** Medium

#### **Risk**

A large proportion of waterfowl at Eagle Pond are the introduced Canada geese which can be present in large numbers (139 were recorded on one occasion), these reduce the habitat available for native species and also increase nutrient enrichment of the pond and banks from their droppings. Three to four pairs breed annually on the islands.

#### **Opportunity**

To reduce the population of Canada Geese, allowing other, native species to flourish and improving the species diversity of Eagle Pond.

**Policy E8: The City Corporation will work with local partners to encourage measures which will provide a sustainable population of Canada geese across the south of Epping Forest, including Eagle Pond.**

#### **Discussion:**

Efforts are already made to control Canada geese numbers by Epping Forest Staff but because these geese are numerous and widespread and move to and from the Forest from other waterbodies, it is not clear that a significant difference is being made on numbers at Epping Forest.

5.5.9 Erosion of south bank

**Priority:** Long-term

**Risk**

It is likely that the south bank was revetted with timber in the past when it was more open with a smaller numbers of trees. Revetments, if they did exist are no longer present and the bank is eroding. Trees along this bank (including mature oaks) are falling into the water. However, submerged trees and branches will help to slow erosion by reducing wave action. The erosion of this bank is a risk to the ecological significance of this bank but also its aesthetic significance.

**Opportunity**

To slow the pace of erosion of the south bank by establishing marginal vegetation which would also improve the ecological diversity of the Pond.

**Policy E9: The City Corporation will work with HMCTS to explore the possibility of implementing a programme of establishing marginal bank and emergent vegetation along the south bank will enhance the ecological significance of this bank and help prevent erosion.**

**Discussion:**

Establishing marginal bank and emergent vegetation (wetland wildflowers, reeds and sedges) could be established forming an irregular edge to this margin of the Pond. Reeds along this edge would help pollution levels as cutting and removing reeds removes pollutants from the Pond.

This policy would necessitate revetments, backfilling and protection of plants from geese until they are established.

This would both improve the ecological diversity of the south bank and prevent erosion. This policy is linked with policy AC1 and would involve negotiation with HMCTS as they are the owners of this bank.

5.5.10 Lack of habitat diversity in the Pond

**Priority:** Long-term

**Risk**

Wetland bank and emergent vegetation is almost completely absent at Eagle Pond providing limited habitats for wildlife and reducing the ecological significance of the Pond.

**Opportunity**

Establishing marginal bank and emergent vegetation along the north and south margins of the pond and creating floating islands of wetland vegetation which would increase the habitats and ecological health of the Pond. It may be possible to establish floating and submerged aquatic plants (such as water lilies and pondweeds).

**Policy E10: The City Corporation will explore the possibility of implementing a programme of establishing marginal bank and emergent vegetation along the north and south banks and creating floating islands of wetland vegetation to enhance the ecological significance of Eagle Pond.**

**Discussion:**

A diversity of habitats generally leads to a healthier and more diverse pond life. Floating islands provide shelter for fish underneath them as well as having a cooling effect on the water which helps to sustain oxygen levels in the pond.

Reeds would help pollution levels as cutting and removing reeds removes pollutants from the Pond. This policy would necessitate revetments, backfilling and protection of plants from geese until they are established.

This policy is linked with Policy AC1 and E4 and would involve negotiation with Her Majesty's Court Service as they are the owners of this bank.

5.5.11 Climate change

**Priority:** Long-term

**Risk**

Rising temperatures reduce the dissolved oxygen in the Pond leading to effects of stagnation and posing a risk to the ecological health of Eagle Pond. The visible effects of stagnation are also harmful to its aesthetic significance.

**Opportunity**

To increase the levels of dissolved oxygen in the Pond using measures that improve the ecological habitats of the Pond too.

**Policy E11: The City Corporation will explore measures that will help increase the levels of dissolved oxygen in Eagle Pond. This would improve the ecological and aesthetic significance of the Pond by reducing stagnation.**

**Discussion**

Reduced dissolved oxygen adversely affects the health of the Pond, in particular fish and invertebrates.

There is the potential to plant trees along the north bank, create bank and emergent vegetation and create floating islands which will both create shade and the vegetation will improve the dissolved oxygen levels of the Pond. An air pump to oxygenate and help circulate the water could be installed with a small-scale electricity supply or using solar panels. Silt removal is also another possibility which could be installed.

5.5.12 Regular removal of accumulated silt

**Priority:** Long-term

**Risk**

An increase in accumulated silt levels could, in the most extreme cases, result in parts of the Pond drying up and impacting on its overall significance.

**Opportunity**

Regularly reviewing the silt levels in the Pond will ensure that the shape, extent and form of the Pond is maintained.

It may be possible to use removed silt to create shallower areas around the margins of Eagle Pond retained using timber structures which could then be planted with marginal vegetation.

**Policy E12: The City Corporation will regularly review the distribution of accumulated silt in the Pond and organise removal of material when necessary.**

**Discussion**

Silt collects in the Pond due to run off from the road. Levels of accumulated silt need to be reviewed at regular intervals to ensure that areas of the Pond do not dry up and alter the overall shape and extent of the Pond, an important aspect of its overall significance. The removal of accumulated silt needs to be planned to minimise costs and find sites to which the silt can be appropriately relocate. The potential to use the silt to create marginal vegetation should be explored.



## 6.0 Sources

### 6.1 Primary sources

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# Appendix A Gazetteer

## Methodology

This gazetteer offers a more detailed description of the site than is offered in section 2.2.

For the purposes of this exercise Eagle Pond has been divided into six character areas:

1. The water body of the Pond itself
2. The two islands on the western side of the Pond
3. The Pond's north bank along Snaresbrook Road
4. The Pond's east bank adjacent to Hollybush Hill, including the dam
5. The Pond's south bank belonging to Snaresbrook Crown Court
6. The Pond's west bank which offers access to Epping Forest

These character areas have been identified through combination of the geography of the Pond, its ownership and ecology.





## Character Area 1: Water body

### Description

Eagle Pond is a large body of water with an approximate area of 10 acres. It is roughly rectangular in shape but is narrower at its west end than its east. It measures approximately 289 metres from east to west and 110 metres from north to south at its midpoint.

It holds more than 25,000 cubic metres of water above the natural level of part of the adjoining land. The depth has not been mapped but has been found to be deeper at the east end than the west end and to be shallower along the north and south banks (Whitfield and Pallett, 2017).

### Significance

The water body is key to the identity of the Pond. It is fundamental to its aesthetic significance and to its ecological significance.

### Commentary

The water body of the Pond is an attractive sheet of water that is appreciated and valued by the local community.

It is also important for a range of waterfowl, naturalised islands and banks. However, there is a lack of habitat diversity in the Pond. There are also issues of feeding bread to birds, dumping food waste, large numbers of Canada geese, algal blooms and potential pollution from road run-off.

There is potential to establish emergent vegetation on south and north sides and on floating vegetated islands.



View south east across Eagle Pond

## Character Area 2: Islands

### Description

The Pond's two small islands are located close to its western bank. Each island has limited vegetation on it, including small trees.

The age of these islands is unclear. However the earliest documentary evidence found in the course of the research for this Conservation Statement (1735) does show islands near the western edge of the Pond.

### Significance

The islands are an important aspect of Eagle Pond's ecological significance, as a habitat for wildlife. They have some, limited aesthetic significance.

### Commentary

The two islands are an historic and attractive element of the Pond. However appreciation of them is limited due to their proximity to wooded western bank.

The islands support a range of waterfowl, offering a nesting site for birds including Canada geese and a resting place for non-native terrapins. It also supports a range of native vegetation.

The woodland comprises 'Lowland Mixed Deciduous Woodland' which is a UKBAP priority habitat types.



View of the islands from the west bank

## Character Area 3: North bank

### Description

The north bank is formed by Snaresbrook Road and its pavements. The southern pavement of Snaresbrook Road immediately adjoins the Pond's bank. The revetment has corrugated metal sheeting.

### Significance

The north bank is where most people will experience and view Eagle Pond from. Surviving late eighteenth and nineteenth-century houses occupy the north bank along with more modern houses and flats. The north bank therefore has communal and historic significance (historically people used this bank more for recreation by the Pond too). Its aesthetic significance is compromised by the hard-edged and unattractive environment of the pavement and the high level of physical disturbance, noise and light pollution, from the busy traffic along Snaresbrook Road. It does, however, offer a view of the Snaresbrook Crown Court building that has been assessed as highly significant.

### Commentary

There was previously a line of mature trees along the water's edge. There is potential to plant trees as in the past and also establish emergent vegetation along this margin.



The north bank is formed by Snaresbrook Road and its pavements



## Character Area 4: East bank

### Description

The east end of the Pond is formed by the dam, through which water discharges into a sluice into a wooded bank between the Pond and Hollybush Hill.

The dam is earth with some planting along it.

### Significance

This bank has potential archaeological significance and some historical significance as the creation of an embankment or dam in this area has been present since the eighteenth century.

### Commentary

The land between the dam and Hollybush Hill belongs to Snaresbrook Crown Court and is therefore inaccessible to the public. The dam itself is jointly owned by the Crown Court and the City of London. The imposing metal palisade fencing at the north-east corner of the Pond is unattractive.

The land between the dam and Hollybush Hill is wooded with mostly non-native trees alongside mature pedunculate oaks. Some emergent vegetation has been planted along the front of the dam probably in brushwood or coir rolls attached to the side of the dam.



View of east bank of the Pond including the dam

## Character Area 5: South bank

### Description

The south bank has trees along its periphery but behind these is a large grassed lawn in front of Snaresbrook Crown Court (Grade II-listed).

The trees on this edge are slowly falling into the lake due to erosion of the bank.

### Significance

This bank has aesthetic significance both as an attractive wooded bank but also as part of the composition with Snaresbrook Crown Court. It also has historic significance as part of the grounds of this nationally important building. It has some ecological significance too.

### Commentary

The south bank offers an attractive foreground to the view of Snaresbrook Crown Court from Snaresbrook Road, assessed as being highly significant.

It is now wooded and supports a range of native (including mature pedunculate oak) and non-native trees with an area of semi-improved grassland behind which has ecological value. The bank is eroding with trees falling into the water. The woodland comprises 'Lowland Mixed Deciduous Woodland' UKBAP Habitat.

There is potential to establish marginal vegetation behind revetments.



View of the south bank with Snaresbrook Crown Court partially visible

## Character Area 6: West bank

### Description

The west bank offers access to a part of Epping Forest known as Hollow Ponds, which is a wooded area with a car park about 200 metres to the west.

### Significance

The west bank has aesthetic and ecological significance as part of Epping Forest, providing a range of habitats and as part of attractive views across the Pond.

### Commentary

The west bank links the Pond with Epping Forest and offers a more secluded feel than the other character areas.

The land has developed to woodland (including dense holly growth) with the loss of the more open wood pasture habitat. Veteran pedunculate oak pollard close to the Pond. The woodland comprises 'Lowland Mixed Deciduous Woodland' UKBAP Habitat.

There is potential to clear recent tree growth to restore wood pasture and open up views to and from the car park. Wood-Pasture is a UKBAP Priority Habitat and of high ecological significance in Epping Forest.



View of the west bank of the Pond

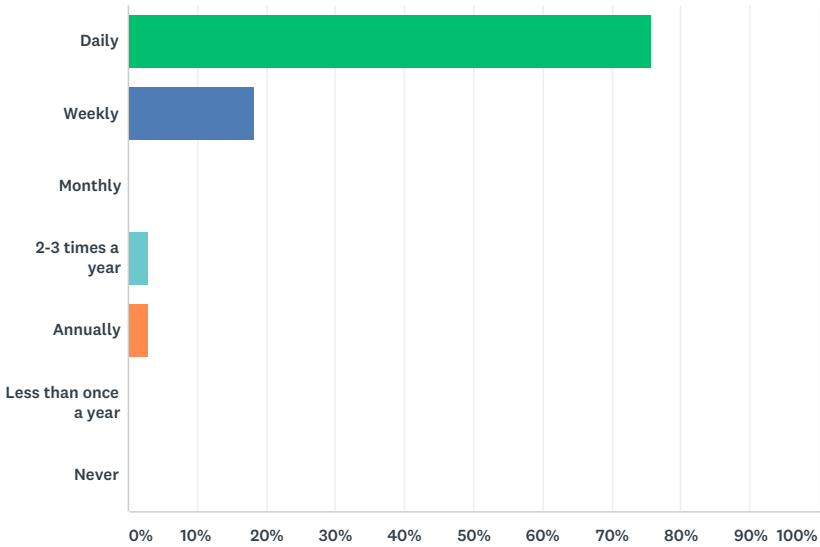
# Appendix B

## City of London Public Consultation Survey Nov/Dec 2017

Epping Forest Eagle Pond Survey

Q1 How often do you visit Eagle Pond?

Answered: 33 Skipped: 2

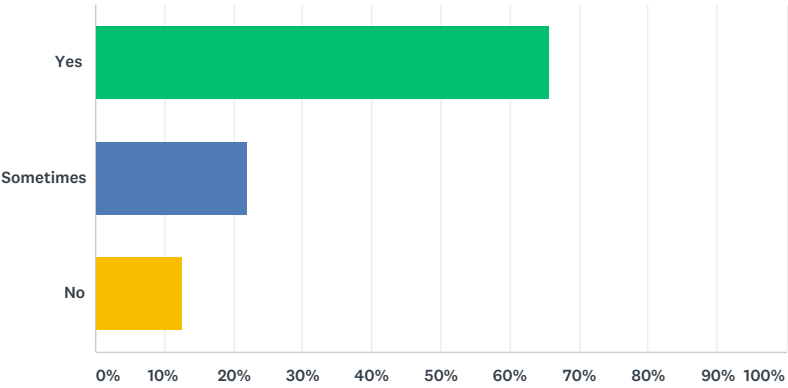


ANSWER CHOICES	RESPONSES	
Daily	75.76%	25
Weekly	18.18%	6
Monthly	0.00%	0
2-3 times a year	3.03%	1
Annually	3.03%	1
Less than once a year	0.00%	0
Never	0.00%	0
TOTAL		33

Epping Forest Eagle Pond Survey

Q2 Do you specifically include Eagle Pond in your visit to the Forest or area?

Answered: 32 Skipped: 3



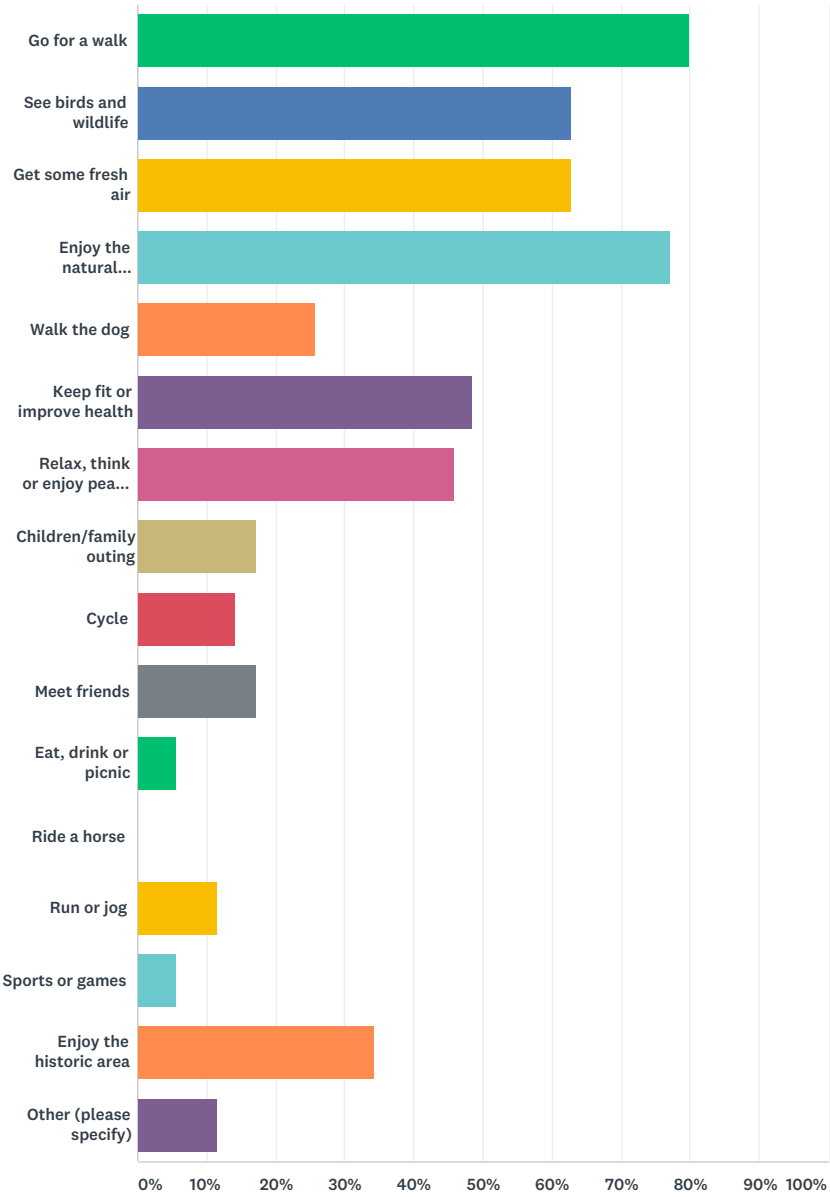
ANSWER CHOICES	RESPONSES	
Yes	65.63%	21
Sometimes	21.88%	7
No	12.50%	4
TOTAL		32



Epping Forest Eagle Pond Survey

Q3 What do you normally do when you visit Eagle Pond? (Please tick all answers that apply)

Answered: 35 Skipped: 0



ANSWER CHOICES	RESPONSES	
Go for a walk	80.00%	28
See birds and wildlife	62.86%	22
Get some fresh air	62.86%	22

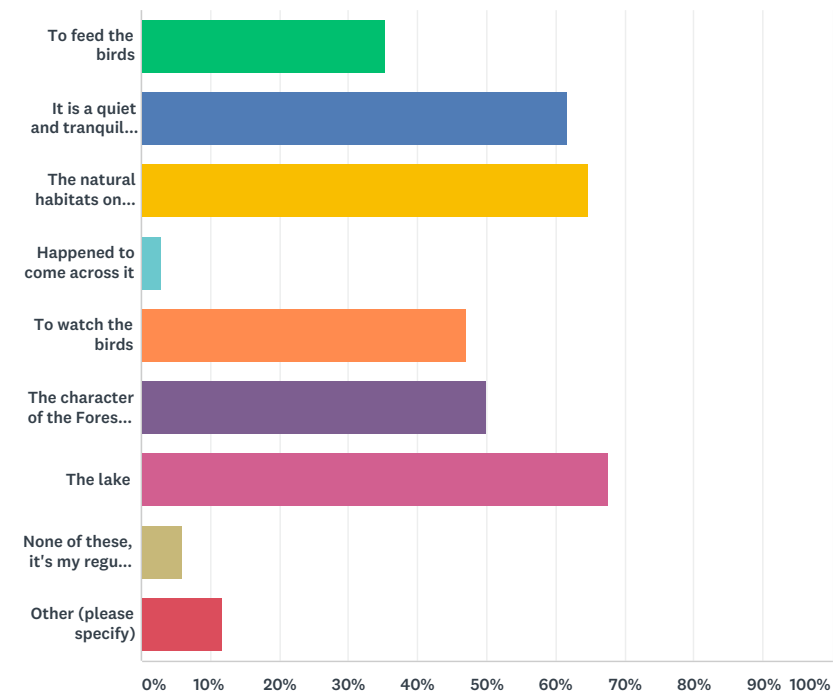
Epping Forest Eagle Pond Survey

Enjoy the natural environment	77.14%	27
Walk the dog	25.71%	9
Keep fit or improve health	48.57%	17
Relax, think or enjoy peace and quiet	45.71%	16
Children/family outing	17.14%	6
Cycle	14.29%	5
Meet friends	17.14%	6
Eat, drink or picnic	5.71%	2
Ride a horse	0.00%	0
Run or jog	11.43%	4
Sports or games	5.71%	2
Enjoy the historic area	34.29%	12
Other (please specify)	11.43%	4
Total Respondents: 35		

Epping Forest Eagle Pond Survey

Q4 What draws you to Eagle Pond? (Please tick all answers that apply)

Answered: 34 Skipped: 1

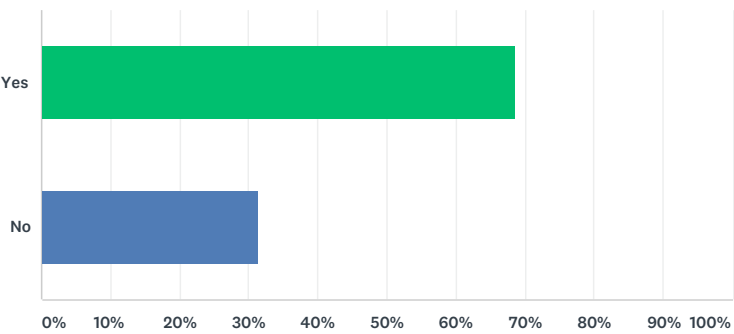


ANSWER CHOICES	RESPONSES	
To feed the birds	35.29%	12
It is a quiet and tranquil place	61.76%	21
The natural habitats on this site	64.71%	22
Happened to come across it	2.94%	1
To watch the birds	47.06%	16
The character of the Forest at this site	50.00%	17
The lake	67.65%	23
None of these, it's my regular route	5.88%	2
Other (please specify)	11.76%	4
Total Respondents: 34		

Epping Forest Eagle Pond Survey

Q5 Before now, did you know that Eagle Pond was a historic lake?

Answered: 35 Skipped: 0

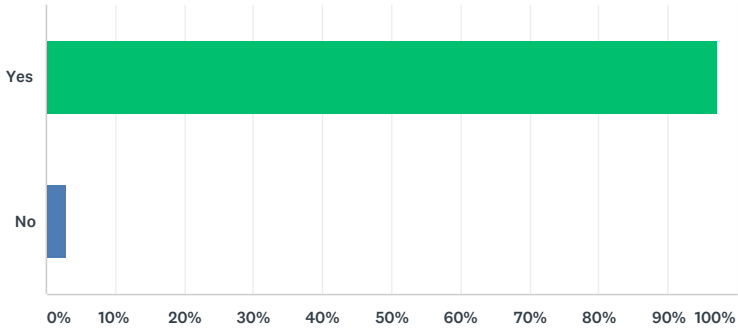


ANSWER CHOICES	RESPONSES	
Yes	68.57%	24
No	31.43%	11
TOTAL		35

Epping Forest Eagle Pond Survey

Q6 Before now, did you know that Eagle Pond was part of Epping Forest?

Answered: 34 Skipped: 1

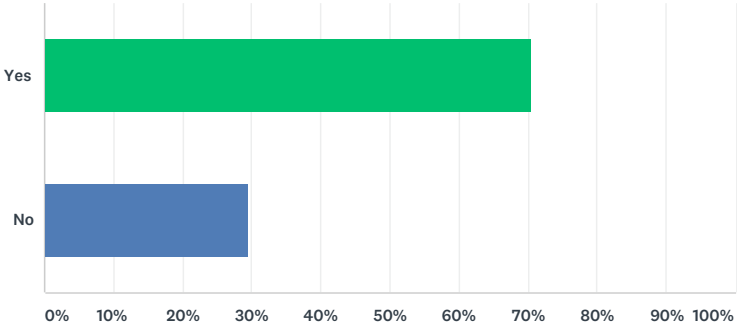


ANSWER CHOICES		RESPONSES	
Yes		97.06%	33
No		2.94%	1
TOTAL			34

Epping Forest Eagle Pond Survey

Q7 Before now, did you know that Eagle Pond was closed to fishing?

Answered: 34 Skipped: 1

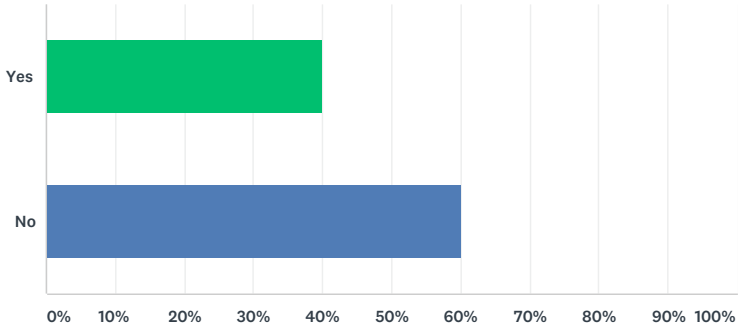


ANSWER CHOICES		RESPONSES	
Yes		70.59%	24
No		29.41%	10
TOTAL			34

Epping Forest Eagle Pond Survey

Q8 Before now, did you know that Eagle Pond was used for swan rescue?

Answered: 35 Skipped: 0

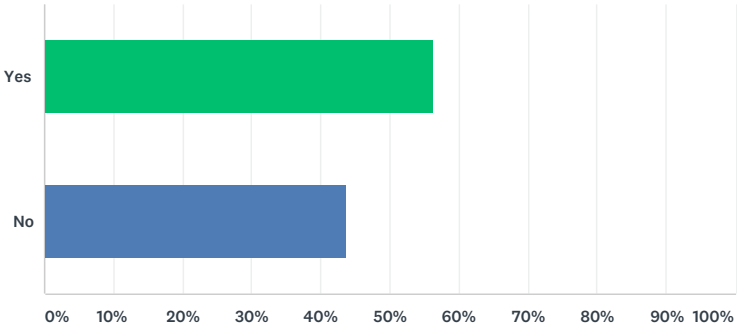


ANSWER CHOICES	RESPONSES
Yes	40.00%14
No	60.00%21
TOTAL	35

Epping Forest Eagle Pond Survey

Q9 Before now, did you know that Eagle Pond was managed by the City of London?

Answered: 32 Skipped: 3



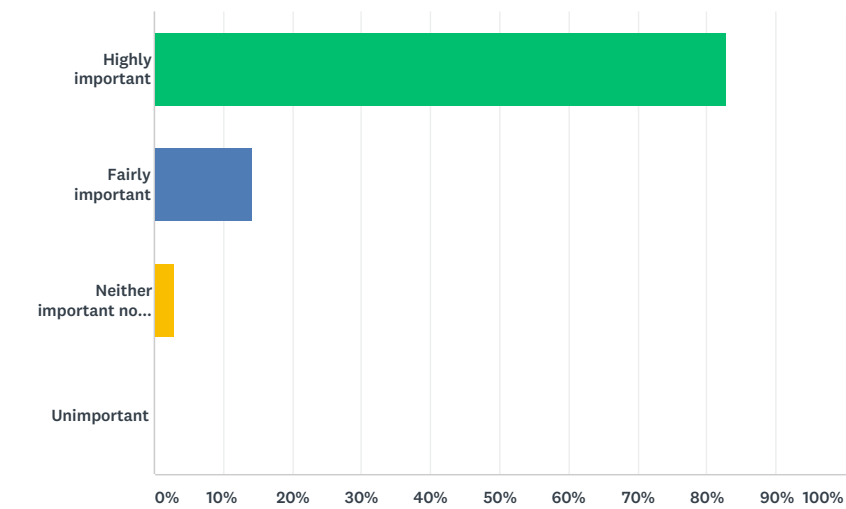
ANSWER CHOICES	RESPONSES
Yes	56.25%18
No	43.75%14
TOTAL	32



Epping Forest Eagle Pond Survey

Q10 How important to you is the management of the historic environment generally in Epping Forest?

Answered: 35 Skipped: 0

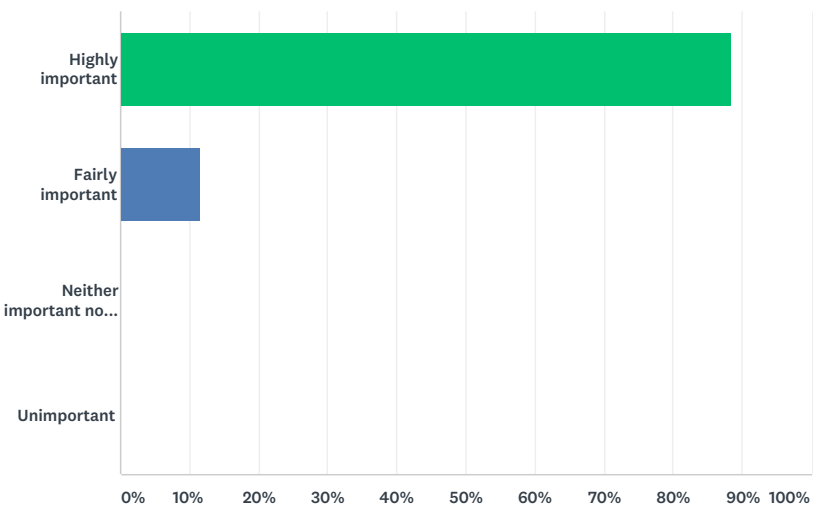


ANSWER CHOICES	RESPONSES
Highly important	82.86% 29
Fairly important	14.29% 5
Neither important nor unimportant	2.86% 1
Unimportant	0.00% 0
TOTAL	35

Epping Forest Eagle Pond Survey

Q11 How important is the management of the natural habitats generally across the whole of the Forest?

Answered: 35 Skipped: 0

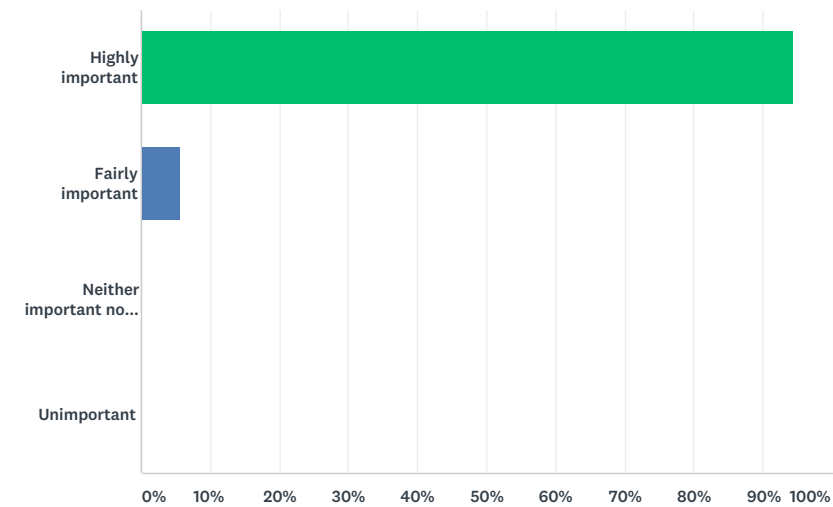


ANSWER CHOICES	RESPONSES
Highly important	88.57% 31
Fairly important	11.43% 4
Neither important nor unimportant	0.00% 0
Unimportant	0.00% 0
TOTAL	35

Epping Forest Eagle Pond Survey

Q12 How important to you is the management of the Eagle Pond?

Answered: 35 Skipped: 0

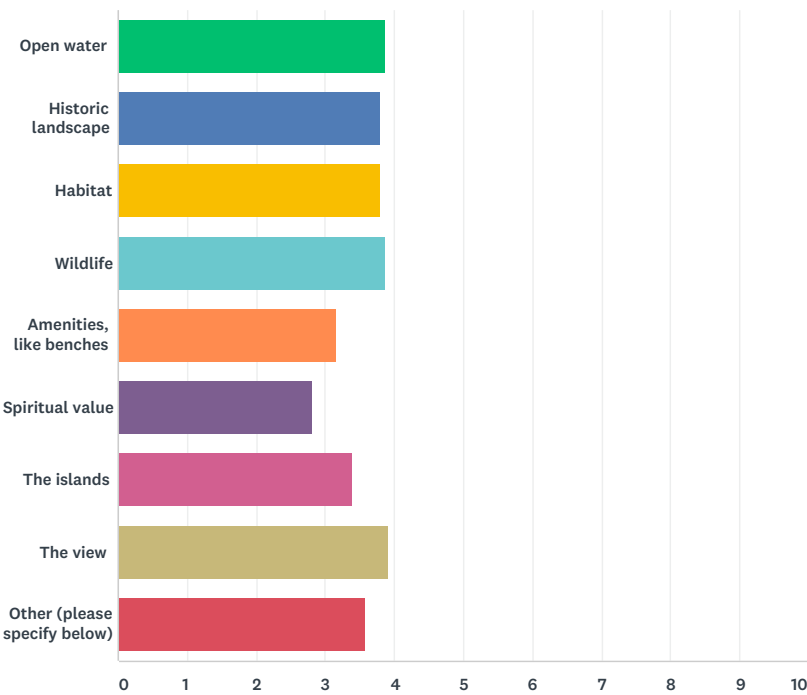


ANSWER CHOICES	RESPONSES	
Highly important	94.29%	33
Fairly important	5.71%	2
Neither important nor unimportant	0.00%	0
Unimportant	0.00%	0
TOTAL		35

Epping Forest Eagle Pond Survey

Q13 How important are the following features of Eagle Pond?

Answered: 33 Skipped: 2

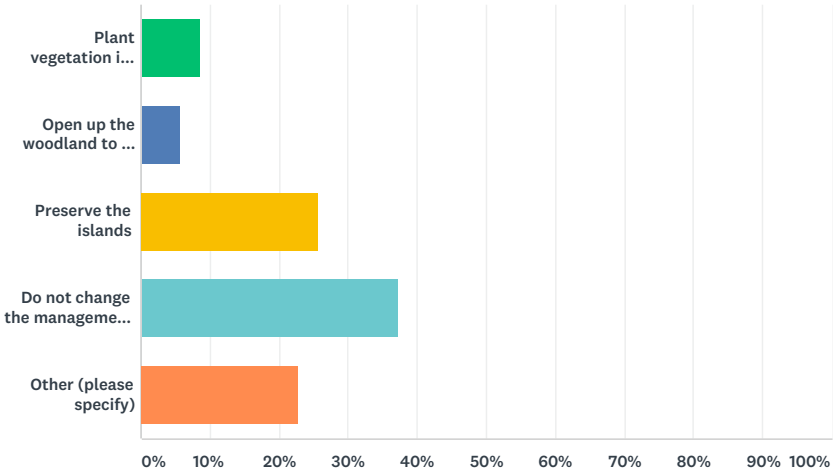


	UNIMPORTANT	NEITHER IMPORTANT NOR UNIMPORTANT	FAIRLY IMPORTANT	HIGHLY IMPORTANT	TOTAL	WEIGHTED AVERAGE
Open water	0.00% 0	6.06% 2	0.00% 0	93.94% 31	33	3.88
Historic landscape	0.00% 0	3.03% 1	15.15% 5	81.82% 27	33	3.79
Habitat	0.00% 0	3.03% 1	15.15% 5	81.82% 27	33	3.79
Wildlife	0.00% 0	0.00% 0	12.90% 4	87.10% 27	31	3.87
Amenities, like benches	6.06% 2	9.09% 3	48.48% 16	36.36% 12	33	3.15
Spiritual value	18.75% 6	28.13% 9	6.25% 2	46.88% 15	32	2.81
The islands	3.13% 1	12.50% 4	28.13% 9	56.25% 18	32	3.38
The view	0.00% 0	0.00% 0	9.09% 3	90.91% 30	33	3.91
Other (please specify below)	0.00% 0	14.29% 1	14.29% 1	71.43% 5	7	3.57

Epping Forest Eagle Pond Survey

Q14 If management of the site were to change, which of the following would you prefer?

Answered: 35 Skipped: 0



ANSWER CHOICES	RESPONSES	
Plant vegetation in the lake	8.57%	3
Open up the woodland to the edge of the lake	5.71%	2
Preserve the islands	25.71%	9
Do not change the management of the lake	37.14%	13
Other (please specify)	22.86%	8
TOTAL		35

Epping Forest Eagle Pond Survey

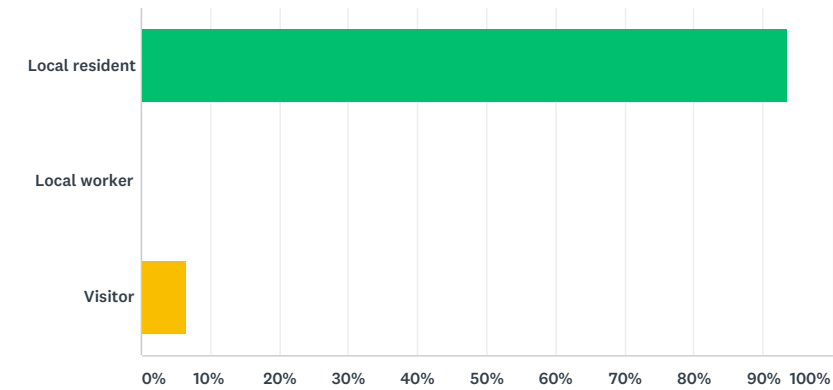
Q15 Do you have any other comments?

Answered: 22 Skipped: 13

Epping Forest Eagle Pond Survey

Q16 Are you a...

Answered: 31 Skipped: 4

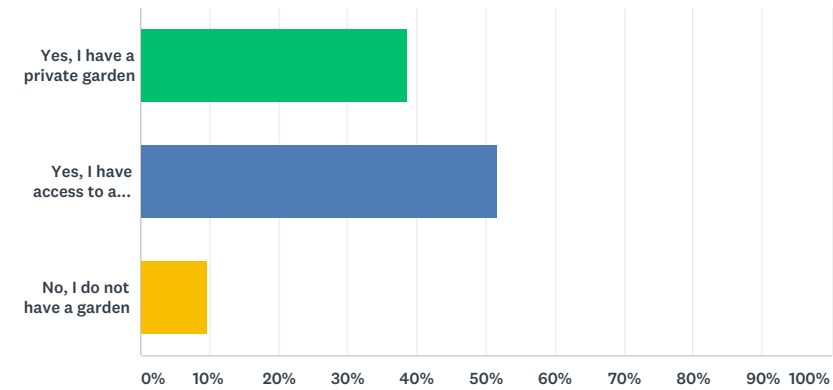


ANSWER CHOICES	RESPONSES	
Local resident	93.55%	29
Local worker	0.00%	0
Visitor	6.45%	2
TOTAL		31

Epping Forest Eagle Pond Survey

Q17 Do you have access to a garden where you live?

Answered: 31 Skipped: 4



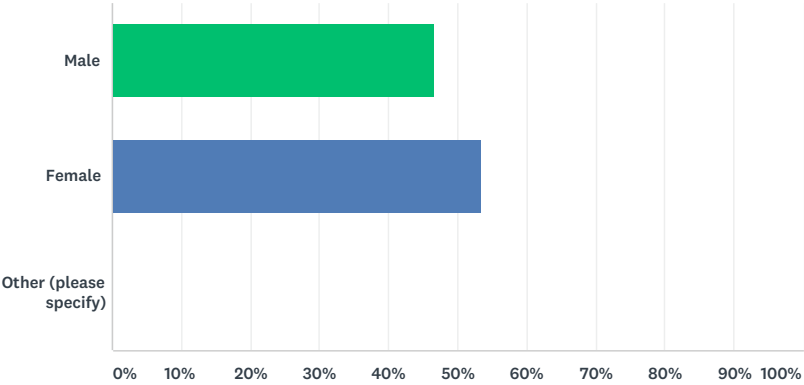
ANSWER CHOICES	RESPONSES	
Yes, I have a private garden	38.71%	12
Yes, I have access to a communal garden	51.61%	16
No, I do not have a garden	9.68%	3
TOTAL		31



Epping Forest Eagle Pond Survey

Q18 What is your gender? (optional)

Answered: 30 Skipped: 5

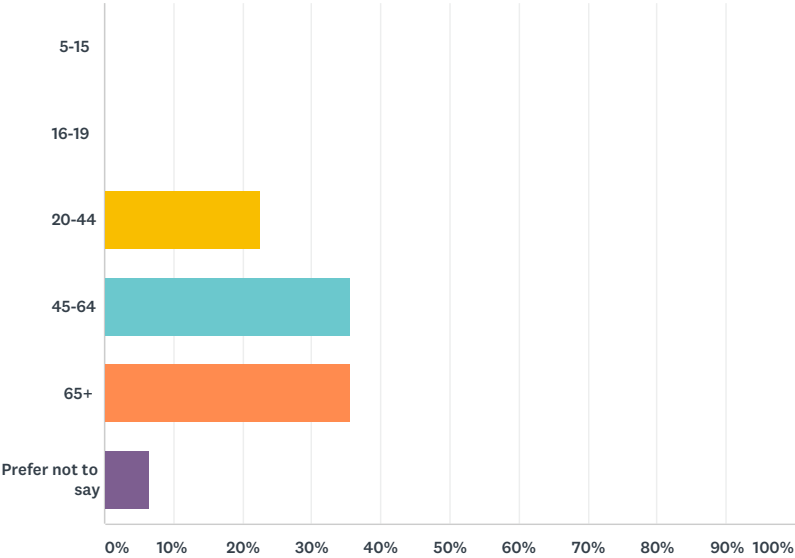


ANSWER CHOICES	RESPONSES	
Male	46.67%	14
Female	53.33%	16
Other (please specify)	0.00%	0
TOTAL		30

Epping Forest Eagle Pond Survey

Q19 What is your age? (optional)

Answered: 31 Skipped: 4



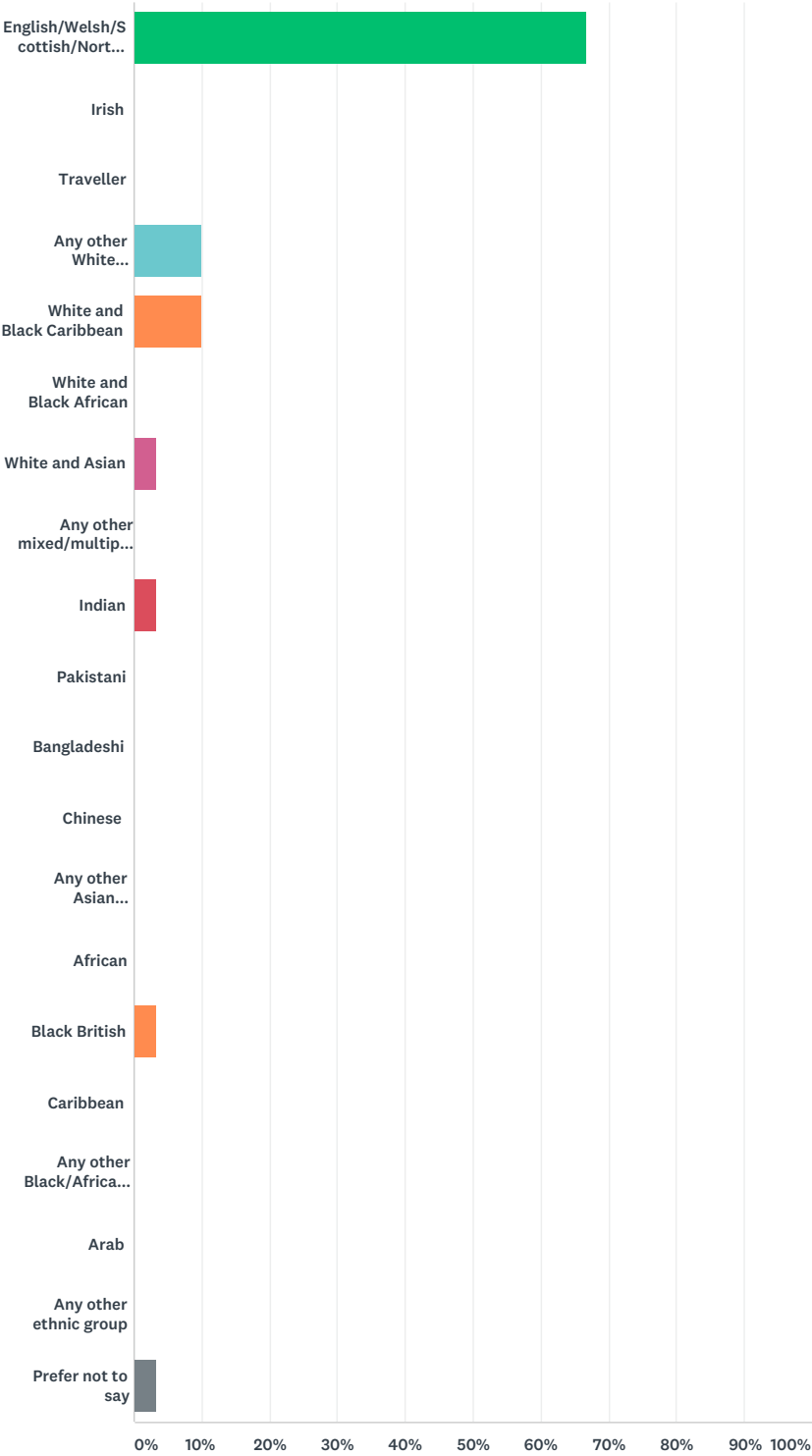
ANSWER CHOICES	RESPONSES	
5-15	0.00%	0
16-19	0.00%	0
20-44	22.58%	7
45-64	35.48%	11
65+	35.48%	11
Prefer not to say	6.45%	2
TOTAL		31

Epping Forest Eagle Pond Survey

Q20 What is your ethnic group? (optional)

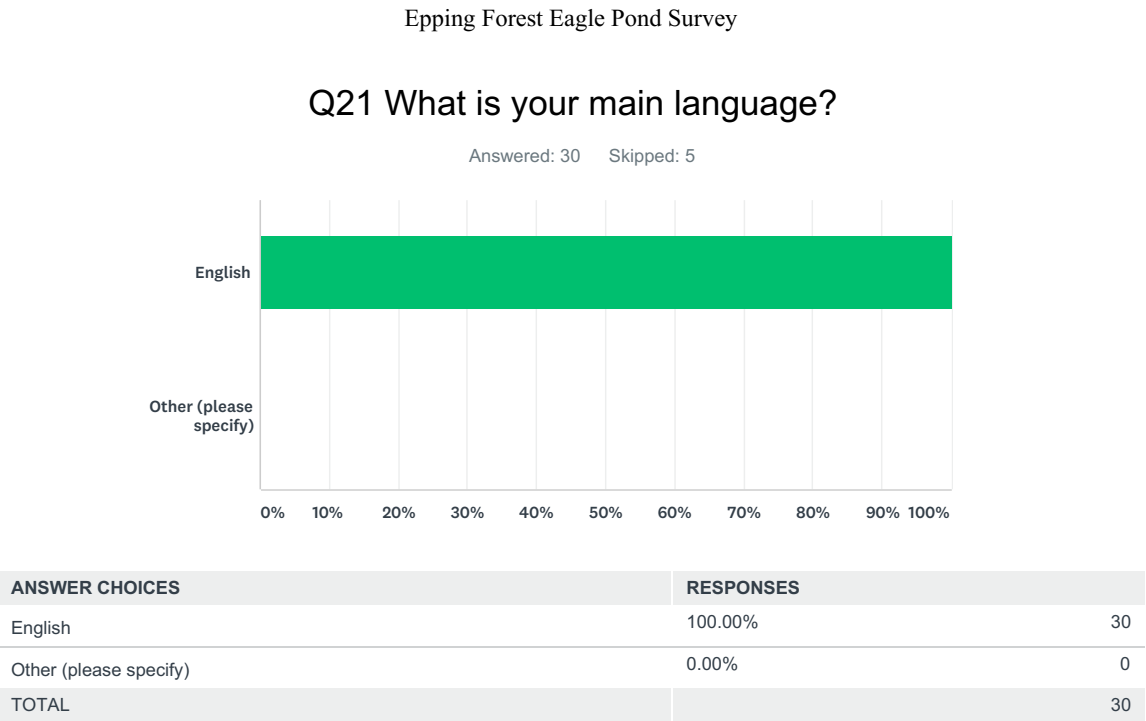
Answered: 30    Skipped: 5

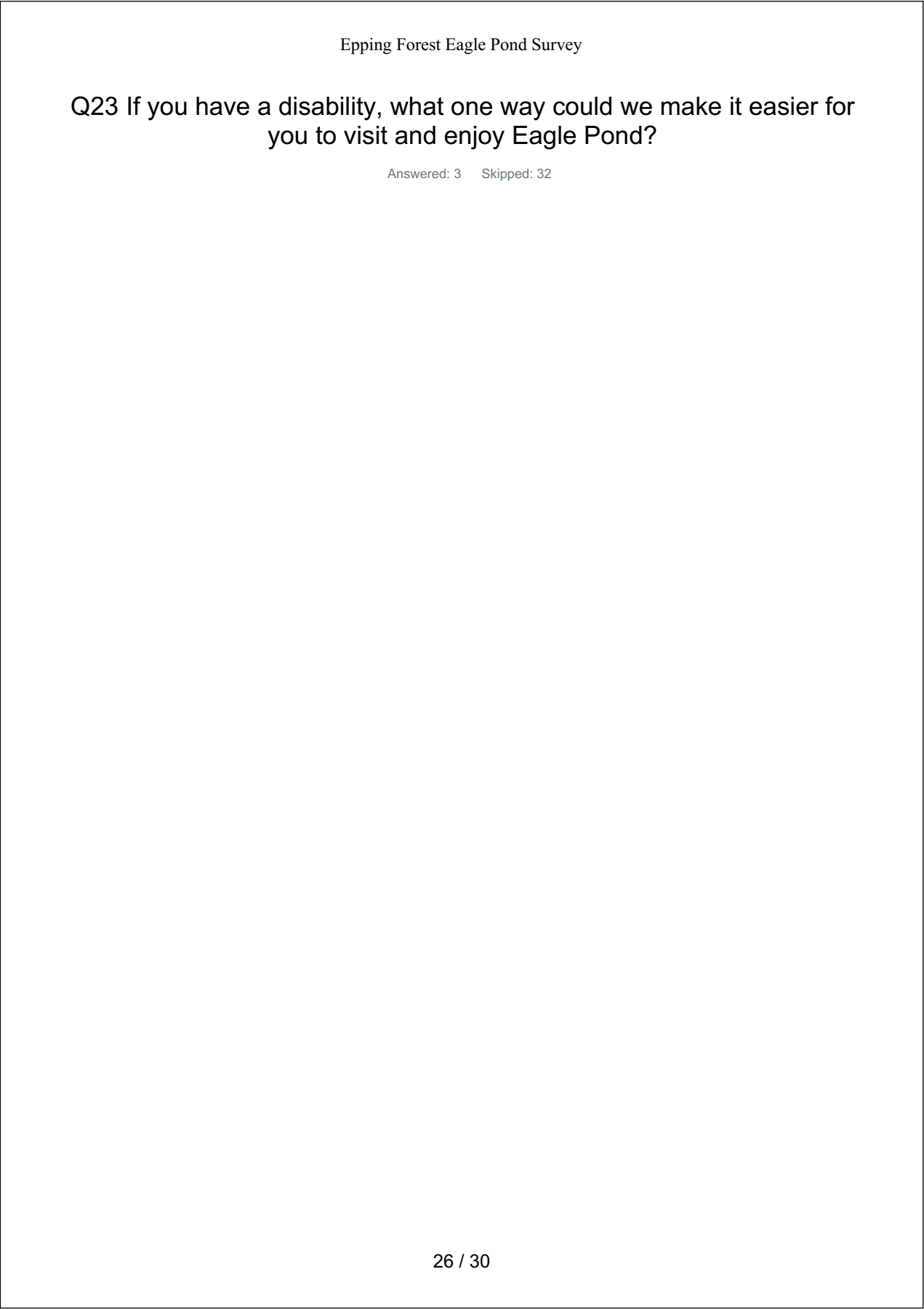
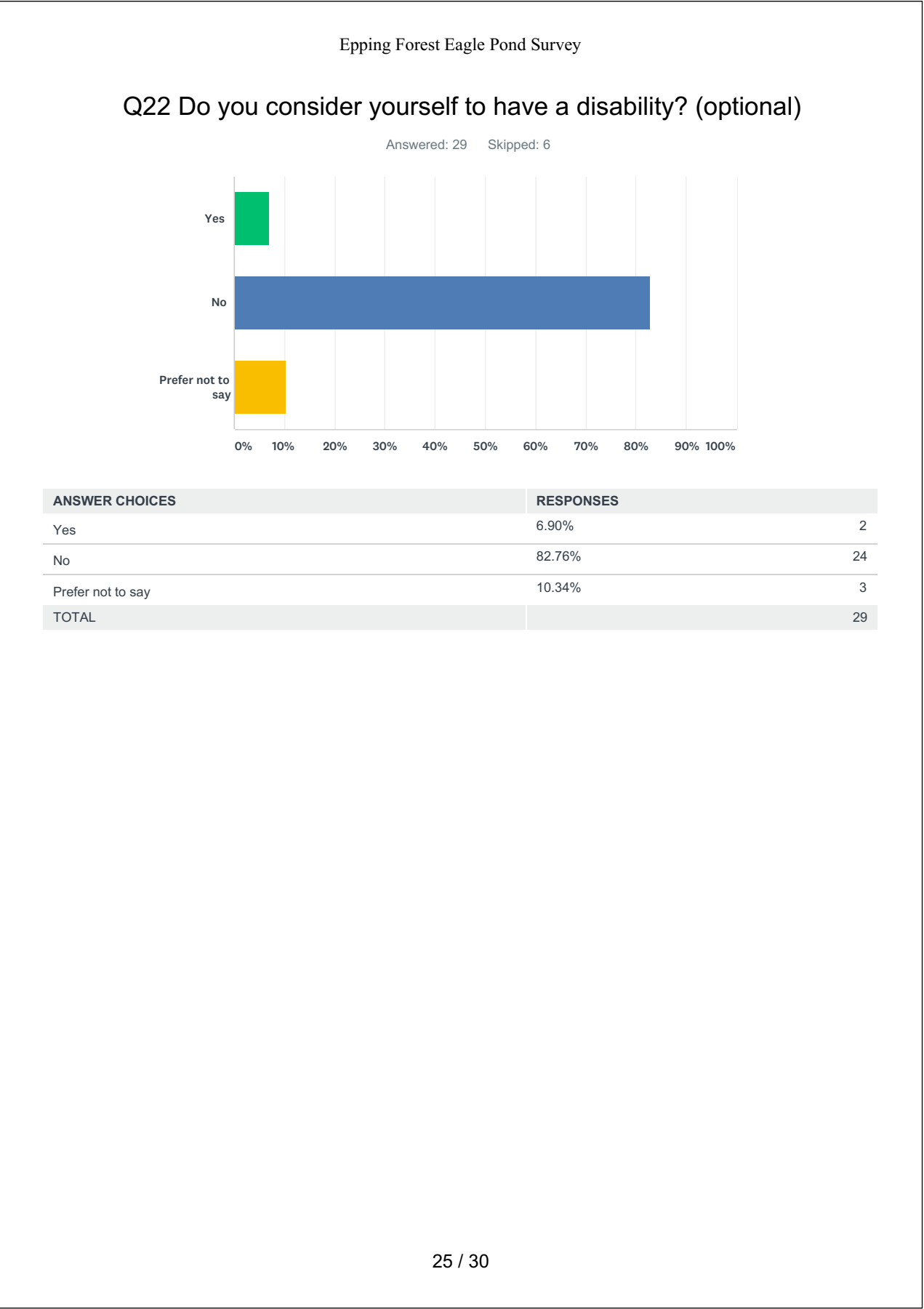
Epping Forest Eagle Pond Survey



ANSWER CHOICES	RESPONSES	
English/Welsh/Scottish/Northern Irish/British	66.67%	20

Epping Forest Eagle Pond Survey		
Irish	0.00%	0
Traveller	0.00%	0
Any other White background	10.00%	3
White and Black Caribbean	10.00%	3
White and Black African	0.00%	0
White and Asian	3.33%	1
Any other mixed/multiple ethnic background	0.00%	0
Indian	3.33%	1
Pakistani	0.00%	0
Bangladeshi	0.00%	0
Chinese	0.00%	0
Any other Asian background	0.00%	0
African	0.00%	0
Black British	3.33%	1
Caribbean	0.00%	0
Any other Black/African/Caribbean background	0.00%	0
Arab	0.00%	0
Any other ethnic group	0.00%	0
Prefer not to say	3.33%	1
TOTAL		30







Epping Forest Eagle Pond Survey

Q24 What is your postcode? (optional - please note, we cannot identify your house number from this information)

Answered: 23   Skipped: 12

Epping Forest Eagle Pond Survey

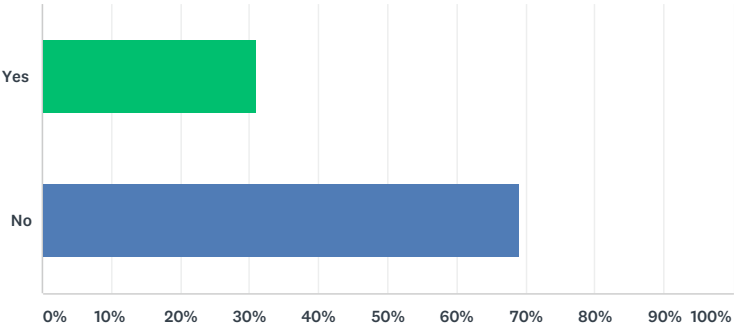
Q25 Which, if any, local groups do you belong to? If none, please state 'none' (optional)

Answered: 28   Skipped: 7

Epping Forest Eagle Pond Survey

Q26 Are you interested in volunteering to help look after the Forest or its visitors? (optional)

Answered: 29 Skipped: 6



ANSWER CHOICES	RESPONSES	
Yes	31.03%	9
No	68.97%	20
TOTAL		29

Epping Forest Eagle Pond Survey

Q27 If you would like to volunteer, please give your contact information below (optional)

Answered: 9 Skipped: 26

ANSWER CHOICES	RESPONSES	
Full name	100.00%	9
Company	0.00%	0
Address 1	88.89%	8
Address 2	11.11%	1
City/Town	55.56%	5
County	11.11%	1
Postcode	88.89%	8
Country	0.00%	0
Email Address	100.00%	9
Phone Number	0.00%	0

## Alan Baxter

**Prepared by** Heloise Palin and Victoria Bellamy

**Reviewed by** Nicolas Chapple

**Issued** 16 May 2018

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<b>Committee(s):</b> Epping Forest and Commons– For decision	<b>Date(s):</b> 11 03 2019
<b>Subject:</b> Chingford Golf Course Staff Welfare Facilities at Jubilee Retreat (SEF 12/19)	<b>Public</b>
<b>Report of:</b> Director of Open Spaces	<b>For Decision</b>
<b>Report author:</b> Joanne Hurst, Business Manager, Epping Forest	

## Summary

Following reprovision of a building at Jubilee Yard to accommodate the Orion Harriers Running Club in 2010, the Greenkeeping team at Chingford Golf Course have been using a vacant staff lodge, Flat 1 Jubilee Retreat, for their welfare and office facilities, which is unsatisfactory and does not comply with the building's C3(a) Use Class under the Town & Country Planning (Use Classes) Order 1987

In order provide fit for purpose facilities for the team and enable the return of Flat 1 to domestic occupation it is recommended that a Gateway 1-5 Authority to Start Work report be submitted to the Projects Sub Committee and associated capitalisation of local risk funds of up to £150,000 to support the construction and delivery of the project.

## Recommendation(s)

Members are asked to:

- Approve the Gateway 1-5 Authority to Start Work to be submitted to the Project Sub (Policy & Resources) Committee for March 2019 and associated capitalisation of local risk funds.

## Main Report

### Background

1. The Workplace (Health, Safety & Welfare) Regulations 1992 oblige employers to provide welfare facilities for the wellbeing of staff.

2. The team of 4 Greenkeepers plus supporting casual seasonal staff maintaining Chingford Golf Course have no staff welfare facilities within the existing workshop and yard provision and are 1.8 miles from the nearest full staff facility at The Warren (public toilets are available at The Caddy House 0.4 miles away).
3. Previous but non-complaint staff welfare facilities in the adjacent Victorian 'Jubilee Retreat' Barn were redeveloped with Mayor of London and London Marathon grant funding in 2010 to provide a clubhouse for a long-established local running club – Orion Harriers.
4. A parallel project to re-provision staff welfare facilities within the clubhouse or in a depot extension shared with a telecommunications provider at the site failed both after the providers withdrew from the project. A Gateway Report in February 2017 closed the project.
5. The Greenkeeping team continue to use a neighbouring vacant residential flat – 1 Jubilee Retreat - for toilet, shower, office and other welfare facilities on a temporary basis, which does not comply with the building's C3(a) Use Class under the Town & Country Planning (Use Classes) Order 1987
6. To preserve housing stock the Local Planning Authority will not support the change of use of the flat to D2 Assembly and Leisure.
7. H&S Audits have recommended that the provision of acceptable, suitable office and welfare facilities for this team are provided as a priority within the existing depot facility.

### **Current Position**

8. It is proposed to construct 'fit for purpose' welfare facilities, including toilet, small canteen and desk space either within the existing workshop, or in an extension or separate unit to the existing workshop, within the confines of Jubilee Yard.
9. This in turn will release Flat 1 which can be returned to residential occupation or rental – refurbishment of this flat will be managed under a separate project.
10. If not approved The City Corporation is in breach of both The Workplace (Health, Safety & Welfare) Regulations 1992 and the Town & Country Planning (Use classes) Order 1987. In addition, there will be continued poor support of the immediate Greenkeeping team, with potential impacts on morale, staff retention and recruitment.
11. In the 2018-19 financial year, unanticipated income was received in EF Local Risk from a large licence application for long-term works compound on Forest Land at Bury Road, very close to Jubilee Retreat. This has now ceased, and no similar unbudgeted income is foreseen in 2019-20.

12. The installation of budget solution container-style static welfare unit within the confines of Jubilee Yard was the preferred solution until the decision of London Borough Waltham Forest Planning Authority was received. The use of a 'container style' unit has been refused permanent planning consent, with temporary use limited to three years, and a requirement that the static unit be replaced by a permanent structure within this period, which renders this option unviable.

## Options

13. Approve the submission of a Gateway 1-5 Authority to Start Work Report to Projects Sub (Policy & Resources) Committee for March 2019 and authorise £100-£150K to be capitalised from EF Local Risk to fund planning and delivery during 2019-20. ***This option is recommended***
14. A lower budget option of up to £40K, using a container-style static ready-made unit has been explored, but denied necessary long-term planning permission, therefore ***this option is not recommended***.
15. Retaining the team in neighbouring lodge is unsatisfactory, as well as contrary to planning classification, therefore ***this option is not recommended***.

## Proposals

16. Dependant on final specification this project will result in either internal works in the existing workshop building or an additional small building or extension within the surrounding yard.
17. Maintenance requirements and environmental performance will be considered in the design and specification process. City Surveyors are aware of this requirement and have been involved in previous stages. Once this project complete, and Flat 1 refurbished and returned to domestic use, the maintenance and security requirements of this property will reduce.
18. Hot water and heating will be required. There is no mains gas to the site and neighbouring properties use oil fuelled boilers. The City Surveyors energy team will be consulted for viable sustainable alternatives to oil fuelled heating. Where possible the build will use environmentally friendly techniques, materials and design.

## Corporate & Strategic Implications

19. The proposals fit within the City of London Corporate Plan Outcome 10e. "We will champion a distinctive and high quality residential, worker, student and visitor offer" and 12a. "We will maintain our buildings, streets and public spaces to high standards".

## **Implications**

20. **Financial** – The project would be funded by local risk income received in 2018-19.
21. **Legal** – if approved then planning permission will be required. If not approved then The City Corporation may be in breach of The Workplace (Health, Safety & Welfare) Regulations 1992 and of the Town & Country Planning (Use classes) Order 1987

## **Conclusion**

22. Welfare and office facilities are currently provided to the Chingford Golf Course team are currently in a vacant staff Lodge and this arrangement is unsatisfactory. Funds from unanticipated income received in 2018-19 can be used to construct suitable facilities as well as free up the lodge for a return to domestic occupation. In order to do this it is proposed to submit a Gateway 1-5 Authority to Start Work report to Projects Sub (Policy & Resources) Committee for March 2019.

## **Appendices**

- Appendix 1 – Gateway1-5 Authority to Start Work - Provision of Staff Welfare facilities at Chingford Golf Course, Epping Forest
- Appendix 2 – Project Briefing - Provision of Staff Welfare facilities at Chingford Golf Course, Epping Forest

## **Jo Hurst**

Business Manager Epping Forest

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E: [jo.hurst@cityoflondon.gov.uk](mailto:jo.hurst@cityoflondon.gov.uk)



<b>Committees:</b>		<b>Dates:</b>
Corporate Projects Board <i>[for decision]</i> Epping Forest & Commons <i>[for decision]</i> Projects Sub <i>[for decision]</i>		28 February 2016 11 March 2019 22 March 2019
<b>Subject:</b> Provision of Staff Welfare facilities at Chingford Golf Course, Epping Forest  <b>Unique Project Identifier:</b> <i>Confirmed after CPB paper review.</i>	<b>Gateway 1-5 Authority to Start Work</b> Light	
<b>Report of:</b> Director of Open Spaces <b>Report Author:</b> Jo Hurst Business Manager Epping Forest		<b>For Decision</b>
<h1>PUBLIC</h1>		

## Recommendations

<b>1. Approval track, Next steps and Requested decisions</b>	<p><b>Project Mission Statement:</b> Project to construct welfare facilities.</p> <p><b>Approval track:</b> 3. Light</p> <p><b>Next Gateway: Outcome Report</b></p> <p>This combined Gateway 1-5 report seeks to reserve income received into Epping Forest Local Risk to construct a permanent welfare solution for staff at Chingford Golf Course during 19/20. The installation of budget solution container-style static welfare unit (Option 2) was planned during 18/19 financial year but has been refused permanent planning consent, rendering this option unviable, and instead stated a requirement for Option 1.</p> <p><b>Next Steps:</b></p> <p>To finalise design options, planning permission and costings for delivery. To commission and deliver build through corporate providers.</p> <p><b>Requested Decisions:</b></p> <p>To approve the capitalisation of local risk funds to design and construct suitable welfare facilities for the golf team at Jubilee Retreat</p> <ul style="list-style-type: none"> <li>• Approve Gateway 1-5 report and progression through G5 to next Gateway</li> </ul>
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	<ul style="list-style-type: none"><li>• Approve Option 1 – construction of permanent welfare facilities.</li><li>• Budget £156K to next gateway (end of project)</li><li>• Note estimated total £156K for project</li></ul>																				
2. Budget	<table><tr><th>Item</th><th>Reason</th><th>Funds/ Source of Funding</th><th>Cost (£)</th></tr><tr><td>Architect</td><td>Design and spec solution</td><td>Epping Forest (EF) Local Risk</td><td>£5K</td></tr><tr><td>Staff time 5 days</td><td>Planning application and project management</td><td>EF Local Risk</td><td>£1K</td></tr><tr><td>Construction and fitting</td><td>Complete delivery on site</td><td>EF Local Risk</td><td>£150K</td></tr><tr><td>Total</td><td></td><td></td><td>£156K</td></tr></table>	Item	Reason	Funds/ Source of Funding	Cost (£)	Architect	Design and spec solution	Epping Forest (EF) Local Risk	£5K	Staff time 5 days	Planning application and project management	EF Local Risk	£1K	Construction and fitting	Complete delivery on site	EF Local Risk	£150K	Total			£156K
Item	Reason	Funds/ Source of Funding	Cost (£)																		
Architect	Design and spec solution	Epping Forest (EF) Local Risk	£5K																		
Staff time 5 days	Planning application and project management	EF Local Risk	£1K																		
Construction and fitting	Complete delivery on site	EF Local Risk	£150K																		
Total			£156K																		
3. Governance arrangements	<ul style="list-style-type: none"><li>• <i>Service Committee responsible – Epping Forest &amp; Commons Committee</i></li><li>• <i>Senior Responsible Officer – Colin Buttery Director of Open Spaces</i></li><li>• <i>Project Board to include Epping Forest Business Manager, City Surveyors and Senior Supplier</i></li></ul>																				
4. Progress reporting	Six monthly progress reports to Spending Committee and any project changes will be sought by exception via Issue Report to Spending and Projects Sub Committees																				

### Project Summary

<b>5. Context</b>	<ol style="list-style-type: none"> <li>1. The Workplace (Health, Safety &amp; Welfare) Regulations 1992 oblige employers to provide welfare facilities for the wellbeing of staff.</li> <li>2. The team of 4 Greenkeepers plus supporting casual seasonal staff maintaining Chingford Golf Course have no staff welfare facilities within the existing workshop and yard</li> </ol>
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	<p>provision and are 1.8 miles from the nearest full staff facility at The Warren (public toilets are available at The Caddy House 0.4 miles away).</p> <ol style="list-style-type: none"> <li>3. Previous but non-compliant staff welfare facilities in the adjacent Victorian 'Jubilee Retreat' Barn were redeveloped with Mayor of London and London Marathon grant funding in 2010 to provide a clubhouse for a long-established local running club – Orion Harriers.</li> <li>4. Parallel projects to re-provision staff welfare facilities within the clubhouse extension or a depot extension shared with a telecommunications provider at the site failed after the provider withdrew from the project. A Gateway Report in February 2017 closed the project.</li> <li>5. The Greenkeeping team continue to use a neighbouring vacant residential flat – 1 Jubilee Retreat - for toilet, shower, office and other welfare facilities on a temporary basis, which does not comply with the building's C3(a) Use Class under the Town &amp; Country Planning (Use Classes) Order 1987</li> <li>6. To preserve housing stock in the Borough, the Local Planning Authority will not support the change of use of the flat to D2 Assembly and Leisure.</li> <li>7. H&amp;S Audits have recommended that the provision of improved, office and welfare facilities for this team are provided as a priority within the existing depot facility.</li> <li>8. The installation of budget solution container-style static welfare unit (Option 2) was planned during 18/19 financial year but were refused permanent planning consent, with temporary use limited to three years and a requirement that permanent facilities would need to be constructed by autumn 2021, rendering this option unviable.</li> <li>9. An unplanned licence application from TfL to use a nearby carpark on Forest Land has brought in income sufficient to finance such as construction if capitalised during 18/19 financial year. No similar unbudgeted income is foreseen in 19/20.</li> </ol>
<b>6. Brief description of project</b>	<ol style="list-style-type: none"> <li>1. Construction of 'fit for purpose' welfare facilities for staff maintaining Chingford Golf Course, Epping Forest, including toilet, small canteen and desk space either inside the existing workshop depot, or in an extension or annexe to the existing building.</li> </ol>

	2. This in turn will release Flat 1 which can be returned to residential occupation or rental.
<b>7. Consequences if project not approved</b>	<ol style="list-style-type: none"> <li>1. The City Corporation is in breach of The Workplace (Health, Safety &amp; Welfare) Regulations 1992.</li> <li>2. The City Corporation remains in breach of the Town &amp; Country Planning (Use classes) Order 1987.</li> <li>3. Continued poor support of the immediate Greenkeeping team, with potential impacts on morale, staff retention and recruitment.</li> </ol>
<b>8. SMART Project Objectives</b>	<ol style="list-style-type: none"> <li>1. To provide toilet and washing facilities and office space for the Chingford Golf Course Greenkeeping team by 31<sup>st</sup> March 2020</li> <li>2. To vacate Flat 1 Jubilee Retreat by the same date in order to refurbish for domestic occupation/rental.</li> <li>3. To improve connectivity to IT systems to Greenkeepers through provision of desk space and computer terminal.</li> </ol>
<b>9. Key Benefits</b>	<ol style="list-style-type: none"> <li>1. Greenkeeper team can operate in a fit for purpose sanitary environment and have a warm dry refuge from bad weather.</li> <li>2. Flat 1 can be refurbished and returned to domestic occupation, either as a staff lodge or let to a member of the public.</li> <li>3. The City Corporate avoids enforcement action from either The HSE and Local Planning Officers.</li> <li>4. Staff can access on-line files (including risk assessments, emails and other key documentation) from site.</li> <li>5. Staff are able to carry out desk-based tasks without having to travel to other EF sites.</li> </ol>
<b>10. Project category</b>	1. Health and safety
<b>11. Project priority</b>	A. Essential
<b>12. Notable exclusions</b>	This project does not include the refurbishment of Flat 1 Jubilee Retreat which is being managed through a different work stream.

### **Options Appraisal**

<b>13. Overview of options</b>	1. Previous architect plans were for very high specification and high cost solution at approximately £200K. A lower, but
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	<p>satisfactory specification can be achieved for £100K - £150K. <b><i>This option is recommended</i></b></p> <p>2. A lower budget option of up to £40K, using a container-style static ready-made unit has been explored, but denied necessary long-term planning permission, therefore <b><i>this option is not recommended</i></b>.</p> <p>3. Retaining the team in neighbouring lodge is unsatisfactory, as well as contrary to planning classification, therefore <b><i>this option is not recommended</i></b>.</p> <p>This report is being brought as Gateway 1-5 in order to allocate income received in Epping Forest Local Risk in 18/19 to this capital project prior to 31<sup>st</sup> March. The planned solution due to be delivered during this financial year was Option 2, which has since been rendered unviable by Local Planning Authority decision, which stated requirement for Option 1.</p> <p>Local risk funding is available for Option 1 until the end of 18/19 financial year. If not approved, further solutions to resolve compliance will require alternative funding.</p>
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### **Resource Implications**

<b>14. Total estimated cost</b>	<b>Likely cost range: £106K-£156K</b> <b><i>Recommended option</i></b>							
<b>15. Funding strategy</b>	Is the funding confirmed: All funding fully guaranteed	Who is providing funding: Internal - Funded wholly by City's own resource						
	<b><i>Recommended option</i></b>							
	<table><tr><th>Funds/Sources of Funding</th><th>Cost (£)</th></tr><tr><td>Epping Forest Local Risk</td><td>£106K-£156K</td></tr><tr><td><b>Total</b></td><td>£106K-£156K</td></tr></table>	Funds/Sources of Funding	Cost (£)	Epping Forest Local Risk	£106K-£156K	<b>Total</b>	£106K-£156K	
	Funds/Sources of Funding	Cost (£)						
	Epping Forest Local Risk	£106K-£156K						
<b>Total</b>	£106K-£156K							
<i>Epping Forest Local Risk funding available until end March 2019.</i>								

### **Appendices**

<b><u>Appendix 1</u></b>	<b><i>Project Briefing</i></b>
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<b><u>Appendix 2</u></b>	None
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### **Contact**

<b><u>Report Author</u></b>	Jo Hurst – Business Manager Epping Forest
<b><u>Email Address</u></b>	<a href="mailto:Jo.hurst@cityoflondon.gov.uk">Jo.hurst@cityoflondon.gov.uk</a>
<b><u>Telephone Number</u></b>	020 8532 5317

# Options appraisal table.

Delete option numbers as appropriate

	<i>Option 1</i>	<i>Option 2</i>	<i>Option 3</i>
<b>1. Design Summary</b>	Construction of permanent welfare facilities	Container-style ready built welfare unit	Retain team in Flat 1 Jubilee Retreat
<b>2. Scope and exclusions</b>	<ul style="list-style-type: none"> <li>Construct small office, canteen and toilet facilities either within or alongside existing workshop.</li> <li>Does not include refurbishment of Flat 1</li> </ul>	<ul style="list-style-type: none"> <li>Purchase and install container style ready made welfare unit.</li> <li>Does not include refurbishment of Flat 1</li> </ul>	<ul style="list-style-type: none"> <li>'Do Nothing' option not advised as contrary to planning classification and unsatisfactory welfare provision.</li> </ul>
<b>Project Planning</b>			
<b>3. Programme and key dates</b>	<p><b>Overall project:</b> <i>Completion by end March 2020</i></p> <p><b>Key dates:</b> <i>None at present</i></p> <p><b>Other works dates to coordinate:</b> <i>Refurbishment works at Flat 1 also planned (separate project) but no conflict envisaged.</i></p>	<p>Temporary project: Delivery 3-6 months but would have to be replaced by permanent solution before autumn 2021 due to Planning condition.</p> <p><b>Other works dates to coordinate:</b> <i>Refurbishment works at Flat 1 also planned (separate project) but no conflict envisaged</i></p>	None
<b>4. Delivery Team</b>	<ul style="list-style-type: none"> <li>Epping Forest staff</li> <li>City Surveyors</li> <li>Construction firm (core contract)</li> </ul>	<ul style="list-style-type: none"> <li>Epping Forest staff</li> <li>City Surveyors</li> <li>Welfare unit manufacturer</li> <li>Construction firm (core contract)</li> </ul>	None

	<b>Option 1</b>	<b>Option 2</b>	<b>Option 3</b>
	<ul style="list-style-type: none"> <li>• IT</li> </ul>	<ul style="list-style-type: none"> <li>• IT</li> </ul>	
<b>5. Risk implications</b>	<p><b>Overall project risk: Low</b></p> <ul style="list-style-type: none"> <li>• Funding available and Planning Authority have stated preference for permanent solution</li> <li>• Other than requiring planning permission, this development is not considered controversial. There are no neighbouring properties and works are unlikely to be disruptive.</li> </ul>	<p><b>Overall project risk: Medium</b></p> <ul style="list-style-type: none"> <li>• Planning Authority (London Borough Waltham Forest) have only granted permission on temporary basis with permanent solution required by Autumn 2021.</li> <li>• Should a temporary unit not be replaced by permanent solution by this time this would risk enforcement action by Local Planning Authority.</li> </ul>	<p><b>Overall project risk: High</b></p> <ul style="list-style-type: none"> <li>• Continued use of Flat 1 is contrary to planning classification.</li> <li>• Local Housing Authority pressure to return Flat 1 to domestic occupation will increase and may lead to enforcement action.</li> <li>• Existing welfare facilities have been noted as unsatisfactory in H&amp;S Audits.</li> </ul>
<b>6. Benefits and disbenefits</b>	<p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>• Greenkeeper team can operate in a fit for purpose sanitary environment and have a warm dry refuge from bad weather.</li> <li>• Flat 1 can be refurbished and returned to domestic occupation, either as a staff lodge or let to a member of the public.</li> <li>• The City Corporation avoids enforcement action from either The HSE and Local Planning Officers.</li> </ul>	<p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>• Easy and relatively cheap ‘off the shelf’ solution.</li> </ul> <p><b>Disbenefits</b></p> <ul style="list-style-type: none"> <li>• Only granted temporary planning permission.</li> <li>• Full permanent solution required by Autumn 2021, local risk funding will not be available at that time.</li> </ul>	<p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>• ‘No cost’ option</li> </ul> <p><b>Disbenefits</b></p> <ul style="list-style-type: none"> <li>• Use of Flat 1 remains in breach of the Town and Country Planning (Use Classes) Order 1987 and enforcement action likely.</li> <li>• Potential breach of The Workplace (Health, Safety &amp; Welfare) Regulations 1992</li> </ul>



	<i>Option 1</i>	<i>Option 2</i>	<i>Option 3</i>
	<ul style="list-style-type: none"> <li>Staff can access on-line files (including risk assessments and other key documentation) from site.</li> <li>Staff are able to carry out desk-based tasks without having to travel to other EF sites.</li> </ul> <p><b>Disbenefits</b></p> <ul style="list-style-type: none"> <li>Most expensive option – but funding available from EF Local Risk until end March 2019.</li> </ul>		
<b>7. Stakeholders and consultees</b>	<ol style="list-style-type: none"> <li>City Surveyors Department</li> <li>IT teams</li> <li>LBWF Planning Department</li> <li>Orion Harriers Running Club (also based at Jubilee Retreat)</li> </ol> <p><i>Equality Impact Assessment not required for this project.</i></p>	<ol style="list-style-type: none"> <li>City Surveyors Department</li> <li>IT teams</li> <li>LBWF Planning Department</li> <li>Orion Harriers Running Club (also based at Jubilee Retreat)</li> </ol> <p><i>Equality Impact Assessment not required for this project.</i></p>	None
<b>Resource Implications</b>			
<b>8. Total Estimated cost</b>	<b>£106K - £156K</b>	Approximately £40K	None

	<i>Option 1</i>	<i>Option 2</i>	<i>Option 3</i>
<b>9. Funding strategy</b>	<p>EF Local risk has received unanticipated income in 2018-19 due to a licence application for large long-term works compound on Forest Land, very close to the Jubilee Retreat site. This has now ceased, and the site cleared.</p> <p>If approved this funding can be transferred to Capital Project to support this build over the next financial year.</p> <p>No similar unbudgeted income is foreseen in 2019/20.</p>	Below capital threshold but EF Local Risk unlikely to have sufficient resource to fund this in 19/20.	None – although this will prevent the ability to generate rental income from Flat 1 in the future.
<b>10. Estimated capital value/return</b>	<b>£106K - £156K</b>	Approximately £40K	None
<b>11. Ongoing revenue implications</b>	<ul style="list-style-type: none"> <li>• Maintenance of new facility considered negligible in short/medium term and low in longer term dependant on final design (no maintenance activities of &gt;£5K required for at least 8 years)</li> <li>• Reduction of maintenance requirements at Flat 1, currently in a poor state of repair.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintenance of unit</li> <li>• Replacement with permanent facility by Autumn 2021 likely £100-£150K</li> </ul>	None

	<i>Option 1</i>	<i>Option 2</i>	<i>Option 3</i>
<b>12. Investment appraisal</b>	Not required	Not required	Not required
<b>13. Affordability</b>	<p>EF Local risk has received unanticipated income in 2018-19 due to a licence application for large long-term works compound on Forest Land, very close to the Jubilee Retreat site. This has now ceased, and the site cleared.</p> <p>If approved this funding can be transferred to Capital Project to support this build over the next financial year.</p> <p>No similar unbudgeted income is foreseen in 2019/20.</p>	Below capital threshold but EF Local Risk unlikely to have sufficient resource to fund this in 19/20.	n/a
<b>14. Procurement strategy/Route to Market</b>	City Procurement have confirmed that a project of this type and budget can be directly awarded to preferred contractors (Wates) but can offer support for tender process if preferred.	<p>A number of ready-made welfare unit providers exist and City Procurement would assist in quote and/or tender process.</p> <p>Preferred contractors would be used for install, groundworks etc.</p>	None required.
<b>15. Legal implications</b>	<ul style="list-style-type: none"> <li>• Planning permission only.</li> <li>• Legal implications of not providing suitable welfare facilities and not returning Flat 1 to domestic residential use</li> </ul>	<ul style="list-style-type: none"> <li>• Planning Authority have only granted permission on temporary basis with permanent solution required by Autumn 2021. Failure to</li> </ul>	<ul style="list-style-type: none"> <li>• Use of Flat 1 remains in breach of the Town and Country Planning (Use Classes) Order 1987 and enforcement action likely.</li> </ul>

	<i>Option 1</i>	<i>Option 2</i>	<i>Option 3</i>
	are outlined in section 7 of main report.	comply likely to lead to enforcement action.	<ul style="list-style-type: none"> <li>Potential breach of The Workplace (Health, Safety &amp; Welfare) Regulations 1992</li> </ul>
<b>16. Corporate property implications</b>	<ul style="list-style-type: none"> <li>Dependant on final specification this project will result in either an additional small building, extension or internal facilities that will require future maintenance under CWP. Revenue implications will be considered and minimised in design stage.</li> <li>Maintenance requirements and environmental performance will be considered in the design and specification process.</li> <li>City Surveyors are aware of this requirement and have been involved in previous stages.</li> <li>Once this project complete, and Flat 1 refurbished and returned to domestic use, the maintenance and security requirements of this property will reduce.</li> </ul>	<ul style="list-style-type: none"> <li>Groundworks (footings and utilities) would be required prior to installation.</li> <li>Container-style unit would require maintenance and programmed replacement.</li> </ul>	<ul style="list-style-type: none"> <li>Unable to realise domestic use of Flat 1.</li> <li>Unsuitable welfare facilities continue to degrade and require further maintenance.</li> </ul>



	<b>Option 1</b>	<b>Option 2</b>	<b>Option 3</b>
<b>17. Traffic implications</b>	Small traffic increase during construction not considered significant.	Small traffic increase during delivery not considered significant.	None
<b>18. Sustainability and energy implications</b>	<ul style="list-style-type: none"> <li>Hot water and heating will be required. There is no mains gas to the site and neighbouring properties use oil fuelled boilers.</li> <li>The City Surveyors energy team will be consulted for viable sustainable alternatives to oil fuelled heating.</li> <li>Where possible the build will use environmentally friendly techniques, materials and design.</li> </ul>	<ul style="list-style-type: none"> <li>Container style solution unlikely to achieve same environmental standards as purpose-built facility.</li> <li>Power and other utilities exist on site and would be utilised.</li> <li>Electric water heaters would be required</li> </ul>	None
<b>19. IS implications</b>	Data connection to new office only	Data connection to unit only	None
<b>20. Equality Impact Assessment</b>	<i>An equality impact assessment will not be undertaken</i>	<i>An equality impact assessment will not be undertaken</i>	<i>An equality impact assessment will not be undertaken</i>
<b>21. Data Protection Impact Assessment</b>	<i>The risk to personal data is less than high or non-applicable and a data protection impact</i>	<i>The risk to personal data is less than high or non-applicable and a data protection impact</i>	<i>The risk to personal data is less than high or non-applicable and a data protection impact</i>

	<i>Option 1</i>	<i>Option 2</i>	<i>Option 3</i>	
	<i>assessment will not be undertaken</i>	<i>assessment will not be undertaken</i>	<i>assessment will not be undertaken</i>	
<b>22. Recommendation</b>	Recommended	Not recommended	Not recommended	
<b>23. Next Gateway</b>	6	None	None	
<b>24. Resource requirements to reach next Gateway</b>				
	Item	Reason	Funds/ Source of Funding	Cost (£)
	Planning application	Legal requirement	Project	£1K
	Architect drawings	Final specification	Project	£5K
	Construction	Delivery	Project	£100K-£150K
	<b>Total</b>			£106K-£156K

# Project Briefing

Project identifier			
<b>[1a] Unique Project Identifier</b>	Confirmed after CPB paper review.	<b>[1b] Departmental Reference Number</b>	n/a
<b>[2] Core Project Name</b>	Provision of Staff Welfare facilities at Chingford Golf Course, Epping Forest		
<b>[3] Programme Affiliation (if applicable)</b>	n/a		

Ownership	
<b>[4] Chief Officer has signed off on this document</b>	Confirmed – Colin Buttery, Director of Open Spaces
<b>[5] Senior Responsible Officer</b>	Paul Thomson – Superintendent of Epping Forest
<b>[6] Project Manager</b>	Jo Hurst – Business Manager Epping Forest

Description and purpose
<b>[7] Project Mission statement / Elevator pitch</b>
Chingford Golf Course Greens team are currently using a vacant staff lodge for welfare facilities – which is unsatisfactory and contrary to planning classification. This project seeks to deliver a fit for purpose welfare and office facility, whilst also freeing up Flat 1 Jubilee Retreat for refurbishment and a return to domestic occupation by staff or letting.
<b>[8] Definition of Need: What is the problem we are trying to solve or opportunity we are trying to realise (i.e. the reasons why we should make a change)?</b>
<p>The Workplace (Health, Safety &amp; Welfare) Regulations 1992 oblige employers to provide welfare facilities for the wellbeing of staff. The team of 4 Greenkeepers plus supporting casual seasonal staff maintaining Chingford Golf Course have no staff welfare facilities within the existing workshop and yard provision and are 1.8 miles from the nearest full staff facility at The Warren (public toilets are available at The Caddy House 0.4 miles away). H&amp;S Audits have recommended that the provision of acceptable, suitable office and welfare facilities for this team are provided as a priority within the existing depot facility.</p> <p>The Greenkeeping team continue to use a neighbouring vacant residential flat – 1 Jubilee Retreat - for toilet, shower, office and other welfare facilities on a temporary basis, which does not comply with the building's C3(a) Use Class under the Town &amp; Country Planning (Use Classes) Order 1987. To preserve housing stock the Local Planning Authority will not support the change of use of the flat to D2 Assembly and Leisure.</p> <p>The installation of budget solution container-style static welfare unit was planned during 18/19 financial year but refused permanent planning consent, with temporary use limited to three years, rendering this option unviable. The London Borough of Waltham Forest Planning Authority have expressed their preference for a permanent building solution, which could be accommodated either within the existing workshop structure, or as an extension or annexe in the surrounding compound.</p>
<b>[9] What is the link to the City of London Corporate plan outcomes?</b>
<p>[2] People enjoy good health and wellbeing.</p> <p>[4] Communities are cohesive and have suitable housing and facilities.</p> <p>[5] Businesses are trusted and socially and environmentally responsible.</p>

[8] We attract and nurture relevant skills and talent.  
 [9] Our spaces are secure, resilient and well-maintained.

**[10] What is the link to the departmental business plan objectives?**

Open Spaces Business Plan Objective C “Business practices are responsible and sustainable”  
 Outcome 9 “Our practices are financially, socially and environmentally sustainable”.

The current use of Flat 1 as welfare facilities is contrary to Planning Use classification, and sub-standard according to H&S audits. Investment in a fit for purpose facility would be responsible, and also in turn make Flat 1 available for much needed housing.

**[11] Note all which apply:**

<b>Officer:</b> Project developed from Officer initiation	Y	<b>Member:</b> Project developed from Member initiation	N	<b>Corporate:</b> Project developed as a large scale Corporate initiative	N
<b>Mandatory:</b> Compliance with legislation, policy and audit	Y	<b>Sustainability:</b> Essential for business continuity	Y	<b>Improvement:</b> New opportunity/ idea that leads to improvement	Y

**Project Benchmarking:**

**[12] What are the top 3 measures of success which will indicate that the project has achieved its aims?**

<These should be impacts of the activity to complete the aim/objective, rather than ‘finishes on time and on budget’>>

- 1) Fit for purpose office and welfare facilities provided to the Golf Course Green Keeping team – improving staff welfare and morale. Improvements reflected in H&S audits.
- 2) Office connectivity provided improving management of critical information such as H&S risk assessments and financial records. Staff are better informed.
- 3) Flat 1 is vacated, refurbished (under a separate project) and made fit to return to domestic occupation – either as a Staff Lodge, or let to a member of the public, contributing to Epping Forest Local Risk income (income from such lettings previously incorporated into budgets). Enforcement action on Use Classification is avoided.

**[13] Will this project have any measurable legacy benefits/outcome that we will need to track after the end of the ‘delivery’ phase? If so, what are they and how will you track them? (E.g. cost savings, quality etc.)**

Potential income from letting of Flat 1 Jubilee Retreat.

**[14] What is the expected delivery cost of this project (range values)[£]?**

Lower Range estimate: £106K  
 Upper Range estimate: £156K

**[15] Total anticipated on-going revenue commitment post-delivery (lifecycle costs)[£]:**

- Dependant on final specification this project will result in either an additional small building, extension or internal facilities that will require future maintenance under CWP. This is not expected to be significant or prohibitive.
- Maintenance requirements and environmental performance will be considered in the design and specification process.
- City Surveyors are aware of this requirement and have been involved in previous stages.
- Once this project complete, and Flat 1 refurbished and returned to domestic use, the maintenance and security requirements of this property will reduce.

<b>[16] What are the expected sources of funding for this project?</b>
<p>Departmental Risk</p> <p>EF Local risk has received unanticipated income in 2018-19 due to a licence application for large long-term works compound on Forest Land, very close to the Jubilee Retreat site. This has now ceased, and the site cleared.</p> <p>If approved this funding can be transferred to Capital Project to support this build over the next financial year.</p> <p>No similar unbudgeted income is foreseen in 2019/20.</p>
<b>[17] What is the expected delivery timeframe for this project (range values)? Are there any deadlines which must be met (e.g. statutory obligations)?</b>
<p>Lower Range estimate: April 2019 – March 2020</p> <p>Upper Range estimate: April 2019– September 2020</p> <p>&lt;Critical deadline(s):&gt; None</p>

<b>Project Impact:</b>	
<b>[18] Will this project generate public or media impact and response which the City of London will need to manage? Will this be a high-profile activity with public and media momentum?</b>	
No	
<b>[19] Who has been actively consulted to develop this project to this stage?</b> <(Add additional internal or external stakeholders where required) >	
Chamberlains: Finance	Officer Name: Alison Elam
Chamberlains: Procurement	Officer Name: Lisa Moore
IT	Officer Name: n/a
HR	Officer Name: n/a
Communications	Officer Name: n/a
Corporate Property	Officer Name: Peter Young
External	n/a
<b>[20] Is this project being delivered internally on behalf of another department? If not ignore this question. If so:</b> Please note the Client supplier departments. Who will be the Officer responsible for the designing of the project? If the supplier department will take over the day-to-day responsibility for the project, when will this occur in its design and delivery?	
Client	Department:
Supplier	Department:
Supplier	Department:
Project Design Manager	Department:
Design/Delivery handover to Supplier	Gateway stage: <Before Project Proposal>, <Post Project Proposal>, <Post Options Appraisal>, <Post Detailed design>, <Post Authority to start work>



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<b>Committees:</b> Corporate Projects Board [for decision] Projects Sub [for decision] Epping Forest and Commons Committee [for decision]		<b>Dates:</b> 28 February 2019 22 March 2019 11 March 2019
<b>Subject:</b> Wanstead Park Ponds Project <b>Unique Project Identifier:</b> tbc	<b>Gateway 2:</b> <b>Project Proposal</b> Complex	
<b>Report of:</b> Director of Open Spaces <b>Report Author:</b> Tim Munday, Department of the Built Environment		<b>For Decision</b>
<h1>PUBLIC</h1>		

## Recommendations

<b>1. Next steps and Requested decisions</b>	<b>Approval track:</b> 1. Complex <b>Next Gateway:</b> Gateway 3 - Outline Options Appraisal (Complex) <b>Next Steps:</b> <div><div>1. To establish a Project Board to be chaired by the Director of Open Spaces.</div><div>2. To procure and undertake an engineering assessment of the Wanstead Park Ponds to establish their capacity to overtop safely during the Maximum Probable Flood.</div><div>3. To outline, if required, possible engineering solutions including those looking at resolving related issues.</div><div>4. To appoint a communications officer to begin engagement with stakeholders.</div></div> <b>Requested Decisions:</b> <div><div>1. To approve the project proposal to progress to the next gateway.</div><div>2. To approve the budget of £150 000 to get to next gateway.</div></div> Please note total estimated cost should additional works be required is 8 – 12 million for statutory work alone.			
<b>2. Resource requirements</b>	<b>Item</b>	<b>Reason</b>	<b>Funds/ Source</b>	<b>Cost (£)</b>

<b>to reach next Gateway</b>			<b>of Funding</b>	
	Investigations and preliminary surveys	Engineering Assessment	Capital	16 500
	Engineering Assessment Study	Engineering Assessment	Capital	60 500
	Project staff time	Project administration	Capital	27 500
	Communication officer time	Stakeholder engagement	Capital	45 500
	<b>Total</b>			150 000
<b>3. Governance arrangements</b>	<ul style="list-style-type: none"> <li>• Epping Forest and Commons Committee</li> <li>• Colin Buttery, Director of Open Spaces</li> <li>• A project board will be established.</li> </ul>			

### Project Summary

<b>4. Context</b>	<ol style="list-style-type: none"> <li>1. Wanstead Park, in the south of Epping Forest, is a nationally, potentially internationally, important historic designed landscape and is listed as Grade II* on Historic England's Register of Gardens of Special Historic Interest.</li> <li>2. A central feature of the park is the cascade of lakes which are considered to be London's greatest surviving designed historic waterscape.</li> <li>3. A cascading chain of three ponds (Heronry, Perch and the Ornamental Waters) have been designated by the Environment Agency (EA) as being Large Raised Reservoirs and High Risk under the Flood and Water Management Act 2010.</li> <li>4. The High Risk designation has been given due to the consequences of dam failure and the impact of this downstream. The City of London has a statutory duty to ensure that the pond structures meet the standards required of High Risk reservoirs.</li> </ol>
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5. The capacity of the pond structures to safely overtop during the Probable Maximum Flood needs to be established through conducting an engineering assessment of the pond structures and modelling the pond system.
6. If this study identifies that the current situation is not sufficient, then further work will need to be undertaken to bring the ponds structure up to required standard.
7. Should work be required it would present an opportunity to improve aspects affecting the ponds and the park more widely in an efficient and holistic manner.
8. Wanstead Park is currently on the Heritage at Risk Register. It is considered by Historic England to be an asset in decline with extensive significant problems and a high vulnerability. The current degraded condition of the ponds has contributed to this At Risk rating. The Wanstead Parkland Plan is seeking to achieve the removal of the At Risk status of the park.
9. The Wanstead Parkland Plan proposes a Heritage Lottery Fund Bid to achieve this. As the Lake System is integral to the landscape it is felt that aspects of the funding work to the ponds that are non-statutory could be considered as match funding for this bid.
10. The ponds have a variety of longstanding issues surrounding adequate supply of water and leakage. At present water is supplied from the aquifer by a borehole. This water extraction is done under a licence from the EA, who have stated that it will be revoked in four years time should no action be taken to reduce leakage from the ponds.
11. Supplying water in this way is exacerbating biodiversity issues within the ponds due to a reduced level of oxygen in the aquifer water.
12. In addition, the EA are also reviewing the flood risk within the Roding Valley, including the stretch of the River Roding adjoining the site. The City, as extensive riparian owners in this area, will likely be asked to contribute to any improvements that are required.
13. It is considered a possibility that making upstream improvements to the water attenuating capacity within the park or using the Ornamental Water for winter storage could reduce this liability.

	<p>14. There is a strong local interest in Wanstead Park with a variety of engaged stakeholders, including the local MP, local councillors and an active Friends group.</p> <p>15. From a previous similar project at Hampstead Heath the City of London learnt the importance of coherent engagement with interested groups at this stage of the project.</p> <p>16. It will be vital to the success of the project that the local community and other interested parties are kept informed of the work being undertaken, notified of its impact and of any potential outcomes to enable them to be suitably consulted.</p>
<b>5. Brief description of project</b>	<p>1. The project is to undertake an engineering assessment of the ponds and the pond structures at Wanstead Park following their High Risk designation by the EA. An engineer will be appointed to carry out the surveys and modelling required to determine the current capacity of the ponds to safely overtop.</p> <p>2. Should the current capacity not be adequate, the project will be extended to develop further options on how to bring the structures up to the required standard, including options that address the wider issues effecting the ponds and the park.</p>
<b>6. Consequences if project not approved</b>	<p>1. If no action is taken, the Supervising Engineer can call for a formal inspection by an Inspecting Engineer at any time. If the City of London fail to comply with a recommendation of the Inspecting Engineer, the EA have statutory enforcement powers.</p>
<b>7. SMART Project Objectives</b>	<p>1. To carry out an engineering assessment of the ponds to the cascade to determine if they meet the required standards and to do this by the end of 2019 to ensure that the EA are confident that action is being taken.</p> <p>2. If required, to explore options to increase the capacity of the dam structures and addressing the other issues affecting the ponds. Carrying out the work required and in doing so making the Large Raised Reservoirs meet the statutory requirements, contributing to the Wanstead Parkland Plan and the removal of the 'At Risk' status. With initial options consider by Spring 2020 and work completed by Spring 2025.</p>
<b>8. Key Benefits</b>	<p>1. A City asset, which may currently be a risk to the public, will meet statutory requirements and the EA will not take enforcement action.</p>



	<p>2. An opportunity to address non-statutory issues affecting the ponds in conjunction with the wider aims of the Wanstead Parkland Plan and a proposed Heritage Lottery Fund Bid. Contributing to the removal of the 'At Risk' status.</p> <p>3. Stakeholders will feel that they have been engaged with throughout the project and that the City is being proactive in its management of Wanstead Park.</p>
<b>9. Project category</b>	2. Statutory
<b>10. Project priority</b>	A. Essential
<b>11. Notable exclusions</b>	1. None

### Options Appraisal

<b>12. Overview of options</b>	<p>1. Proceed with actions required to reach Gateway 3.</p> <p>2. Do nothing and await enforcement action by the EA.</p> <p>Its is recommend that Members approve option1 to proceed with actions required to reach Gateway 3.</p>
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### Project Planning

<b>13. Delivery Period and Key dates</b>	<p><b>Overall project:</b> 12 months for engineering assessment, completion before Spring 2020. 4/5 further years should additional work be required.</p> <p><b>Key dates:</b></p> <p>Critical deadline: Autumn 2019 (at EA's discretion)</p> <p>Should additional work be required the anticipated timeframe is:</p> <p>    Consultation following Modelling: (3 months)</p> <p>G3: Options Appraisal: (3-4 months)</p> <p>    Designer Appointment: (3-4 months)</p> <p>    Detailed Options: (6 months)</p> <p>    Options Consultation: (3 months)</p> <p>G4: Options Approval (3-4 months)</p> <p>    Detailed Design: (6 months)</p> <p>    Contractor Tender and Appointment: (6-9 months)</p> <p>G5: Authority to Start Work (3 months)</p> <p>    Lead In (3 months)</p> <p>    Work on Site (12-18 months)</p>
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	<p>Lower Range estimate: Start: April 2019, End: June 2024 Upper Range estimate: Start: April 2020, End: January 2026</p> <p><b>Other works dates to coordinate:</b> Wanstead Parkland Plan works and Heritage Lottery Fund bid to be coincided should additional work be required.</p>
<b>14. Risk implications</b>	<b>Overall project risk:</b> High
<b>15. Stakeholders and consultees</b>	<ol style="list-style-type: none"> <li>1. Environment Agency</li> <li>2. Historic England</li> <li>3. London Borough of Redbridge</li> <li>4. Heritage Lottery Fund</li> <li>5. Wanstead Park Friends Group</li> <li>6. Local MP</li> <li>7. Park Users</li> </ol>

### **Resource Implications**

16. Total estimated cost	<b>Likely cost range:</b> Modelling and investigation £150 000. Should additional work be required £8-12 million (statutory work only). With further supplementary funding required dependent on the extent of the Wanstead Parklands Plan implementation.		
17. Funding strategy	Choose 1:	Choose 1:	
	No funding confirmed	Internal - Funded wholly by City's own resource	
	<b>Funds/Sources of Funding</b>		<b>Cost (£)</b>
	Capital Funding (Modelling and investigation)		150 000
	Capital Funding (Additional statutory works)		8 - 12 million
	<b>Total</b>		<b>8.15-12.15 million</b>
There is no existing financial provision to meet the cost of this project and it is therefore currently unfunded. Resources to deliver this programme will be subject to a request to the Resource Allocation Sub Committee and will be subject to prioritisation against other competing bids in the context of the City's Cash medium term financial plans.			
18. Investment appraisal	Not applicable.		

<b>19. Procurement strategy/Route to Market</b>	<ol style="list-style-type: none"> <li>1. It is proposed that the City's current Panel Engineer will be appointed to carry out the engineering assessment, this will be in discussion with Procurement and will be confirmed following Corporate Projects Board.</li> <li>2. Should additional work be required following the outcome of this study the City of London's Procurement Code shall be followed with the expectation that this will be the rules for contracts of a value greater than the EU Works Threshold.</li> </ol>
<b>20. Legal implications</b>	<ol style="list-style-type: none"> <li>1. If no action is taken, the Supervising Engineer can call for a formal inspection by an Inspecting Engineer at any time. If the City of London fail to comply with a recommendation of the Inspecting Engineer, the EA have statutory enforcement powers.</li> </ol>
<b>21. Corporate property implications</b>	<ol style="list-style-type: none"> <li>1. None.</li> </ol>
<b>22. Traffic implications</b>	<ol style="list-style-type: none"> <li>1. Should additional work be required this will likely increase work traffics in the area of the park.</li> </ol>
<b>23. Sustainability and energy implications</b>	<ol style="list-style-type: none"> <li>1. None.</li> </ol>
<b>24. IS implications</b>	<ol style="list-style-type: none"> <li>1. None.</li> </ol>
<b>25. Equality Impact Assessment</b>	<ol style="list-style-type: none"> <li>1. An equality impact assessment will be undertaken should additional work be required.</li> </ol>
<b>2. Data Protection Impact Assessment</b>	<ol style="list-style-type: none"> <li>1. <i>The risk to personal data is less than high or non-applicable and a data protection impact assessment will not be undertaken</i></li> </ol>

## Appendices

<b>Appendix 1</b>	Project Briefing
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## Contact

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# Project Briefing

Project identifier			
<b>[1a] Unique Project Identifier</b>	tbc	<b>[1b] Departmental Reference Number</b>	tbc
<b>[2] Core Project Name</b>	Wanstead Park Ponds Project		
<b>[3] Programme Affiliation (if applicable)</b>	N/A		

Ownership	
<b>[4] Chief Officer has signed off on this document</b>	Colin Buttery (Director of Open Spaces)
<b>[5] Senior Responsible Officer</b>	Paul Monaghan (Assistant Director Engineering, Department of the Built Environment)
<b>[6] Project Manager</b>	Tim Munday

Description and purpose					
<b>[7] Project Mission statement / Elevator pitch</b>					
An engineering assessment of the EA designated 'High Risk' ponds at Grade II* Wanstead Park. Identifying solutions that fulfil both the City's statutory duties and other works in the Wanstead Parkland Plan, contributing to the removal of the Heritage at Risk status.					
<b>[8] Definition of Need: What is the problem we are trying to solve or opportunity we are trying to realise (i.e. the reasons why we should make a change)?</b>					
The City of London has statutory duties as a reservoir owner under the Reservoirs Act 1975 (as amended by the Flood and Water Management Act 2010) to ensure the integrity of the structures within the cascade of ponds in the Wanstead Park lake system. The Environment Agency (EA) has now identified three of the four ponds owned by the City as being High Risk. This project will carry out surveys and flood modelling to determine if the reservoirs meet the standards required of High Risk Reservoirs for safe overtopping during the Probable Maximum Flood. If this is not the case the City of London will have a statutory duty to make improvements such that they do. If the engineering study finds the reservoir structures to be inadequate then potential solutions will be explored, including those that address further long-term issues affecting the ponds. Future work could be carried out in conjunction with complimentary works in the Wanstead Parkland Plan addressing the Heritage at Risk status of the park. Lessons learnt from previous similar projects have highlighted the importance of engaging with the local community at an early stage, as such it is proposed to appoint a communication officer for the project.					
<b>[9] What is the link to the City of London Corporate plan outcomes?</b>					
[1] People are safe and feel safe. [9] Our spaces are secure, resilient and well-maintained. [10] Our physical spaces have clean air, land and water and support a thriving and sustainable natural environment.					
<b>[10] What is the link to the departmental business plan objectives?</b>					
1. Our open spaces, heritage and cultural assets are protected, conserved and enhanced. 2. London has clean air and mitigates flood risk and climate change 3. Our spaces are accessible, inclusive and safe					
<b>[11] Note all which apply:</b>					
<b>Officer:</b> Project developed from Officer initiation	Y	<b>Member:</b> Project developed from Member initiation	N	<b>Corporate:</b> Project developed as a large scale Corporate initiative	N



<b>Mandatory:</b> Compliance with legislation, policy and audit	Y	<b>Sustainability:</b> Essential for business continuity	Y	<b>Improvement:</b> New opportunity/ idea that leads to improvement	N
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<b>Project Benchmarking:</b>	
<b>[12] What are the top 3 measures of success which will indicate that the project has achieved its aims?</b>	
1) The reservoirs will comply with the statutory requirements.	
2) Completion of the project without enforcement by the EA.	
3) The public and other stakeholders will be kept informed during the process, of any conclusions and next steps.	
<b>[13] Will this project have any measurable legacy benefits/outcome that we will need to track after the end of the 'delivery' phase? If so, what are they and how will you track them? (E.g. cost savings, quality etc.)</b>	
No benefits requiring tracking.	
<b>[14] What is the expected delivery cost of this project (range values)[£]?</b>	
Engineering assessment only: £150 000. Should additional work be required the anticipated range for statutory work is: Lower Range estimate: £8 million Upper Range estimate: £12 million	
<b>[15] Total anticipated on-going revenue commitment post-delivery (lifecycle costs)[£]:</b>	
None.	
<b>[16] What are the expected sources of funding for this project?</b>	
Capital (at the discretion of Resource Allocation Sub Committee and following prioritisation against competing bids). Opportunity to provide match funding for a related Heritage Lottery Fund bid.	
<b>[17] What is the expected delivery timeframe for this project (range values)? Are there any deadlines which must be met (e.g. statutory obligations)?</b>	
Engineering assessment only: (8-10 months)	
<b>Lower Range estimate:</b> Start: April 2019, Finish: November 2019 <b>Upper Range estimate:</b> Start: June 2019, Finish: March 2020	
Should additional work be required the anticipated timeframe is:	
<b>Lower Range estimate:</b> Start: December 2019, Finish: June 2024 <b>Upper Range estimate:</b> Start: April 2020, Finish: January 2026	
<Critical deadline(s):> Autumn 2019 (at EA's discretion)	

<b>Project Impact:</b>	
<b>[18] Will this project generate public or media impact and response which the City of London will need to manage? Will this be a high-profile activity with public and media momentum?</b>	
Wanstead Park is of great interest to the local community and wider groups with the local MP hosting a summit on the Park's management and future at the Houses of Parliament in November 2017. Ongoing work to involve and actively communicate with these stakeholders will be required. A similar level of interest to that in the initial stages of the work on the Hampstead Heath Ponds Project is expected, one of the key lessons learnt from that project was the importance of early community engagement.	
<b>[19] Who has been actively consulted to develop this project to this stage?</b>	
Chamberlains: Finance	Officer Name: Mark Jarvis

Chamberlains: Procurement	Officer Name: Kayleigh Rippe
IT	Officer Name:
HR	Officer Name:
Communications	Officer Name: John Park
Corporate Property	Officer Name: Julian Kverndal
Comptrollers	Officer Name: Edward Wood
External	Panel Engineer, EA, Local MP
<b>[20] Is this project being delivered internally on behalf of another department?</b>	
Client	Department: Open Spaces
Supplier	Department: Built Environment
Supplier	Department:
Project Design Manager	Department:
Design/Delivery handover to Supplier	Gateway stage: Before Project Proposal

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<b>Committee(s):</b>	<b>Date(s):</b>
Epping Forest and Commons	11 03 2019
<b>Subject:</b> Major Event Wanstead Flats Update (SEF 08/19b)	<b>Public</b>
<b>Report of:</b> Colin Buttery, Director of Open Spaces	<b>For Information</b>
<b>Report Author:</b> Jacqueline Eggleston - Head of Visitor Services	

## Summary

Major event promotor MAMA Festivals Ltd has applied to hold a large-scale music concert to take place on Wanstead Flats in September 2020. The proposals are currently in the process of being scoped and are in general accordance with the recently approved Open Spaces Events Policy Parts 1 and 2 and the City of London (Open Spaces) Act 2018.

Proposals for two concert series were approved in principle by the Epping Forest and Commons Committee on 10 September 2018. This report provides an update on how the proposal is being assessed.

## Recommendation(s)

Committee Members are asked to:

- Note the report

## Main Report

### Background

1. Wanstead Flats has played host to a range of large-scale events including the Newham Mela occupying a 19 acre pay perimeter with 30,000 visitors in 1994 and 35,000 visitors in 1993. The annual free-to-view Newham Fireworks display has also attracted audiences of up to 30,000 visitors in recent years. In 2012, a Police Muster, Briefing and Deployment Centre occupied 8 acres of the Flats for 4 months between June and September.
2. An initial proposal for a series of concerts to take place on Wanstead Flats during the summer 2019 was considered by your Committee at your meeting of 10 September 2018. It was agreed that the committee would consider a further report on the application for final agreement to the event, subject to consultation with the Epping Forest Consultative Committee and the provision of the

necessary licensing consents from the Licencing Authority, the London Borough of Redbridge.

### **Current Position**

3. The promotor MAMA Festivals Ltd has listened to the concerns expressed by some local residents and the Epping Forest Consultative Committee. The company is now proposing to apply for a three-day concert over one weekend in September 2020.
4. MAMA Festivals Ltd has had pre-application discussions with the London Borough of Redbridge to hear residents' concerns in order to plan methods to mitigate against issues raised.
5. City of London officers are meeting with licensing officers at London Boroughs of Newham, Waltham Forest and Redbridge to discuss the wider implications of the proposals.
6. Feedback from the Consultative Committee and local community will be presented in a report to the Epping Forest and Commons Committee when it makes its decision on the final scoped event application.
7. The applicant will then need to apply formally to the London Borough of Redbridge for a premises licence under the Licensing Act 2003. MAMA Festivals Ltd will be required to undertake comprehensive public consultation.
8. The licensing decision as to whether the event as scoped can take place will rest with the London Borough of Redbridge as the Licensing Authority.
9. Comments made by the Consultative Committee of 10 October 2018 will also be presented to the Epping Forest and Commons Committee when it considers a decision-making report detailing the final proposal.
10. The application from MAMA Festivals Ltd is for a series of three concerts to take place over one weekend in September 2020, likely to be on Friday, Saturday and Sunday evenings.
11. The detail of the main acts and line up will not be decided for some time but the proposal is for main stream 'A list' pop acts.
12. The application is suggested for an audience up to 50,000 but this will be subject to further discussion with the Licensing Authority.
13. For all events MAMA Festivals Ltd undertakes comprehensive event planning all of which will be scrutinised by multi-agency experts including: the Metropolitan Police Services, London Fire Brigade and the local authority Licensing officers before the event can be licensed. Event plans include:



- Event Safety Management Plan
  - Noise Management Plan
  - Crowd Management Plan
  - Traffic and Travel Management Plan
  - Crime Management Plan
  - Waste and Sustainability Plan
14. Funding of the event and preparations will be entirely the responsibility of MAMA Festivals Ltd.
15. The event promotor will need to consider taking on responsibility for activities off the event site or covering the costs incurred by neighbouring authorities through negotiations
16. The Wanstead Flats Site of Importance for Nature Conservation (SINC) is a non-statutory designation of Metropolitan Importance because it includes one of the largest areas of acid grassland in London and is of importance for its insects and other invertebrates, including many rare species. As a result, the London Borough of Redbridge, as local planning authority, may wish to seek the views of the Greater London Authority, Environment Agency and/or Natural England in respect of this designation.
17. The proposed site for the event is an area of the Flats that has been managed as football pitches for many decades. Although it is within the SINC it does not directly impact on the protected acid grassland habitat. Boundary fencing and a clear demarcation of the area would prevent access onto the grassland areas of nature conservation importance. Such protection of an area of the Flats has been achieved to the satisfaction of the local authority in the recent past in relation to the Metropolitan Police Muster Centre for the 2012 Olympics.
18. Any potential impacts of the event(s) that would need to be mitigated would be indirect, largely through disturbance and the visual scale of the structures to be erected. South of Alexandra Lake and to the east of the proposed site there is an area of grassland which has been regularly occupied by breeding Skylarks. Skylark, as a species, is considered by the most recent conservation review carried out in 2015 (entitled Birds of Conservation to Concern 4) to have red-listed status in the UK because of a serious decline in its breeding population (62%) across the country in the last 45 years. These birds may be affected by the size of the structure being erected as they require open vistas and are sensitive to vertical intrusions (like trees and buildings) into their favoured open landscapes. Disturbance may also be a factor with the potential for an increase or concentration in human activity in the vicinity of the event area.
19. The Skylark breeding season is between March to early September. Therefore, the September event is unlikely to have any impact on breeding.

## Strategic Implications

20. **Consultative Committee Comments:** Members of the Consultative Committee sought clarification regarding the two-stage approval process. Members also requested details for the draft heads of terms for any event; how the impact of the event would be investigated and questioned the full extent of the event 'footprint'. The Director emphasised that the most appropriate time for residents to represent their views would be through the local authority licencing consultation.
21. **Legal:** Under section 7 of the City of London Corporation (Open Spaces) Act 2018, the Conservators may temporarily use or permit others to use Forest land for the purposes of an event; provide, or arrange for another person to provide, equipment, facilities or services for the event; so far as necessary restrict, or authorise others to restrict, access to an area of Forest land temporarily in connection with the event; and charge for such permission or provision, or charge or authorise others to charge for admission to the event.
22. The above powers must be exercised having regard to the approved Events Policy. The general duties of the Conservators to preserve Epping Forest as an unenclosed public open space for the recreation and enjoyment of the public, and as far as possible to preserve its natural aspect also still apply, subject to the above provisions. Any decision taken must be in the best interests of the Epping Forest charity.
23. The proposed event will be accompanied by a comprehensive community engagement plan to answer queries and build solutions to concerns in to the planning process. The Events Policy and Licencing legislation provides a clear requirement for event managers to engage with the appropriate legislative and licensing regimes to ensure events are being run safely and professionally.
24. If events are to be permitted on the Forest, they should be governed by suitable licence terms to ensure that COL is suitably indemnified and that consent to use represents best value according to the charitable operating requirements.

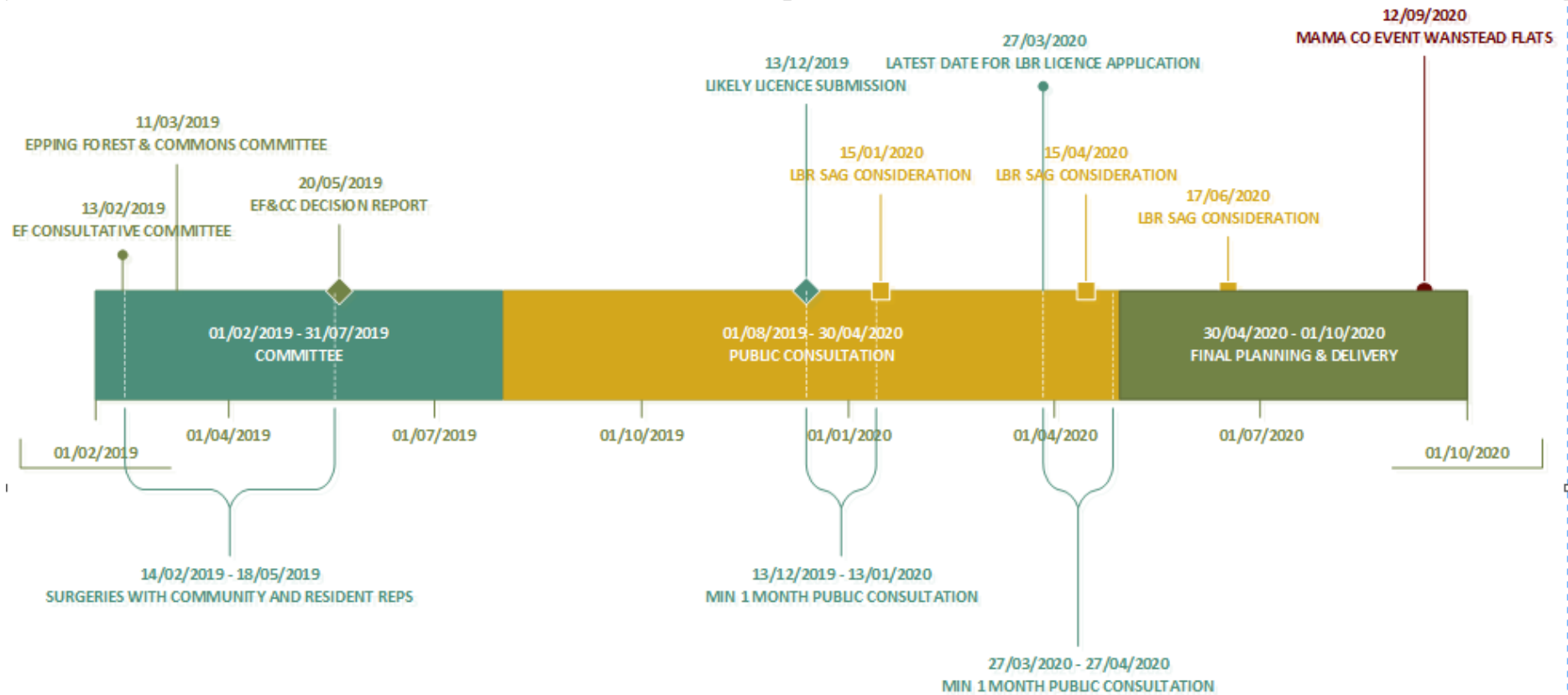
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## Appendix

- Appendix 1 - Application Timetable



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<b>Committee(s):</b> Epping Forest Consultative – for information Epping Forest & Commons - for information	<b>Date(s):</b> 13 02 2019 11 03 2019
<b>Subject:</b> Epping Forest District Council Local Plan – Responses to the Inspector's Matters, Issues & Questions (SEF 09/19b)	<b>Public</b>
<b>Report of:</b> Colin Buttery, Director of Open Spaces	<b>For Information</b>
<b>Report Author:</b> Jeremy Dagley – Head of Conservation, Epping Forest	

## Summary

Epping Forest District Council (the Council), whose boundary includes 64% of Epping Forest, submitted its Local Plan to the Secretary of State on 21<sup>st</sup> September 2018. The Examination-in-Public (EiP) hearings are being held between February and May this year. Following approval for officers to make representations to the EiP, this report provides an update of the Conservators' response to the main matters raised by the Local Plan Inspector and being considered at the EiP in February.

## Recommendation(s)

Members are asked to note:

- the representations made to the Local Plan Inspector on Matter 1 Legal Compliance and Matter 4 The Spatial Strategy.

## Background

1. Epping Forest District Council (the Council), whose boundary includes 64% of Epping Forest, submitted its Local Plan to the Secretary of State on 21<sup>st</sup> September 2018.
2. The Local Plan addresses the next phase of the District's development for the 15 years to 2033, including the allocation of 11,400 new homes, of which nearly 4,378 units are currently allocated within 3km of the Forest's boundaries and the majority, over 6,000, are within 5km. The Conservators' overall response to the Plan concluded that it is not consistent with national legislation, including The Conservation of Habitats & Species Regulations 2017 (The Habitats Regulations) and does not do enough to protect Epping Forest.
3. At the January Epping Forest & Commons Committee (Report SEF 03/19) approval was given for officers to attend the hearings for the Local Plan's Examination-in-Public, to continue to advocate for changes to the Plan and to respond to the Matters, Issues and Questions (MIQs) from the Inspector.



4. It was also approved that officers should continue to work with the relevant local authorities, as “Competent Authorities” under the Habitat Regulations 2017, on the Epping Forest Special Area of Conservation Mitigation Strategy. Currently, there is only an Interim Strategy which addresses on-site mitigation for additional recreational pressures. The Interim Strategy has so far been approved by only one of the Competent Authorities, Epping Forest District Council. In addition, off-site avoidance measures and the adverse impacts of traffic, air pollution and urbanisation remain to be addressed.

## Current Position

5. The Local Plan Inspector published her Matters, Issues and Questions (MIQs) at the end of November 2018 and representations on Matters 1 and 4 were required by a deadline of 24<sup>th</sup> January 2019 for hearings in February.
6. Matter 1 considers the legal compliance of the Local Plan and, of particular relevance to Epping Forest, Issue 5 is concerned with the protection of Special Areas of Conservation. This examines the Plan’s compliance with the Habitats Regulations 2017 and its approach to the mitigation hierarchy to ensure “no adverse impacts” on the Forest. Our representations raise a wide range of issues (**see Appendix 1**), including the lack of avoidance measures for recreational pressure, the absence of an updated Habitats Regulation Assessment and the lack of a full Mitigation Strategy with measures to combat air pollution and traffic congestion.
7. Matter 4 examines the Local Plan’s Spatial Strategy and the distribution of development and any proposed infrastructure, including roads. The impact on Epping Forest is considered in our representations and, of special concern are the continuing problems of air pollution from traffic and the Plan’s proposed expansion of Wake Arms Roundabout and other parts of the road network within Epping Forest (**see Appendix 1**).

## Corporate & Strategic Implications

8. **Consultative Committee Comments** – Members were supportive of the stance adopted by the City of London Corporation in the protection of Epping Forest. A number of Committee Members asked to register their thanks for the work of Officers on the responses to the Local Plan.
9. **Legal** – none relating to recommendations in this report.
10. **City of London Corporate Plan 2018 - 2023**: the protection of the internationally and nationally-important habitats of Epping Forest directly underscore the *third pillar* of the Corporate Plan, which is to “**shape outstanding environments**”. This *third pillar* of the Corporate Plan is measured by four outcomes. The protection and conservation of the outstanding environment of Epping Forest and its buffer lands contribute significantly to the achievement of two of these: firstly, Outcome 11 “We have clean air, land and water and a

thriving and sustainable natural environment” and secondly, *Outcome 12* “Our spaces are secure, resilient and well-maintained”.

11. **Open Spaces Department Business Plan 2016-19:** The Strategic Vision of this Business plan is to ‘Preserve and protect our world class green spaces for the benefit of our local communities and the environment.’ and one of the Department Objectives is to ‘Protect and conserve the ecology, biodiversity and heritage of our sites.’ Ensuring The Conservators’ responses are represented at the Local Plan EiP fully supports this objective.
12. **Epping Forest Management Plan, Strategy and Business Plan:** the responses on the Local Plan reflect the objectives of the previous and forthcoming Epping Forest Management Plans. These priorities will reflect the biodiversity and heritage importance of the Epping Forest SAC.

## Conclusions

13. The Inspector has raised 16 main Matters concerning the EFDC Local Plan. The first two of these Matters to be examined, at hearings in February, concern legal compliance with the Habitat Regulations and the spatial strategy and distribution of development. As these matters have major implications for the protection and future health of Epping Forest, officers have made detailed responses to the Inspector’s questions. These add to and amplify the concerns and suggestions already made in the Conservators’ response to the pre-submission Plan.

## Appendices

- **Appendix 1:** Conservators’ Representations on the Inspector’s Matters, Issues & Questions (MIQs) for Epping Forest District Council Local Plan 2011-2033

## Background Papers

- SEF03/19 EF&C Committee Report: *Epping Forest District Council Local Plan – Examination-in-Public*. 14<sup>th</sup> January 2019
- SEF 23/18 EF&C Committee Report: *Proposals for the development of a Mitigation Strategy for the Epping Forest Special Area of Conservation*. 14<sup>th</sup> May 2018
- SEF 19/18 EF&C Committee Report: *Epping Forest District Council Local Plan – Regulation 19 Consultation, Update*. 12<sup>th</sup> March 2018
- SEF 12/18 EF&C Committee Report: *Epping Forest District Council – Local Plan – Publication under Regulation 19 of the Town & Country Planning (Local Planning) (England) Regulations 2012 – Request for Delegated Authority*. 15<sup>th</sup> January 2018
- SEF30/16 EF&C Committee Report: *Epping Forest District Local Plan – proposed Memorandum of Understanding*. 4<sup>th</sup> July 2016

## Jeremy Dagley

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## **The Conservators of Epping Forest Representations on the Inspector's Matters, Issues and Questions (MIQs) for Epping Forest District (EFDC) Local Plan 2011-2033**

Further to the Conservators' response to the Regulation 19 pre-submission Local Plan (Document 19STAT0035) we now make some further representations in response to the Matters, Issues and Questions (MIQs) raised by the Inspector in relation to Matters 1 and 4 for the Hearings in February 2019.

### **Matter 1: Legal Compliance**

#### **Issue 5: Have the requirements of the Conservation of Habitats and Species Regulations 2017 been met?**

##### **Issue 5.2**

*The Habitats Regulations Assessment of the Regulation 19 Local Plan (EB206 & 206A) identified that, without mitigation, the Plan would result in likely significant effects upon the Epping Forest SAC, either alone or in combination with other plans or projects, in respect of recreational pressure; urbanisation; and air quality.*

##### **Issue 5.2b**

*Both Natural England and the Conservators of Epping Forest have raised concerns about how the "Baseline", "Do Minimum" and "Do Something" scenarios have been compared in the HRA process to identify likely significant effects. What is the relevance of these terms and is the HRA methodology valid in this respect?*

We await an updated HRA and, at present, our comments remain unchanged, therefore.  
(13 words in representation on Issue 5.2b)

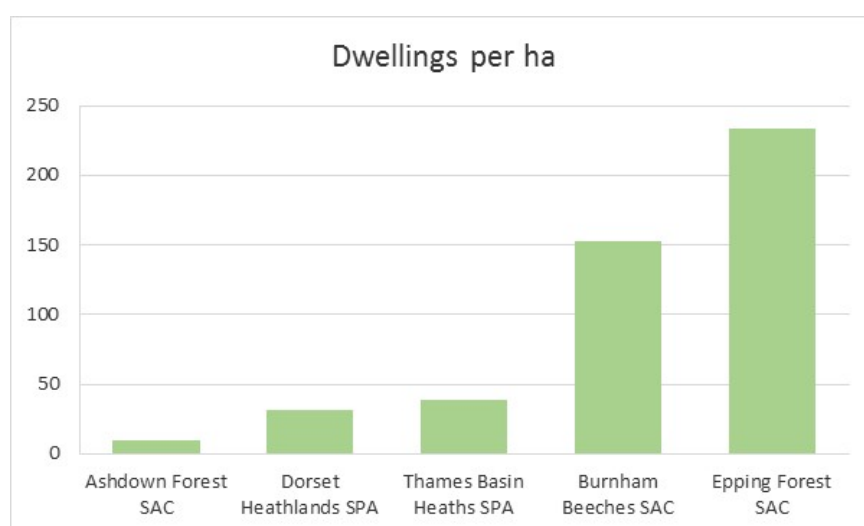
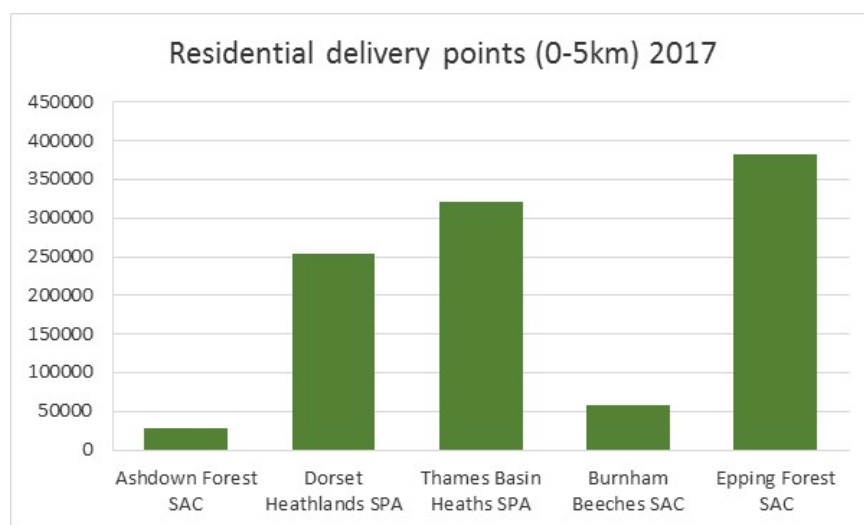
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##### **Issue 5.2c**

*Does the HRA process for screening Plan policies in or out of the assessment remain valid in light of up to date and emerging evidence on visitor behaviour and traffic impact? For example, recent visitor survey information seems to indicate that the Zone of Influence for recreational pressure on Epping Forest SAC is larger than was thought when the Plan was submitted. Has this resulted in any policies and/or site allocations being wrongly screened out of the assessment? If so, what should be done?*

The quantum of development proposed in the Local Plan around the Forest, would put unsustainable pressure on roads, infrastructure and Forest visitor infrastructure. Although the Interim Mitigation Strategy attempts to deal with the latter issue (see below) the HRA itself did not

deal with the impact pathways nor the scale of change adequately (see page 21 of our response letter, Document 19STAT0035). We attach a pair of histograms which provide a clear indication of the relative development pressure on Epping Forest SAC compared to other internationally-important sites.



Figures above show comparison between Epping Forest and selected other European sites showing number of dwellings (in 2017) within 5km radius per ha of European site and the number of residential delivery points (in 2017) within 5km. (figure taken from *Footprint Ecology* report to the Conservators of Epping Forest).

(136 words in representation on Issue 5.2c)

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**Issue 5.2d**

***For each likely significant effect identified for Epping Forest SAC, has an appropriate assessment been carried out to ascertain that its integrity will not be adversely affected?***

At present, no Appropriate Assessment has been forthcoming, and we do not consider (see comments on pages 21 – 24 of Conservators' response **Document 19STAT0035**) that a step-by-step approach to each likely significant effect was taken in the HRA (**Document EB206**).

(40 words in representation on Issue 5.2d)

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**Issue 5.2e**

***In preparing any appropriate assessment, has avoidance of harm been considered before mitigation or compensation? If not, should it have been?***

As will be clear from our response to Regulation 19 we do not consider that avoidance of harm has been considered early enough or sufficiently in relation to transport and air pollution or SANGs. We have emphasised the need for adherence to the mitigation hierarchy approach. This approach would emphasise the need for *no net loss* and a *net positive impact* on Epping Forest through the Local Plan. In our view this requires a positive approach, which should include habitat enhancement and creation.

Air quality is poor for Epping Forest and the impacts of nitrogen pollution have been significant. We would look for leadership and partnership from the Local Plan and District Council, respectively, in seeking to improve the situation. We still await Appropriate Assessments of transport and air pollution impacts.

(131 words in representation on Issue 5.2e)

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**Issue 5.2f**

***For the purpose of any appropriate assessment, is it justified to defer consideration of the implications of allocated sites to the planning application stage, as suggested by Policy DM2? For example, how will any new green spaces required be found and secured if not through the plan-making process (e.g. in a SANG Strategy)?***

As made clear in our comments on Regulation 19 (Paragraphs 8.1.2.1 and 8.2.2.1 of **Document 19STAT0035**) we do not consider that deferment to project-led appraisals is justified in Policy DM2. We set out extensive changes that we consider would make Policy DM2 justified and effective and compliant with a strategic approach.

A Plan-led SANGs Strategy is required to provide green space of sufficient quality and sufficiently attractive to provide an alternative to the Forest SAC areas. The creation of SANGs on the City of London Buffer Lands and even improvements to other areas of the Forest Land, for example, could be at a scale and location to meet some of these requirements. The City of London Corporation, as

the Conservators of Epping Forest, considers SANGs of fundamental importance to avoid impacts to the SAC and has reiterated this point to the District Council, in discussing the Mitigation Strategy (please see **Appendix** for examples).

Reliance on project-level assessment is a risk. There needs to be confidence at Plan level that necessary avoidance and mitigation measures can be secured, otherwise there is a risk that project-level HRAs would not be able to rule out adverse effects on integrity of Epping Forest SAC. If this were to be the case, the Local Plan would be at risk of promoting sites that could not actually be deliverable.

(224 words in representation on Issue 5.2f)

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#### **Issue 5.2g**

***For the purpose of any appropriate assessment, is it justified to rely upon the forthcoming Mitigation Strategy to conclude that the integrity of the relevant sites will not be adversely affected given that the effectiveness of the Strategy cannot yet be fully appreciated?***

The Conservators have put considerable resources in to developing and providing the table of mitigation proposals, or Strategic Access Management & Monitoring Measures (SAMMs), for managing on-site recreation, which forms the centrepiece of the Interim Mitigation Strategy (**Document EB134**). Implementation, with regular monitoring and review to ensure changes are made as required, should enable the management of recreational pressures to mitigate the impacts that have been foreseen. This remains on the basis that other avoidance measures (e.g. SANGs) are taken as we have requested in our Local Plan responses to date and in this representation on the MIQs.

These SAMMs, however, do need further development and costing. In our response to the Mitigation Strategy Document (see **Appendix** Conservators' Letter of 14<sup>th</sup> September to EFDC), we sought a costs-undertaking from the District Council in September, as lead competent authority, to help achieve this. We welcome the District Council's approval of the Interim Mitigation Strategy in October 2018 but await undertakings to assist in the detailed cost assessments work for the SAMMs. In the absence of a response on this to date, and in the absence of agreement from other SAC competent authorities to the Interim Mitigation Strategy, we have commissioned further development work to ensure that the on-site mitigation measures are comprehensive and robust and meet the constraints of SAC protection.

In addition to this development work on SAMMs, however, we re-emphasise the need for SAMMs to be complemented by a full Plan-level SANGs Strategy. (see the Conservators' letters of 23<sup>rd</sup> July and 14<sup>th</sup> September 2018 in **Appendix**) Other European site mitigation strategies in other parts of the country, such as the Thames Basin Heaths, the Dorset Heaths and in South-east Devon, all include SANGs alongside SAMMs.

The agreement of other competent local authorities is required now and we await developments in relation to their participation. Their participation is essential, in our view, to ensure that the Interim Strategy (Document EB134) can be developed into a full and effective Mitigation Strategy.

(329 words in representation on Issue 5.2g)

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**Issue 5.2h**

***What is the scope of the forthcoming Mitigation Strategy and what type of mitigation is envisaged for each type of likely significant effect? How is this/could this be secured in the Plan? What progress has been made with the Mitigation Strategy and when will it be completed?***

**Issue 5.2h How is this/could this be secured in the Plan?**

In our suggested changes to Policy DM2 of the Local Plan (see paragraph 8.2.3.7. (Conservators' response to Regulation 19, **Document 19STAT0035**) we are clear that there should be a European site conservation supplementary planning document (an SPD) and we would welcome the opportunity to work with the competent authorities to produce the SPD. The SPD would be able to deal with the cross-border/trans-authority issues of the Forest, especially as a joint SPD, and would ensure clarity for developers and all other stakeholders.

Currently, the avoidance and mitigation measures are not embedded in the Policies and the Memorandum of Understanding for the protection of the SAC (Document EB1200) is not legally binding. Also, the London Boroughs are not signatories to the MoU. A joint SPD approach is required in our view to ensure an integrated approach across the Local Plans and clear guidance to developers.

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**Issue 5.2h – progress with the Mitigation Strategy (MS)**

Please see our representation for **Issue 5.2g** above.

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**Issue 5.2h- when will MS be completed?**

Mitigation needs to be in place and working prior to occupation of new sites and there needs to be confidence of this at the planning permission stage.

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**Issue 5.2i**

***Might certain proposals within the Mitigation Strategy itself, such as those for Wake Arms Roundabout, themselves have potentially significant effects upon designated sites which require appropriate assessment? If so, how and when will this be done?***

Yes, as currently proposed the expansion of Wake Arms and the future proposed modification to Robin Hood Roundabout, as well as other road modifications within the Forest, would be likely to physically damage and adversely impact the SAC. Without further analysis, through an Appropriate Assessment it remains unclear how much the quantum of growth and site allocations proposed in the Local Plan are reliant on these infrastructure changes (see also our comments on **Matter 4 Issue 3.1** below).

Since we commented on these proposals (see paragraphs 4.1.1 and 4.1.2 (page 3) of the Conservators' Regulation 19 response, **Document 19STAT0035**), there has been no updated HRA or AA. The Wake Arms Roundabout proposal has not been withdrawn and remains in the Highways Assessment (HA – **Document EB502, Table 3-8**) and is in the Infrastructure Development Plan (IDP) Part B (**Document EB1101B Section 8.3**) as Project DW6 "Essential". Furthermore, the Wake Arms

Roundabout enlargement and other proposals within the Epping Forest SAC are further referenced in the Infrastructure Delivery Topic Paper, a recent additional paper submitted for the Local Plan Examination (**Document ED2 (also EB1101c), 15<sup>th</sup> October 2018**). On page 17 of **Document ED2** it states, in the table under the Local Growth Fund (LGF):

*“LGF funding has the potential to provide some or all of the funding required for transport mitigation measures, including improvements to Wake Arms roundabout, A104 Epping New Road (Robin Hood) roundabout, and the A121 Woodriven Hill/Woodgreen Road junction”.*

It is clear to us that these developments require an Appropriate Assessment. Alternatives, to ensure avoidance of adverse impacts on the SAC, should have been considered in the Local Plan.

(446 words in representation on Issues 5.2i & h)

***Issue 5.2j. In the absence of a final Mitigation Strategy at this stage:***

***i. Is it necessary to modify the Plan to require development proposals to comply with its recommendations?***

See comments in 5.2jiii below.

***Issue 5.2j In the absence of a final Mitigation Strategy at this stage:***

***ii. Would this course of action be justified and effective, or is it essential for the Strategy to be completed before the Plan is adopted? Is it clear that the necessary mitigation could be implemented without threatening the delivery of the Plan’s strategy?***

Without the full Mitigation Strategy there would be uncertainty about the impacts on the Forest and, therefore, about the delivery of the Plan’s strategy. In our view, mitigation needs to be in place and working prior to occupation of new sites and there needs to be confidence of this at the planning permission stage.

The mitigation for air pollution and highways impacts is essential. In addition, the avoidance measures for recreational pressure require a Plan-led approach for Sustainable Natural Greenspace (SANGs) provision.

***Issue 5.2j In the absence of a final Mitigation Strategy at this stage:***

***iii. If it would be necessary, justified and effective to address the absence of the Mitigation Strategy through modifications to the Plan, what changes are needed? (In responding, the Council should have full regard to the representations of Natural England [19STAT0027] and the Conservators of Epping Forest [19STAT0035]).***

As proposed above in response to Issue 5.2h, we would request that a joint SPD on SAC Mitigation is written to ensure that a Mitigation Strategy is completed and agreed across multiple authorities. In our view, this would give the confidence in the mitigation being secured, clearly communicated and the mechanisms for delivery clearly set out. It would allow more detail and clarity to all and would ensure confidence that the plan would be compliant with the Habitat Regulations 2017.

(167 words in representation on Issue 5.2j)

(Total text in representation on Matter 1: 1,486 words)

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## **Matter 4: The Spatial Strategy/Distribution of Development**

### **Issue 3: Is the distribution of employment land in the Plan justified in light of the distribution of housing?**

***Issue 3.1 In light of the housing growth proposed around Harlow, does the Plan's proposal to locate the majority of employment land at North Weald Bassett and Waltham Abbey risk creating unsustainable travel to work patterns? How will this be avoided? (Reps Harlow DC).***

#### **WAL E8 – employment land**

We have previously made comments in response to the Local Plan Regulation 18 and 19 pre-submission documents in relation to one of the employment sites at Waltham Abbey (Local Plan Policy P3, WAL E8) and the transport infrastructure that might serve this site. We reiterate our comments made above on **MIQ Issue 5.2i** and also those set out in our Regulation 19 response in relation to Local Plan Policy DM22 (see paragraph 11.1.3, page 15 of Document 19STAT0035) concerning the Wake Arms Roundabout.

However, since these responses there has been a consultation related to a planning application EPF/1413/18 for this employment site involving a warehouse distribution centre. In our view the specifics of this application shed light on the MIQ Matter 4. The proposed employment site as envisaged would add to congestion along the A121 and at the Wake Arms Roundabout. The technical documents supplied with the application do not seem to address this issue. In one of the concluding paragraphs in the Transport Assessment for the proposals it stated that delivering development on this site (WAL E8) “*does not mean building bigger junctions for more capacity*” but there was no evidence offered to support this conclusion when considered ‘in combination’ with other developments proposed in the Local Plan. In this particular case, the 2-year funding from a S.106 for a proposed bus service left considerable uncertainty, in our view, as to the long-term viability of the proposed modal shift in travel-to-work patterns required for WAL E8’s sustainability.

In addition, the related issue of HGV traffic was only addressed in a cursory way with an aspiration to “*restrict, where practically possible, HGV routing to stores.....through Epping Forest*”. However, the Transport Assessment for this application on WAL E8 goes on to add that even this very limited restriction on HGV movements would be set-aside as soon as the M25 was congested or obstructed in any way.

This is highly significant for Epping Forest SAC. At the nearby Sainsbury’s Distribution centre depot a S.106 put in place at the beginning of the development, to prevent HGV movements through the Forest, is no longer in force as a result of the business’ request to reach retail outlets in residential areas on the east side of the Forest. The original protection for the Forest has thus been removed.

(388 words in representation on Issue 3)

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**Issue 6: Is the distribution of development justified in respect of its effect upon transport and other infrastructure in the District? Will the Plan be effective in securing the infrastructure necessary to support proposed growth?**

**Transport**

**Issue 6.1. Have the transport impacts of the Plan as a whole been tested? Has all necessary mitigation been identified and is there confidence that it can be delivered in time to support the proposed growth? Are there any remaining uncertainties or shortcomings?**

We are still awaiting the traffic and air quality modelling within an updated Habitats Regulation Assessment (and Appropriate Assessment). Without scrutiny of this information there remain considerable uncertainties and the comments made in our Regulation 19 submission, therefore remain unchanged.

The only available additional transport information has been provided, outwith the Plan, in relation to the proposals for the WAL E8 employment site highlighted in our comments on **Issue 3.1 above**. The proposals for mitigating transport impacts at this employment site did not remove the uncertainty about impacts on the Forest, in our view.

(94 words for representation on Issue 6.1)

**Issue 6.2. Is planned growth dependent upon a “step-change” towards sustainable travel? What does this mean and how will the Plan facilitate it? What has been done to assess the need for increased public transport and how will this be provided? How will success be monitored?**

For a “step change” towards sustainable travel to be effective as mitigation it is necessary that there is confidence in its delivery. It is essential that the EFDC, as competent authority, can demonstrate that the mitigation is appropriate, fit-for-purpose and will result in no adverse effects on the integrity of Epping Forest SAC.

In relation to this issue we would raise concerns about the public transport infrastructure in general to the allocated sites. For the proposed developments at Harlow, the current lack of proposals to extend four-tracking or otherwise improve the West Anglia rail track capacity beyond Broxbourne, is a concern in relation to managing demand for car transport along the M11 and B1393 corridors.

(62 words for representation on Issue 6.2)

**Other Infrastructure**

**Issue 6.3. Does the Infrastructure Delivery Plan and Schedule (EB1101A & B) demonstrate that the development in the Plan can be served by adequate infrastructure at the appropriate time? Are there any significant omissions or funding gaps?**

There seem to be no alternative infrastructure plans to those proposed along roads towards and through Epping Forest SAC. These plans have not yet been subject to an Appropriate Assessment under the Habitats Regulations 2017. We commented on this in our Regulation 19 response and reiterate our concerns here (see under **Issue 5.2i above**) in the light of the recent Infrastructure Delivery Topic Paper (**Document ED2 (also EB1101c), 15<sup>th</sup> October 2018**) that has been provided since submission of the Plan.

(80 words in representation on Issue 6.3)

(Total text for Matter 4: 624 words)

<b>Committee(s):</b>	<b>Date(s):</b>
Epping Forest & Commons Committee	11 <sup>th</sup> March 2019
<b>Subject:</b> Superintendent's Update	<b>Public</b>
<b>Report of:</b> Superintendent of 'The Commons'	<b>For Information</b>
<p style="text-align: center;"><b>Summary</b></p> <p>This report provides a general update on issues across the nine sites within 'The Commons' division that may be of interest to members and is supplementary to the monthly email updates.</p> <p><b>Recommendation</b> Members are asked to note the contents of this report.</p>	

## Burnham Beeches and Stoke Common

1. The quarry site at East Burnham continues to operate as has the associated monitoring. Dust levels from the sticky pads remain quite high but the Frisbee gauges indicate that this is probably due to organic matter and not dust from the quarry. Water levels are generally within envelopes or within historic ranges.
2. Visitor information (absolute numbers, post codes, frequency etc) has been provided to a consultant working for South Bucks District Council (SBDC) in relation to the provision of a mitigation strategy for the impact of recreation pressure.
3. A meeting was recently held with SBDC and Buckinghamshire County Council Highways Dept regarding the mitigation strategy in relation to transport and air quality. Several transport related options were discussed to reduce air quality issues. Draft proposals are expected for comment in the near future.
4. The final agreement for the Countryside Stewardship grant has been received, signed and returned by Natural England. Grant funded work has now started.
5. Feedback has been received from Wood, consultants for Heathrow Airport, on the draft application for funding biodiversity net gain around Burnham Beeches. A job specification and person specification for the post to help deliver the full application have been drawn up and the job is currently being evaluated. This post is being funded from the City's Priorities Investment Pot
5. A meeting was held between Natural England, Historic England and the Chilterns Hillforts Project to discuss the management of the Scheduled Ancient Monuments on

Burnham Beeches. As a result, some small-scale archaeological excavation of a wood bank is planned for September. The Hillforts project has some funding to help with interpretation and the Senior Ranger (Interpretation) has been assisting by exploring virtual reality options.

6. Work has started on the Burnham Beeches management plan with the first of a series of staff consultation days focussing on wood pasture management.
7. A temporary mobile refreshment van is out at Burnham Beeches on weekends, school holidays and peak times. Tenders for the café have been received and evaluated. Interviews took place on 28<sup>th</sup> February and the recommended tender approved under delegated authority. While the café is closed the opportunity has been taken to undertake the necessary cyclical maintenance works.
8. 82 young pollards have been cut as part of the winter work programme under the Countryside Stewardship grant. An access platform was hired to reach some of the taller trees and to cut back larger trees that were over shading them.
9. Nine old pollards have also been 'reduced' during the time the access platform was on hire. Arborists from Hampstead Heath once again came to Burnham Beeches to work on those requiring climbing.
10. Volunteers and staff have carried out scrub control and wood pasture restoration along the southern boundary of Burnham Beeches including around the 'pigloo' area and on Pumpkin Hill.
11. Contractors have been doing tree safety works on Stoke Common adjacent to the Gerrards Cross Road.
12. Ponies are continuing to graze the West Commons at Stoke Common. The cows are in their winter quarters with a local farmer.
13. The Burnham Beeches and Stoke Common Consultative Group met on the evening of January 22. Members received presentations on the Events Policy, Management Planning, café feasibility report and installation of car park infrastructure and introduction charges.

## **PARTNERSHIPS**

### **Kenley Revival update**

13. The City's legal advisors, Beale and Company, have written to Avanti, the project's Principal Designer and Contract Administrator, under the term of the Pre-Action Protocol for Construction and Engineering Disputes, claiming that Avanti is

responsible for the defects that have occurred to the works. Avanti have 28 days to respond to the letter.

14. Interviews for the PIP funded post of Legacy Officer were held on January 29 and an active volunteer for the project was appointed. She is available to start as soon as the pre-employment process is completed.
15. A series of school workshops held during January engaged 445 primary school students in WWII related topics.
16. Designs and artwork for the interpretative on-site signage are now with the primary contractor Allsigns, having been produced by their sub-contractor Imagemakers. They are currently assessing manufacturing options and have been instructed to produce one of each of the three sign types to be used to discharge a planning condition to provide samples prior to installation.
17. The project's events apprentice, Josie Evans, has left the organisation to pursue a career in insurance.

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

18. Following a minor rock fall in Riddlesdown quarry we are working with the City Surveyor to establish a long-term solution to safety issues and management of this part of the estate. There is a direct impact on the car parking arrangement for our tenant, Optical Surfaces, who use the tunnels under Riddlesdown for the manufacture of high-tech optical equipment. This has not led to them being denied access to the site, but we are working closely with the City Surveyor to properly assess the risks and provide a long-term solution to mitigate them.
19. The Information Ranger position remains vacant after the recruitment campaign. The post has been re-advertised and second round interviews was held in late February.
20. A series of management Plan 'visioning' meetings have been organised to discuss the future management of Farthing Downs and New Hill. These meetings have focused on the vision, habitat management, Ranger tasks, onsite issues and communications.
21. Calving – we have 10 healthy calves – 6 heifers and 4 steers. Most of the cows have given birth unassisted and are taking good care of their calves, but some have required intervention. The cows and calves will remain in barns at Merlewood Estate Yard until the calves are 3 months old.
22. The Ranger team have started to clear vegetation around the Maze on Coulsdon Common in order to be able to install a new livestock fence in April.

23. High and medium risk tree safety inspections have been carried out across all sites and the resulting work specification submitted to City Procurement and a contractor appointed. The work will be carried out over the next few weeks.
24. In 2018 Dormice nest tubes were placed at various locations across Kenley and Coulsdon Commons to see whether these endearing mammals were present. When surveyed this month there appears to be some evidence that dormice are present and have utilised some of the tubes.
25. A contractor has worked to remove some of the silt from the pond at Spring Park to create a more favourable environment for aquatic species to flourish.
26. The West Wickham and Coulsdon Commons Consultative Group met on the evening of January 24. Members received presentations on the Events Policy, Management Planning, café feasibility report and installation of car park infrastructure and introduction charges.

### **Ashtead Common**

27. The Ashtead Common Consultative Group met on the evening of February 7. Members received presentations on the Events Policy, Management Planning, café feasibility report and reed bed design.
28. This years' veteran tree work is nearing completion, with 75 trees treated in a part of the common called District 10, located near to the Roman Villa. Scrub and ride management projects have also progressed well.
29. The bronze artefacts illegally removed from the Earthworks in March 2017 are now at the British Museum for dating and conservation, having been reported under the Treasure Act.
30. Invitations to tender for OPM work have been issued in two lots, with lot one covering the Commons. Currently, Ashtead is the only site in the division to have been infested, although it is likely to spread to more sites this year, and eventually all in due course. Ashtead spent £30,000 on OPM related activity this year.

### **Incidents**

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

31. There were 7 reported incidents during the period
32. Three incidents related to dogs not under effective control.



33. The other incidents were: one car break-in, one case of dumped rubbish, a possible camp site and an incident where some sheep had strayed onto an adjoining public highway and the Rangers helped to get them back in their field.

### **Ashtead Common**

34. Incidents involving illegal metal detecting (but not on the Scheduled Monuments) and motorcycles were recorded during this period.

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

35. Metal detecting on Farthing Downs – Dr Jane Sidell, English Heritage, attended a site. The local Senior Neighbourhood Team (SNT) of the Metropolitan Police are aware of the situation.
36. Farthing Downs – Deer dispatched as critically injured by possible dog attack.
37. Kenley Common – Den behind the rifle range has been dismantled by the Ranger team as suspected used for drug abuse – SNT are aware
38. Kenley Common – Verbal abuse – concerned site user was advised to call the Police.
39. Riddlesdown – Ranger team assisted an injured woman back to the car park after being knocked over by her dogs.
40. West Wickham Common – Car crashed on West Wickham Common, but occupants were uninjured. The car has been recovered and no significant damage to the common.

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

#### **Burnham Beeches**

41. Events at the Beeches included a winter tree identification walk, a half term trail and two 'simply walk' events. The Beeches also hosted a day for the Ancient Tree Forum attended by 25 delegates, from a variety of organisations including CoL staff, to promote the VETcert certification for specialists working on veteran trees and which included a walk to show case some of the recent work on the veteran trees.

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

43. The Ranger team delivered 3 guided walks – Two Ramble with the Farthing Downs Ranger events and a Healthy Hearts walk on Coulsdon Common Coulsdon.
44. Caterham Scouts visited Coulsdon common and supported the Ranger to clear the pond.

Andy Barnard. Superintendent of The Commons

[andy.barnard@cityoflondon.gov.uk](mailto:andy.barnard@cityoflondon.gov.uk)

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<b>Committee(s):</b>	<b>Date(s):</b>
Epping Forest and Commons Committee	11 <sup>th</sup> March 2019
<b>Subject:</b> Burnham Beeches and Stoke Common Consultative Group - Minutes of 22 <sup>nd</sup> January 2019	<b>Public</b>
<b>Report of:</b> Superintendent of The Commons	<b>For Information</b>
<p style="text-align: center;"><b>Summary</b></p> <p>This report provides your committee with the draft minutes of the 22<sup>nd</sup> January 2019 meeting of the Burnham Beeches and Stoke Common Consultative Group (BB&amp;SC CG).</p> <p>The main topic's covered at the meeting were</p> <ul style="list-style-type: none"> <li>• Local Events Policy</li> <li>• Financial issues</li> <li>• Provision of new car park charge infrastructure and related issues</li> <li>• Stoke Common Management Plan</li> <li>• Burnham Beeches and Stoke Common Countryside Stewardship Grant applications</li> </ul> <p><b>Recommendation(s)</b></p> <p>Note the draft minutes of the meeting of the Burnham Beeches and Stoke Common Consultative Group held on the 22<sup>nd</sup> January 2019.</p>	

**BURNHAM BEECHES AND STOKE COMMON CONSULTATIVE GROUP**  
**22<sup>nd</sup> January 2019 - Burnham Beeches Estate Office**  
**Draft minutes**

**Present**

**Members:**

Philip Woodhouse	Chairman	Epping Forest and Commons Committee
Graeme Smith	Deputy Chairman	Epping Forest and Commons Committee
Sylvia Moys	Member	Epping Forest and Commons Committee

**Officers:**

Andy Barnard	Superintendent, The Commons
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Hadyn Robson	Open Spaces Department
Deb Harris	Open Spaces Department
Helen Read	Open Spaces Department
Martin Hartup	Open Spaces Department

**Attendees:**

Andy Booth	Volunteer Representative Stoke Common
Joy Winyard	Local Bird Representative
Mark Frater	Local Business Representative
Mary Kolhase	The Avenue Residents Association
Adrian Sutton	Nightingale Park Residents Association
Caroline Spicer	Nightingale Park Residents Association

Heather Smith	Member of the Public
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**New Representatives of existing groups:**

Stephen Knight	Nordic Walkers, Local Visitor Site User Rep
Peter Harding	Farnham's and Hedgerley Community Church
Keith Greenough	Burnham Beeches Rotary Club
James Slade/ Les Davies	Scouting Representative

**Apologies - (snow caused several late apologies):**

Colin Buttery	Director of Open Spaces City of London
Shereen Ansari	Planning Officer South Bucks District Council
Mark Franklin	Woodland Trust
Doug Wallace	Natural England
David Banks	Site Volunteer Ecological Representative
Vivienne Ely	Joggers and Wheelers Society
Katy Ayers	Burnham Beeches Volunteer Representative
Christopher Mitchell	Site representative

**1. The Chairman opened the meeting at 19.00 hours and welcomed new members**

Keith Greenough – Rotary Club  
 Peter Harding – Community Church  
 Stephen Knight – Local Site representative  
 Les Davies Scouting Representative

**2. Minutes of last meeting – Agreed and signed**

**Actions: SBDC Planning issues:** Attendance at local meetings by local officers continues. Planning applications are investigated and commented on according to local protocol. Officers remain heavily engaged with SBDC and others re the development of SBDC's Local Plan.

**3. Superintendents Update**

- i. Terms of Reference - now in place
- ii. Open Spaces Bill – received Royal Assent in 2018. The Open Spaces Events Policy and associated local policy for The Commons were introduced and discussed.

- Q)**
- a) No mention of sustainable Travel Policy?
  - b) Effect on existing scheduled events currently licenced?

- A) a) All event organisers are requested to consider how participants travel to site. Car park charges are a useful tool to encourage car sharing.  
 b) Existing events and current licences will continue with new conditions as required. Time required to allow this to bed in.
- iii. Budgets – 2018/2019 to 2023/2024. Forecasts shown to the meeting, considerable savings required of the Division in recent years, but further cuts are predicted. The Superintendent highlighted areas where savings can still be made including the management of dog waste, which is to be investigated. Income across all 3 sites to increase especially across Merlewood and Ashted.

Budgets will need to be prioritised with a focus on services that carry legal obligations (environmental and charitable), grant funding commitments and income generation.

A Group Member suggested that Sponsorship should also be an option. The Chairman welcomed this idea and suggested that Local Vets and pet shops could be approached to assist with projects such as dog-waste management costs. The Superintendent acknowledged that this and other income opportunities, needs to be considered as part of the longer-term savings programme.

#### **4. 2018 Head Rangers Update**

##### **i. Beeches Café**

- Closed 03.11.2018
- Re-tendering advertised. Deadline 11<sup>th</sup> February 2019.
- Independent consultant assisting with this process.
- New operator/tenant anticipated in April 2019.
- Temporary catering facility on site continuing until new business starts.
- Repair and maintenance on buildings will commence shortly.

**Q.** Outdoor seating would help. Has an awning/additional cover been considered?

**A.** A possible way forward but there are cost implications and the business case needs exploring and is likely to be tight. Planning restrictions also limit what can be done.

##### **ii Car Parking**

Long history of rationalisation of car parking at the Beeches including the car fee zone introduction almost 20 years ago. Current Pay and Display facilities introduced as donation scheme in 2007. Charges of £2/day introduced in 2011 and raised to £3.00 in 2016. Car parking income is now an essential part of budgets to deliver visitor services and conservation works.

A new parking charge system is required to replace the aging machines. New technology allows several options, but each has its challenges and associated costs. ANPR (Automatic Number plate Recognition), phone payment, cash, card payments are all being considered. In reality, a variety of new payment methods across the site may be required.

New technology may allow a more flexible approach to charging, but we need to increase income over the coming years and keep our car park operating costs low and this will be reflected in our charging policy. Enforcement is also an issue and impacts on the work of the ranger team. Running costs must be minimised.

Each car park is used differently e.g. The Stag Car Park is a very useful car park



for filming revenue, though weekend car park charging income is low. The final Car Park charge strategy needs to reflect this different usage.

- Q)** Could the Annual Donation Badge be used as an incentive?
- A)** Annual donation badge is VAT free and we will continue to encourage its uptake. Season tickets and incentives are to be part of the general parking package and we need to consider wider VAT implications.
- Q)** Are car parks locked?
- A)** All car parks are locked every evening, reducing overnight issues and additional management, thus keeping the site secure and keeping costs down.
- Q)** Is variable rate charging being considered?
- A)** This will be considered as an option, although management and enforcement costs could quickly remove any additional income raised.
- Q)** Is ANPR the most expensive system?
- A)** ANPR is the most expensive option to set up but perhaps the most future proof.
- Q)** Will 7 day a week car park charges be introduced i.e. charges Mon - Fri rather than donations only on weekdays?
- A)** BB is one of the only sites in the area that is free weekdays, though this is a 'nice to do', budget challenges might mean we have no choice but to introduce 7 day a week charging. The City is aware of the potential impact on the local community and the various pros and cons including the loss of VAT free donations via the car park machines, Monday to Friday, that currently make a significant contribution to local risk budgets
- Q)** Suggestion to let site users know the actual cost of running the site and main areas of expenditure and where the money comes from?
- A)** We will continue to promote the site's finances and the pressures they will be under for many years to come. We will feature these issues on the site newsletters and at the forthcoming management plan consultation exercise due later this year

## **5. Management Plans**

### **i. Stoke Common – 2019 to 2028**

The Conservation Officer introduced the review of the new Stoke Common Management Plan and thanked all for their input. The plan was recently approved by the Epping Forest and Commons Committee and Natural England.

The Conservation Officer also reported on the work to submit a Countryside Stewardship Grant application for both Burnham Beeches and Stoke Common. This application was recently approved by Natural England and commenced on the 1<sup>st</sup> January 2019. The obligations and conditions of use under this new grant scheme are very stringent and will require extensive monitoring and reporting of all grant aided activity.

### **ii. The Burnham Beeches Management Plan 2020 - 2029**

Work to be revise this plan commences in March and runs through 2019 for a January 2020 completion deadline.

Some of the achievements toward the Beeches long-term vision from the last 10-year Management plan were highlighted including:

- Grazing increased to almost 80% of the site including the introduction of invisible fencing – an increase in area grazed of almost 400%!
- Protection of the Beeches – Local plan
- Visitor issues – Trampler /sensory trail and path improvements
- Introduction of DCO/PSPOs
- Car Park charges and donations introduced.
- Events public participation – large increase in educational visits
- Volunteers – huge increase in support in many and various roles.
- Old pollards – 50 trees cut each year
- Young Pollards 1000 created
- Heathland/Wood pasture restoration
- Path improvements – several kilometres

ii. New 10 Year Plan. Will include a review of:

- 500 Year Vision
- All Habitats
- Linking the NNR to the wider landscape, looking outwards to connect with other local commons and green spaces
- Ensure that Burnham Beeches remains a place of quiet, responsible recreation that is sympathetic to its status as an SSSI, NNR and SAC.

iii. Schedule: -

March 2019	1 <sup>st</sup> Management Plan draft to be devised
July 2019	BBSCCG Site visit – consultation
July 2019	Epping Forest and Commons Committee site visit
Oct 2019	Public Consultation for BB site users/general public
Nov 2019	Final Draft
Jan 2020	Presented to EFCC for approval prior to Natural England consent.

BB&SC Consultative Group members are asked to encourage the site users they represent to attend the Autumn Public Consultation – October 2019 (possibly Half Term week). If any meeting attendees have photos of the Beeches with members of the public on site and have consent for CoL to use them, please forward them plus any views or ideas concerning the management plan to [Burnham.Beeches@cityoflondon.gov.uk](mailto:Burnham.Beeches@cityoflondon.gov.uk).

iv. Key Projects 2019 - Stoke Common and Burnham Beeches

- Grazing Extension
- Car Parking
- Management Plan
- Veteran Pollard work 60+ trees
- Hillforts project – HLS grant to the Chilterns Conservation Board of which Seven Ways Plain Hillfort in Burnham has been included. Many varied means of involvement through volunteering, please contact Helen Read if you would like further information with regards this project for volunteering or look on the website/sign up to the newsletter.

## 6. Planning Issues:

### i. SBDC:

- Local Plan should be ready for public consultation in early summer 2019 and should include a Policy that sets out how Burnham Beeches will be protected. It would be helpful if BBCG members could look at this and send comments in to SBDC.
- BB Air quality issues, specialist consultants have been employed by SBDC to look in more detail at the impacts on BB.
- Recent planning application to level some land at Beeches Golf Course requires the importation of soil via HGV and the favoured route at present is through the Beeches. A Habitats Regulations Assessment will be required.

- Q) Does the City of London Burnham Beeches also liaise with Slough Borough Council with regards Local Plans and planning issues?
- A) Burnham Beeches team is liaising with Slough Borough Council. Each LA will have its own Local Plan. Slough's approach is somewhat different to SBDC's because of the impact of the third runway at Heathrow Airport.
- Q) Have Burnham Beeches Management team opposed the lorry movements from the Beeches Golf Course?
- A) The City has commented on the applications and requested that a Habitat Regulation Assessment be carried out. Although the actual work to be undertaken at the golf club location may not directly impact the Beeches the lorry movements will.

### ii. Landscape Project

This potential project is at an early stage of its development and currently being led by the Conservation Officer. Heathrow Airport are providing grants to achieve a net gain in biodiversity to offset the long-term impacts of Runway 3 and we are looking at this to help fund this project.

Additional funds have been provided by the City to develop the grant submission. The project strives to link Burnham Beeches with the wider landscape by working with a variety of landowners in the area and thereby achieve a net gain in biodiversity. This project could bring very long-term benefits to Burnham Beeches and Stoke Common and their surrounding communities.

## 7. A.O.B

No further questions from the meeting.

The Chairman thanked everyone at the meeting for attending.

**Summer site visit date** - to be confirmed and forwarded to the group.

The Superintendent thanked the Chairman for his commitment to these important meetings and work in general across Burnham Beeches and Stoke Common and informed the meeting that the Chairman had served three years on the Epping Forest and Commons Committee and will, as policy dictates, step down in May 2019.

The meeting closed at 20.40 hours

## **ASHTEAD COMMON CONSULTATIVE GROUP** **Thursday, 7 February 2019**

Minutes of the meeting of the Ashtead Common Consultative Group held at Ashtead Estate Office, Woodfield Road, Ashtead, Surrey, KT21 2DU on Thursday, 7 February 2019 at 6.30 pm

### **Present**

#### **Members:**

Sylvia Moys (In the Chair)  
Bob Eberhard  
Cllr David Hawksworth CBE  
James Irvine  
Paul Krause  
Councillor Chris Townsend

#### **Officers:**

Andy Barnard	- Superintendent of The Commons
Andrew Thwaites	- Head Ranger (The Commons)
Shaun Waddell	- Senior Ranger (The Commons)
Hadyn Robson	- Support Services Manager (The Commons)
Alistair MacLellan	- Town Clerk's Department

### **1. APOLOGIES**

Apologies were received from Philip Woodhouse. Graeme Smith, Jeremy Simons, David Baker, Gary Nash, Pippa Woodall and Georgina Terry.

Sylvia Moys was in the chair and welcomed Chrissy Kerton who was attending in the room of David Baker.

### **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 19 January 2018 be approved as a correct record, subject to the title of the Group being corrected to Ashtead Common Consultative Group'.

#### **Matters Arising**

##### **Terms of Reference**

The Superintendent confirmed that the terms of reference had been referred to the Epping Forest and Commons Committee.

#### **4. SUPERINTENDENT'S UPDATE**

The Superintendent provided a general update to the Group and the following points were made.

##### **4.1 Achievements & projects across the Commons 2018**

###### **Burnham Beeches and Stoke Common**

- The Superintendent noted that 5,500 volunteer hours had been provided at Burnham Beeches and Stoke Common. Moreover the café tenancy had ended in Summer 2018 and the City was now out to tender for a new provider. The Stoke Common Management Plan had been approved, and the Burnham Beeches Management Plan was currently being drafted. Officers were also applying for new stewardship grants.

###### **West Wickham and Coulsdon Common**

- 5,300 volunteer hours had been provided at Coulsdon Common and 550 volunteer hours at West Wickham.

###### **Farthing Down**

- Two miles of bank and ditch had been re-excavated to prevent vehicle damage to the site.

###### **Kenley Common**

- The Kenley Revival project had been an example of successful public engagement, however the brick mortar used on the blast pens had started to fail. Restoration work to the pens had therefore been extended to December 2019 and the City was engaged in a legal process to recover its costs. Once the pens were fully restored, infographic boards would be installed.

###### **The Commons Support Services**

- The Superintendent noted the sterling work of the back-office support team at The Commons.

##### **4.2 Budget position 19/20 and beyond**

- The Superintendent noted that the 2% savings target for The Commons had now been extended up until 2024. This involved a reduction in budget from £402k in 2017/18 to £329k in 2023/24. The scale of the reduction in budget meant that cost items such as the management of dog waste - costing £53k – needed to be reviewed.
- There still remained opportunities to raise revenue in car parking, and events licenses had a target income of £1k. Donations were a limited income stream at a total of £3k.



- The Superintendent continued, noting that City's Cash would likely be under further pressure from 2020 and therefore it was likely that further savings would be required. Overall, the City would focus on meeting its statutory duties for Ashted Common i.e. conservation of habitats.
- Moreover, officers at The Commons were obliged to meet the objectives of the City's Corporate Plan, as well as ensuring an equitable spend across all demographics of persons who used The Commons i.e. not spending budgets disproportionately on specific user groups such as dog walkers.
- In response to a question, the Superintendent replied that it would be sensible to review the potential to charge professional dog walkers for the use of The Commons through issuing them with an annual licence.

**5. VIABILITY OF CATERING FACILITY ON ASHTEAD COMMON**

The Head Ranger was heard regarding the viability of a catering facility on Ashted Common and the following points were made.

- The Head Ranger noted that the Consultative Group had been briefed at its January 2018 on an approach for a catering concession on Ashted Common. The City had appointed a consultant to review the viability of such a concession and had provided a written report noting that there was a lack of a viable business case for a catering facility at Ashted Common.
- A Member noted that he would not welcome a further provider and felt that any further catering provision would meet with local opposition. Members endorsed the view that there was no viable business case for a catering facility on Ashted Common.

**6. EVENTS POLICY - AS AGREED BY THE EPPING FOREST & COMMONS COMMITTEE ON 19 NOVEMBER 2018**

Members considered the Open Spaces Departmental Events Policy Part One and The Commons Open Spaces Events Policy Part Two and the following points were made.

- The Superintendent noted that the policy aimed to formalise arrangements for the management of events that were already commonly employed across The Commons. The new policy allowed officers to implement charges to cover the administrative costs of any 'hire' of City Open Spaces for the purpose of events.
- In response to a question, the Head Ranger noted that the largest event commonly held on Ashted Common was a 10k run organised by the Ashted Running Group. The Head Ranger added that it would not be possible to licence school visits to Ashted Common, nor could the City, ultimately, prevent a general public right of access.

- The Chairman suggested that any communications regarding the policy should highlight the need for events to have appropriate insurance in place.
- In response to a question, the Head Ranger noted that professional dog walkers did operate on Ashted Common, and were both covered by a voluntary code, and proactively approached by Rangers.

**RESOLVED**, that the Open Spaces Departmental Events Policy Part One and The Commons Open Spaces Events Policy Part Two be received.

**7. MANAGEMENT PLANNING**

The Head Ranger was heard regarding Management Planning and the following points were made.

- The Head Ranger noted that the current Management Plan ran until 2021 and was informed by a vision that the Consultative Group had contributed to. Planned Management Plan works included work on firebreaks, and bracken control; scrub management; ecological surveys (in particular a survey of bats); and grazing management.

**8. 2019 GRAZING EXPANSION**

The Head Ranger was heard regarding 2019 Grazing Expansion and the following points were made.

- The Head Ranger noted that new fencing was being installed along the Rye side of the Common, and the ambition remained to install ‘invisible fencing’.
- A Member commented that the proposed gate on Footpath 24 would likely prove controversial with cyclists.
- The Senior Ranger noted that a quarter of the Common would be given over to grazing after expansion works had been completed.

**9. OAK PROCESSIONARY MOTH**

The Head Ranger was heard regarding Oak Processionary Moth (OPM) and the following points were made.

- The Head Ranger noted that there had been exponential expansion of OPM on Ashted Common with six nests in 2016, 16 in 2017, 244 in 2018, and an estimated 1000 nests expected in 2019. This rate of expansion had been a game changer in terms of how OPM was being managed by officers – the focus was now on removal of identified nests.
- In response to a question, the Head Ranger confirmed that OPM had an impact on veteran tree management, The City’s veteran tree contractor was upskilling his team with view to improving the efficiency of their approach to OPM.

- The Head Ranger confirmed that nest removal was being prioritised in areas of public risk i.e. near footpaths.
- A Member noted his concern on the impact on staff of the requirement to identify and map the scale of OPM on the Common.

10. **RYE BROOK REED BED DESIGN**

The Head Ranger was heard regarding Rye Brook Reed Bed Design and the following points were made.

- The Head Ranger noted that the design proposal dated back to the November 2014 study of riverfly on the Common which had identified poor water quality. Mass water sampling had been conducted in March 2017 which had identified high levels of phosphate near the Ashted Estate Office. As a result, the City was looking to install a reed bed filtration system designed by the South East Rivers Trust. A Lidar map had been created which had identified some challenges such as buried infrastructure.
- The Head Ranger continued, noting that a longer system would cost £230k and up to £300k if contingency was included. It was likely that the project would require a partnership approach to secure grant funding e.g. with Thames Water and/or the Environment Agency.

11. **REVIEW OF THE ANNUAL WORK PROGRAMME 2018-19 AND PRESENTATION OF THE 2019-20 PROGRAMME**

The Senior Ranger was heard regarding the Annual Work Programme 2018/19 and 2019/20 and the following points were made.

**Annual Work Programme 2018/19**

- 'District 10' of veteran tree management had been completed involving 85 trees re-trenched. 2000 volunteer hours had been provided on works to undertaken 'halo' release works. Specialist climbers had undertaken the works at higher levels and volunteers at lower levels. Some of the halo cuttings had been used to create eco-piles for insects and mammals.
- The upgrade of the Tow Bridges had been completed in August 2018.
- Surrey Wildlife Trust had grazed eight animals across five areas on the Common during May-September 2018.
- 250 Common Spotted orchids had been seen in the areas where scrub had been cleared by previous work programme works.
- Volunteering had been extremely successful, involving groups such as the Ashted Common Volunteers. A complete summer survey of migrant birds had been conducted.

- A Member welcomed the recent Lord Mayoral event for volunteers at Mansion House.
- The Senior Ranger added that two-thirds of bracken on the Phoenix field had been pulled by hand and the rest sprayed. Cattle grazing had helped to trample the bracken further, whilst other areas had been flail mown. Scrub clearance had been completed over winter.
- The Ashted Village Day on the Common had been an opportunity to launch the Common's 'vision' and to take the first comments on the 2021-2031 Plan.

### **Annual Work Programme 2019/20**

- Veteran tree management works would commence on 'District 3'.
- The Phoenix grazing area would be extended to the western boundary, doubling the overall grazing area.
- Significant scrub clearance would be conducted across the lower slopes and woodland.
- Volunteering work and conservation work would continue to be celebrated.
- A major bat survey would be conducted to assess their impact on tree management.

### **12. QUESTIONS**

#### **Beetles**

In response to a question, the Superintendent agreed that beetles could be looked at as part of planned surveys.

### **13. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There was no other business.

### **14. DATE OF NEXT MEETING**

The Chairman noted that the Town Clerk would be in touch with Members to arrange the date and subject of the Summer 2019 walk.

**The meeting ended at 8.23 pm**

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Chairman

**Contact Officer: Alistair MacLellan / [alistair.maclellan@cityoflondon.gov.uk](mailto:alistair.maclellan@cityoflondon.gov.uk)**

## **WEST WICKHAM, SPRING PARK AND COULSDON COMMONS CONSULTATION GROUP**

**Thursday, 24 January 2019**

**Minutes of the meeting of the West Wickham, Spring Park and Coulsdon Commons Consultation Group held at the Merlewood Estate Office, Ninehams Road, Caterham, Surrey, CR3 5LN at 6.30 pm**

### **Present**

#### **Members:**

Deputy Philip Woodhouse (Chairman)	Sarah Lovatt
Sylvia Moys	Dr Jane McLauchlin
Jeremy Simons	Peter Hodges
Richard Carter	Chantal Lane
Alan Clifford	Val Polydorou
Malcolm Jennings	Sam Wheatcroft
Graham Lomas	

#### **Officers:**

Andy Barnard	- Superintendent of The Commons
Allan Cameron	- Head Ranger (The Commons)
Barry Gutteridge	- Senior Ranger (The Commons)
Hadyn Robson	- Support Services Manager (The Commons)
Louise Fletcher	- Administrative Assistant (The Commons)
Alistair MacLellan	- Town Clerk's Department

### **1. APOLOGIES**

Apologies were received from Graeme Smith, Avril Sleeman, Brian Hudson, Cllr Nicholas Bennett, Cllr Neil Reddin, Cllr Steve O'Connell, Gwyneth Fookes, Phil Rathbone and Sue Short.

The Town Clerk noted that Jean Hooper, Chris Wright and Donald Speakman had resigned from the Group.

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

There were no declarations.

### **3. MINUTES**

**RESOLVED**, that the minutes of the meeting held on 20 February 2018 be approved as a correct record.

#### **Matters Arising**

##### **Gladys Edmonds**

In response to a question from the Chairman, Members agreed that it was not necessary to seek a replacement Member in the room of Ms Edmonds following her resignation.



### **Coulsdon South Railway Station**

A Member noted that Southern Rail were looking to hire advertising space on station signage so it was now unlikely that the signage would include the tagline 'Coulsdon South for Farthing Down and Happy Valley'. In response to further comments from Members, the representative from the Friends of Farthing Downs agreed to investigate whether Southern Rail would be content to include the Farthing Down and Happy Valley tagline on other station signs.

### **Terms of Reference – Attendance of Members**

The Town Clerk agreed to provide a summary of Member attendance at meetings.

### **Kenley Revival Project Update**

The Superintendent noted that the fighter pens at Kenley had suffered a series of mortar failures due to the level of sulphur within the mortar. Officers were negotiating with the contractor for costs.

### **A232 Signage**

In response to comments from Members, the Superintendent agreed to continue to raise the issue of poor sightlines for drivers with Bromley as a result of the positioning of Bromley signage on the A232.

### **Lyme Disease**

In response to a comment from a Member, the Superintendent noted that he would discuss with his Senior Rangers whether Lyme disease signage was required on the City Commons.

## **4. ACTIONS**

Members considered a report of the Town Clerk regarding actions arising from previous meetings.

### **WW2 Fighter Station Heritage Network**

The Superintendent agreed to further review whether the wider Fighter Station Heritage Network of which Kenley was part could be advertised on City of London Corporation webpages.

The Superintendent added that the Ministry of Defence had commenced installation of fencing at Kenley airfield in Autumn 2018, and works had progressed passed the halfway mark.

**RESOLVED**, that the report be received.

## **5. EVENTS POLICY - AS AGREED BY THE EPPING FOREST & COMMONS COMMITTEE 19 NOVEMBER 2018**

Members agreed to vary the order of items on the agenda so that Item 10 (Events Policy) was considered next. The following points were made.

- The Superintendent noted that the policy was broken down into two parts, and overall provided the City's Open Spaces Department with a

consistent approach to events across the Open Spaces, and the flexibility to apply variable charging.

- In response to a question, the Superintendent replied that he had a degree of discretion over what charges could be applied to events across the City Commons, and that he would appreciate notification from groups of any size when they planned to use the Commons.
- The Chairman noted that the Events Policy was not a tool to prevent anyone from using City Open Spaces, but that it was important for the City to be aware of any event taking place so that appropriate steps could be taken to ensure appropriate management of that event if it was required. It was important for dialogue to be had between interested parties and the City.
- The Superintendent concluded by noting that the events licence that would be issued in the event of an application would be a standard document that had been used by the City Commons for several years.

**RESOLVED**, that the Events Policy be received.

## 6. **SUPERINTENDENT'S UPDATE**

The Superintendent provided an update to Members and the following points were made.

### **Budget Position 2019/20 and Beyond**

- The Superintendent noted that the City Commons were facing a budget reduction of £199k over the period 2017-2023 and therefore a review of spending was required. One area for consideration, to be discussed elsewhere on the agenda, was the management of dog waste, which cost £39k on West Wickham Common alone. Unlike other City Open Spaces such as Burnham Beeches, the City Commons had no major financial legacies, and fees from licenses only provided £1k of income.
- The Superintendent continued, noting that City's Cash, the fund from which the Open Spaces were paid for, would be under increasing pressure from 2021. It was therefore necessary to review areas of potential income such as car parking.
- The Superintendent noted that his areas of priority would be (1) to meet legal requirements of conservation, public access and the enforcement of byelaws (2) securing grant funding for areas such as cattle grazing and management of veteran trees (3) meeting the aims set out in the City's Corporate Plan and (4) creating additional income streams. The savings required would be met from September 2019 and the challenge for the Superintendent going forward was deciding a fair allocation of spend across all areas of the City Commons.

- In response to comments from a Member, in particular around the use of commemorative roundels for bequests on the Isle of Wight, the Superintendent agreed to provide the current Legacy policy to Members of the Group.

#### **National Nature Reserve (NNR) Status for West Wickham, Coulsdon Common, Spring Park and Happy Valley**

- The Superintendent noted that he had secured Member-level sign-off from the Epping Forest and Commons Committee to progress an NNR application up until the designation phase. The next report to the Epping Forest and Commons Committee was due in Summer 2019, after which the proposal would be progressed with Natural England. Securing NNR status for all of the Commons and Happy Valley would be fantastic recognition and would lead to greater joint-working with Croydon. It would also facilitate income for scientific monitoring on the Commons.
- A Member welcomed the progress being made on the NNR proposal, particularly in the context of funding pressures faced by local authorities such as Croydon.

**RESOLVED**, that the Superintendent's Update be noted.

#### **7. CATERING AND REFRESHMENT OPPORTUNITIES FOR FARTHING DOWN AND RIDDLESDOWN**

The Head Ranger was heard regarding catering and refreshment opportunities for Farthing Down and Riddlesdown and the following points were made.

- A Visitor Centre with associated catering had been envisaged as far back as 2007. The car park had been upgraded in 2009 with a view to increasing visitor numbers and creating a sustainable market for catering operations. A tender for a mobile catering van service had proved disappointing.
- A consultant had been appointed to review the potential for a catering facility at the Riddlesdown Countryside Office, and their report was expected at the end of January 2019. The early indications were that catering at Farthing Down would not be sustainable due to its isolation from nearby residential communities.

**RESOLVED**, that the Head Ranger's update be noted.

#### **8. CAR PARK CHARGING AND INFRASTRUCTURE PROJECT FOR FARTHING DOWN AND RIDDLESDOWN**

The Head Ranger was heard regarding car park charging and infrastructure project for Farthing Down and Riddlesdown and the following points were made.

- There were currently no parking enforcement measures at Riddlesdown, which had 36 parking bays including two disabled bays. Riddlesdown car

park had a single entry/exit point, was situated in an urban area and was very popular with local people visiting the site.

- Farthing Down similarly had no current parking enforcement and was situated off the public highway and behind electrically controlled gates.
- There were several options to consider in implementing parking controls, including Automated Number Plate Recognition (ANPR), parking attendants, pay and display machines (P&D) and Pay by Phone technology (PbP).
- An ANPR option provide a constant monitoring of the parking area and would require a power connection. The national ANPR database would be provided by a management company. The Attendant option could be delivered by existing Rangers using handheld technology but would detract from their wider duties. P&D machines that required coinage would not provide change and would lead to customers overpaying. In contrast, P&D card machines would require a reliable internet connection and each card transaction would be subject to a fee that would impact on that option's overall profitability. The PbP option could be delivered by multiple providers and represented a very convenient and flexible solution – however, it was reliant on strong phone signal at the parking sites.
- The Head Ranger concluded by noting that officers were working with providers to establish what option worked best for the City Commons.
- The Superintendent noted that officers would be reviewing whether an Equality Impact Assessment would be appropriate.
- A Member noted that a successful parking option had been implemented in the City of London and encouraged the Superintendent to get in touch with his counterpart in the City's Department of the Built Environment.
- The Chairman noted that it was rare for free parking to be on offer at sites such as the City Commons, and in introducing any form of parking controls the City would work to ensure no-one was unnecessarily excluded from enjoying the Commons.
- The Superintendent noted that when similar controls had been implemented at Burnham Beeches it had encouraged local people to walk to the site rather than take their cars.

**RESOLVED**, that the Head Ranger's update be noted.

**9. THE PROVISION AND MANAGEMENT OF DOG WASTE ON WEST WICKHAM AND COULSDON COMMONS**

The Head Ranger was heard regarding the provision and management of dog waste on West Wickham and Coulsdon Commons and the following points were made.

- The Head Ranger noted that the collection and disposal of dog waste from the Commons had been contracted out for the past 25 years and had been delivered by three different contractors over the past decade. In October 2018 the current provider had folded and failed to continue to provide the expected levels of service. The City's Ranger Team were currently delivering the service whilst the City sought to recover costs from the contractor. This was a temporary solution that was not sustainable in the long term.
- The provision of dog waste bags and collection and disposal of dog waste had cost £28,500 on West Wickham Common alone during 2017/18 – a significant amount when compared to the current need to identify savings and additional income streams.
- Options for future provision included (1) provide a free service to the dog-owning users of the Commons (2) provide an in-house service (3) reduce and rationalise the number of dog waste bins on the Commons (4) stop providing dog waste bags and (5) stop providing dog waste bins altogether.
- The dog waste contract would be retendered in April 2019 although officers were mindful that the last tender exercise had only identified one provider.
- Offices would trial the removal of free dog waste bags at some sites, and the number of available dog waste bins would be rationalised. Social media would be used to increase awareness of the dog waste issue, and officers would work with counterparts at Croydon to proactively enforce local byelaws.
- In response to a question, the Head Ranger noted that Croydon employed five dog wardens in the area adjacent to the City Commons, and that he planned to build a relationship with those wardens going forward.
- The Superintendent noted that an important element of education was the key difference between herbivore waste and carnivore waste on the Commons, with the former contributing to a healthy habitat whereas the latter not contributing to a healthy habitat.

**RESOLVED**, that the Head Ranger's update be noted.

#### 10. **MANAGEMENT PLANNING**

The Head Ranger was heard regarding Management Planning and the following points were made.

- Local Site Plans would conclude in 2021 and therefore the aim was to produce further plans for Kenley, Coulsdon, Farthing Down, Riddlesdown, Spring Park and West Wickham. 2021 was also significant as the year that existing Environmental Stewardships came to an end.



- The new plans would adopt the same format – each site would have its own vision and would have a dedicated operational work programme linked to grant funding, and would be linked to Heritage Conservation Plans.

**RESOLVED**, that the Head Ranger's update be noted.

**11. REVIEW OF THE ANNUAL WORK PROGRAMME 2018-19 AND PRESENTATION OF THE 2019-20 PROGRAMME**

The Senior Ranger was heard regarding the review of the Annual Work Programmes for 2018/19 and 2019/20 and the following points were made.

**2018/19**

- During 2018/19 over 50 walks, talks and events had been delivered including topics such as carving, geology, a 'bio-blitz' to identify resident species, and wreath and fire making.
- Over 5,300 hours of volunteering had been delivered at Coulsdon Common and 550 hours at West Wickham Common – this was a mix of corporate, school and individual volunteering.
- City Commons staff had been privileged to visit an optical services underground factory at Riddlesdown Quarry that had, in the past, served as an air raid shelter.
- Fifteen volunteers had assisted in re-excavating two miles of bank and ditch at Farthing Down in four weeks.
- Chestnut coppicing at Spring Park had been undertaken and represented the final area in the current annual coppicing rotation to be completed. The coppicing rotation would start again from the beginning next year.
- Year 8 of 10 of the Environmental Stewardship scheme had been completed.
- The City Commons had achieved six Green Flag and three Green Heritage awards.

**2019/20**

- Priorities for 2019/20 included,
  - Restoration of grassland
  - Scrub control to maintain downland, pasture, wood and heath
  - Ensuring tree safety through coppicing and glade creation.
  - Maintaining a visible Ranger presence.
  - Developing a sustainable grazing programme for livestock.

- In response to a question, the Senior Ranger replied that to his knowledge the Oak Processionary Moth (OPM) nest opposite Spring Park had not been removed, and he expected OPM to appear in Spring Park shortly. Any OPM in the City Commons should be detected from May 2019 onwards.
- A Member commented that the increase of OPM across London had been exponential and that it was important for the City to focus its efforts on areas where OPM would cause a public health issue e.g. footpaths, car parks and catering facilities.
- The Senior Ranger commented that some natural predators of OPM had emerged but that they were not yet having an impact on OPM numbers.

**RESOLVED**, that the Senior Ranger's update be noted.

**12. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE CONSULTATIVE COMMITTEE**

There were no questions.

**13. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT  
Chairman's Last Meeting**

The Superintendent noted that this was the Chairman's last meeting prior to his term as Chairman of the Epping Forest and Commons Committee concluding in April 2019. All expressed their thanks to the Chairman for his support for the City Commons during his term. The Chairman was heard in reply and noted his particular appreciation for all of the volunteers who contributed so much time and effort to the Commons.

**14. DATE AND SUBJECT OF SUMMER WALK**

The Chairman noted that the Town Clerk would be in touch with Members to arrange the date and subject of the Summer 2019 walk.

**The meeting closed at 8.25 pm**

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Chairman

**Contact Officer: Alistair MacLellan / [alistair.maclellan@cityoflondon.gov.uk](mailto:alistair.maclellan@cityoflondon.gov.uk)**

<b>Committees:</b> Corporate Projects Board – <b>For Decision</b> Epping Forest and Commons Committee – <b>For Decision</b> Projects Sub Committee - <b>For decision</b>		<b>Dates:</b> 28 February 2019 11 March 2019 22 March 2019
<b>Subject:</b> Provision of car park charging infrastructure at Burnham Beeches, Riddlesdown and Farthing Downs – Open Spaces Department	<b>Gateway 2:</b> <b>Project Proposal</b> Light	
<b>Unique Project Identifier:</b>		<b>For Decision</b>
<b>Report of:</b> Director of Open Spaces <b>Report Author:</b> Andrew Barnard. Superintendent, The Commons		
<div>PUBLIC</div>		

## Recommendations

<b>1. Next steps and Requested decisions</b>	<b>Approval track:</b> 3. Light <b>Next Gateway:</b> Gateway 5 - Authority to Start Work (Light) <b>Next Steps:</b> Technical options scoping, expert assessment and related delivery, maintenance and ‘back office’ cost assessments to get to Gateway 5. <b>Requested Decisions:</b> <div><div>1. Approval of project proposal to progress to the next gateway (G5).</div><div>2. Approval of budget of £5000 to get to the next gateway (G5).</div><div>3. Note the total estimated project cost of £130,000</div></div>											
<b>2. Resource requirements to reach next Gateway</b>	<table><tr><th>Item</th><th>Reason</th><th>Funds/ Source of Funding</th><th>Cost (£)</th></tr><tr><td>Project scoping, technical assessments</td><td>Ensure full understanding of the available options and related costs and assess</td><td>Priorities Investment Pot</td><td>£5,000</td></tr></table>	Item	Reason	Funds/ Source of Funding	Cost (£)	Project scoping, technical assessments	Ensure full understanding of the available options and related costs and assess	Priorities Investment Pot	£5,000			
Item	Reason	Funds/ Source of Funding	Cost (£)									
Project scoping, technical assessments	Ensure full understanding of the available options and related costs and assess	Priorities Investment Pot	£5,000									

	and expert advice	implications for each car park location against their income generation potential		
	<b>Total</b>			£5,000
<b>3. Governance arrangements</b>	<ul style="list-style-type: none"> <li>• Epping Forest and Commons Committee.</li> <li>• Andrew Barnard. Superintendent of The Commons.</li> <li>• No Project Board. Relatively straightforward and localised project.</li> </ul>			

### Project Summary

<b>4. Context</b>	<ul style="list-style-type: none"> <li><i>i.</i> The Commons relies on income to deliver key operational services.</li> <li><i>ii.</i> The introduction of car park charges will help the Commons Division meet the City Corporation's current and imminent savings targets and help to mitigate their impact on service provision.</li> <li><i>iii.</i> Car park charges have been levied at Burnham Beeches since 2011. The current car park charge machines date from 2007 when they were used to collect voluntary car park payments. They require urgent replacement due to their age and maintenance issues. Failure to replace them risks a significant shortfall in existing local risk budgets.</li> <li><i>iv.</i> Car parking is currently free at Farthing Downs and Riddlesdown Commons. There is currently no car park charging infrastructure on these two sites and this is required to enable charges to be made. The introduction of car park charges will provide additional income to local risk budgets to help mitigate the ongoing 2% savings demand.</li> </ul>
<b>5. Brief description of project</b>	<ul style="list-style-type: none"> <li><i>i.</i> Review the current car park charging infrastructure at Burnham Beeches. Scope the technical issues and infrastructure requirements to replace aging equipment and modernise.</li> <li><i>ii.</i> Scope the technical issues, infrastructure requirements and income potential at Riddlesdown and Farthing Downs car parks.</li> <li><i>iii.</i> Review enforcement procedures, back office and third party charges for each technological option across all three sites.</li> </ul>

	<ul style="list-style-type: none"> <li>iv. Options to be scoped - see 12 below. Each site will have its own special requirements.</li> <li>v. Summarise the above with recommendations at Gateway 5.</li> </ul>
<b>6. Consequences if project not approved</b>	<ul style="list-style-type: none"> <li>i. Burnham Beeches - Existing income targets will not be met as old equipment fails.</li> <li>ii. Farthing Downs and Riddlesdown. Income will not be generated. Open Spaces savings targets will not be met.</li> <li>iii. Services and/or headcount will be reduced.</li> </ul>
<b>7. SMART Project Objectives</b>	<ul style="list-style-type: none"> <li>i. Introduce new car park charging infrastructure to help meet the known Corporate financial savings targets 2019 – 2023 by providing additional income of around £25 - 45,000/annum (from Riddlesdown and Farthing Downs) whilst maintaining existing car parking income of around £70,000 at Burnham Beeches.</li> <li>ii. Introduce new technology to improve payment options for visitors whilst minimising back office and third party costs.</li> <li>iii. Scoping/data collection/trials to commence 2nd quarter 2019.</li> </ul>
<b>8. Key Benefits</b>	<ul style="list-style-type: none"> <li>i. New car park charge infrastructure using the latest technology will ensure the most efficient car park charging/collection process at all three proposed sites</li> <li>ii. Maintenance of existing car park income at Burnham Beeches with potential for a modest increase</li> <li>iii. Anticipated increase in car park income to The Commons Division of around 40% generated at Riddlesdown and Farthing Downs</li> <li>iv. Efficiencies in office/third party costs currently estimated at around 5%</li> <li>v. Reduced illegal, vehicle related incursions</li> <li>vi. Improved services for visitors via new payment options.</li> </ul>
<b>9. Project category</b>	3a. Spend to save
<b>10. Project priority</b>	A. Essential
<b>11. Notable exclusions</b>	None.

### Options Appraisal

<b>12. Overview of options</b>	<ul style="list-style-type: none"> <li>i. ANPR – Automatic Number Plate recognition</li> <li>ii. Contactless payment/debit/credit card payment</li> </ul>
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	<ul style="list-style-type: none"> <li>iii. Pay by Phone</li> <li>iv. Cash payment</li> <li>v. Associated mobile and signal connectivity issues</li> <li>vi. Minor works to improve traffic flows/incursion prevention at entrances</li> </ul>
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### **Project Planning**

<b>13. Delivery Period and Key dates</b>	<p><b>Overall project:</b> 12 months, completion by March 31<sup>st</sup> 2020</p> <p><b>Key dates:</b></p> <p>March – June 2019. Project Scoping and data collection.</p> <p>July – August 2019. Equipment and technology trials. Equality Impact Assessment. Final Design.</p> <p>Sept 2019. Gateway 5 report for approval.</p> <p>Oct 2019 – March 2020. Ground works, equipment installation and testing/commissioning.</p> <p>April 1<sup>st</sup> 2020. Live.</p> <p><b>Other works dates to coordinate:</b></p> <p>Removal of existing machines at Burnham Beeches once new equipment is operational.</p> <p>Installation of height barriers where appropriate to minimise illegal incursion and associated loss of income.</p>
<b>14. Risk implications</b>	<p><b>Overall project risk:</b> Low</p> <ul style="list-style-type: none"> <li>i. Project costs may be higher than anticipated. Mitigation via careful scoping and procurement.</li> <li>ii. Project income may be lower than anticipated. Mitigation via data collection and associated income projections.</li> <li>iii. IT connectivity including strength of local mobile signals will influence options and costs. Mitigation via careful scoping and trials.</li> <li>iv. Introduction of car park charges at Riddlesdown and Farthing Downs may be contentious. Experience at Burnham Beeches indicates that a good local communications plan should be developed/delivered in mitigation. This will be done via existing site specific newsletters and social media outlets</li> </ul>
<b>15. Stakeholders and consultees</b>	<ul style="list-style-type: none"> <li>i. Burnham Beeches Consultation Group</li> <li>ii. West Wickham and Coulsdon Commons Consultation Group.</li> <li>iii. Local communities and site visitors</li> </ul>

### **Resource Implications**

16. Total estimated cost	Likely lifetime cost range: £190,000 - £310,000 over 12 years (dependent upon final chosen option) consisting: <ul style="list-style-type: none"><li>• Cost of equipment and installation £130,000 by March 2020</li><li>• Annual maintenance/back office costs - £5000 - £15,000/annum (dependent upon chosen option(s)) - to be met from income generation</li></ul>																	
17. Funding strategy	Choose 1: All funding fully guaranteed	Choose 1: Internal - Funded wholly by City's own resource																
	<table><tr><th>Funds/Sources of Funding</th><th>Cost (£)</th></tr><tr><td>Priorities Investment Pot</td><td>£130,000</td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td>Total</td><td>£130,000</td></tr></table>		Funds/Sources of Funding	Cost (£)	Priorities Investment Pot	£130,000											Total	£130,000
	Funds/Sources of Funding	Cost (£)																
	Priorities Investment Pot	£130,000																
Total	£130,000																	
Priorities Investment Pot funding of £130,000 was approved for this project by the Resource Allocation Sub Committee in July 2018.																		
18. Investment appraisal	Investment of up to £130,000 is expected to generate an additional £25-45,000 per annum (subject to final chosen delivery option, maintenance costs and car park usage figures). Budgeted income figures will be increased within that range, annually from the year 2020/21 thus paying back the PIP investment over 3 - 5 years by reducing the financial support required from City Cash.																	
19. Procurement strategy/Route to Market	Procurement will be led by the City's Procurement team in partnership with the Head Ranger who is coordinating the scoping/options phase.																	
20. Legal implications	i. Section 9 of the City of London (Various Powers) Act 1977 allows the City Corporation to provide parking places for vehicles and to make reasonable charges.																	
21. Corporate property implications	i. The City Surveyor will deliver cabling and other minor infrastructure works as required once the final option has been approved and IS scope provided. ii. All ongoing maintenance costs should be identified at project scoping stage for those items to be included in the forward maintenance plan.																	

	iii. All enabling and infrastructure costs must be identified within the estimated budgets at the scoping stage so that they may be used by the City Surveyor's Department as required.
<b>22. Traffic implications</b>	i. Limited impacts at site entries from minor public highways
<b>23. Sustainability and energy implications</b>	i. Solar powered equipment will be considered as part of the scoping exercise
<b>24. IS implications</b>	<p>i. There is a possibility that external software may need to sit on local corporate desktops at Burnham Beeches and Merlewood Offices. However, it is more likely that access will be web based (as is currently the case at Burnham Beeches). This position will be clarified in the scoping phase.</p> <p>ii. Once options are provided, IS to produce a schedule of builders' works e.g. cabling, trenching, equipment enclosures, as required for use at the delivery stage.</p> <p>iii. These matters will be clarified and resolved once the options become clearer.</p>
<b>25. Equality Impact Assessment</b>	<ul style="list-style-type: none"> <li>An equality impact assessment will be undertaken</li> </ul>
<b>26. Data Protection Impact Assessment</b>	The risk to personal data is currently considered to be less than high or non-applicable and a data protection impact assessment will not be undertaken. However, this will be clarified and resolved once the options become clearer


## Appendices

<b>Appendix 1</b>	Project Briefing
<b>Appendix 2</b>	
<b>Appendix 3</b>	

## Contact

<b>Report Author</b>	A. Barnard
<b>Email Address</b>	andy.barnard@cityoflondon.gov.uk
<b>Telephone Number</b>	020 7332 6676

# Project Briefing

<b>Project Identifier</b>					
<b>[1a] Unique Project Identifier</b>		<b>[1b] Departmental Reference Number</b>		<An internal department reference (if applicable)>	
<b>[2] Core Project Name</b>		Provision of Car park charging Infrastructure at Burnham Beeches, Riddlesdown and Farthing Downs – Open Spaces Department			
<b>[3] Programme Affiliation (if applicable)</b>					
<b>Ownership</b>					
<b>[4] Chief Officer has signed off on this document</b>		Colin Buttery. Director – Open Spaces 			
<b>[5] Senior Responsible Officer</b>		Andy Barnard. Superintendent of The Commons			
<b>[6] Project Manager</b>		Martin Hartup. Head Ranger. Burnham Beeches			
<b>Description and purpose</b>					
<b>[7] Project Mission statement / Elevator pitch</b>					
To install car park charge infrastructure at Burnham Beeches, Farthing Downs and Riddlesdown to ensure continued, additional and improved income generation.					
<b>[8] Definition of Need: What is the problem we are trying to solve or opportunity we are trying to realise (i.e. the reasons why we should make a change)?</b>					
The Commons Division relies on income to deliver key operational services. The project falls into tow distinct categories					
<p><b>Burnham Beeches – Replacement of existing park charge infrastructure to continue charges.</b>  Car park charges have applied at Burnham Beeches since 2011 and the same machiens were used to collect voluntary car park charges since 2007. The car park machines are now 12 years old and in urgent need of replacement. This project will provide modernised charging infrastructure allowing greater and more flexible charging options thereby ensure that income continues 'as is' or perhaps increasess slightly.</p> <p><b>Farthing Downs and Riddlesdown – Provision of Infrastructure to enable car park charges.</b>  Car park charges do not currently apply on these two sites i.e. are currently provided free of charge to visitors. Here the project will install car parking infrastructure for the first time thereby providing additional income to local risk budgets.</p>					
<b>[9] What is the link to the City of London Corporate plan outcomes?</b>					
<p>[1] People are safe and feel safe.</p> <p>[2] People enjoy good health and wellbeing.</p> <p>[5] Businesses are trusted and socially and environmentally responsible.</p> <p>[9] Our spaces are secure, resilient and well maintained.</p> <p>[10] Our physical spaces have clean air, land and water and support a thriving and sustainable natural environment.</p>					
<b>[10] What is the link to the departmental business plan objectives?</b>					
<p><b>OS Business Plan Objective C. Business practices are responsible and sustainable</b>  Develop innovative approaches to income diversification(C9) (5c)  Review existing income generating provision e.g. car parking at The Commons "</p>					
<b>[11] Note all which apply:</b>					
<b>Officer:</b> Project developed from Officer initiation	Y	<b>Member:</b> Project developed from Member initiation	N	<b>Corporate:</b> Project developed as a large scale Corporate Initiative	N

<b>Mandatory:</b> Compliance with legislation, policy and audit	N	<b>Sustainability:</b> Essential for business continuity	Y	<b>Improvement:</b> New opportunity/ idea that leads to improvement	Y
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<b>Project Benchmarking:</b>	
<b>[12] What are the top 3 measures of success which will indicate that the project has achieved its aims?</b> <These should be impacts of the activity to complete the aim/objective, rather than 'finishes on time and on budget'>>	
1) Options to upgrade current and provide new infrastructure fully scoped and adapted to reflect local conditions/opportunities	
2) Cost effective and efficient installation of infrastructure that works as required	
3) Income targets met or exceeded	
<b>[13] Will this project have any measurable legacy benefits/outcome that we will need to track after the end of the 'delivery' phase? If so, what are they and how will you track them? (E.g. cost savings, quality etc.)</b> Maintenance of existing and provision of additional income are the main outcomes. Income targets will be monitored monthly after project completion	
<b>[14] What is the expected delivery cost of this project (range values)(£)?</b> Lower Range: £100,000 Upper Range estimate: £130,000	
<b>[15] Total anticipated on-going revenue commitment post-delivery (lifecycle costs)(£):</b> Ongoing revenue commitment such as maintenance, back office charges, enforcement etc will be met directly from the income raised £5000 - £15000/annum dependant on final, chosen options	
<b>[16] What are the expected sources of funding for this project?</b> Priorities Investment Pot	
<b>[17] What is the expected delivery timeframe for this project (range values)?</b> <b>Are there any deadlines which must be met (e.g. statutory obligations)?</b> March 2019 – March 2020	
<b>Project Impact:</b>	
<b>[18] Will this project generate public or media impact and response which the City of London will need to manage? Will this be a high-profile activity with public and media momentum?</b>  Local consultation and benchmarking required at Riddlesdown and Farthing Downs. This process has already started via the West Wickham and Coulsdon Commons Consultative Group.  Benchmarking of charges and exploration similar issues with London Borough of Croydon will be necessary as the owners of neighbouring land also considering the introduction of car park charges.  Some adverse PR is possible particularly at sites where charges for car parking are not currently levied.  Infrastructure can be intrusive if not carefully managed. Use of local communications (press releases etc.)/local community engagement (newsletters etc.) will help to mitigate	
<b>[19] Who has been actively consulted to develop this project to this stage?</b>	



<(Add additional internal or external stakeholders where required) >	
Chamberlains: Finance	Officer Name: Mark Jarvis
Chamberlains: Procurement	Officer Name: TBD
IT	Officer Name: NA
HR	Officer Name: NA
Communications	Officer Name: NA
Corporate Property	Officer Name: NA
External	Car park Infrastructure suppliers and enforcement companies. Local site based Consultation Group
<p><b>[20] Is this project being delivered internally on behalf of another department? If not ignore this question. If so:</b></p> <p><b>Please note the Client supplier departments.</b></p> <p><b>Who will be the Officer responsible for the designing of the project?</b></p> <p><b>If the supplier department will take over the day-to-day responsibility for the project, when will this occur in its design and delivery?</b></p>	
Client	Department:
Supplier	Department:
Supplier	Department:
Project Design Manager	Department: I
Design/Delivery handover to Supplier	Gateway stage: <Before Project Proposal>, <Post Project Proposal>, <Post Options Appraisal>, <Post Detailed design>, <Post Authority to start work>

Colin Buttery. 13/2/19

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<b>Committee(s)</b>	<b>Dated:</b>
Epping Forest and Commons Committee	<b>11 March 2019</b>
<b>Subject:</b> The Commons Management Priorities 2019-20	<b>Public</b>
<b>Report of:</b> The Superintendent of The Commons	<b>For Decision</b>
<b>Report author:</b> Hadyn Robson	
<b>Summary</b>  Each of the nine open spaces in the division has a comprehensive management plan and detailed work programmes to guide management from 2011 until 2021.	
<b>Recommendation</b>  Members are asked to:  Approve the management priorities for The Commons for the period 2019-20.	

## Main Report

### Background

The work prioritised in the management plans and work programmes, together with any additional project work and organisation requirements forms a set of annual management priorities. These are presented as:

**Appendix 1** – Ashtead Common

**Appendix 2** – Burnham Beeches and Stoke Common

**Appendix 3** – West Wickham and Coulsdon Commons

### Current Position

The management priorities have been presented to local consultative groups for information.

### Corporate & Strategic Implications

The management priorities support the City of London's Corporate Plan 2018-23:

## **Contributes to a Flourishing Society**

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

## **Shapes outstanding environments**

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

The management priorities also support the Open Spaces Department Business Plan:

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

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

### **B. Spaces enrich people's lives.**

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

### **C. Business practices are responsible and sustainable.**

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

Ashted Common (1051510), Burnham Beeches & Stoke Common (232987), Coulsdon Commons (232989) and West Wickham Common & Spring Park (232988) are registered charities. Officers have been asked to remind Members that decisions they take in relation to the relevant charity must be taken in the best interests of the charity.

## **Financial Implications**

The projects and tasks outlined in this report will be funded by the local risk budget of The Commons Division.

The annual work programme addresses soft landscaping issues and poses no direct implications for the City Surveyor's property maintenance, nor impacts on the revenue works programme

## **Conclusion**

This report seeks approval for the proposed management priorities for The Commons Division for the period 2019-2020

## **Appendices**

**Appendix 1** – Ashtead Common

**Appendix 2** – Burnham Beeches and Stoke Common

**Appendix 3** – West Wickham and Coulsdon Commons

**Hadyn Robson**  
Business Manager

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E: [hadyn.robson@cityoflondon.gov.uk](mailto:hadyn.robson@cityoflondon.gov.uk)

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## The Commons Division shared aims

Protect and conserve the biodiversity and heritage of The Commons	Provide accessible sites that bring benefit to, and are valued by, local and wider communities who play an active part in their management	Develop stakeholder relationships to promote The Commons in the context of their wider landscapes, whilst seeking to balance conflicting demands	Embed innovative financial sustainability across our activities
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## The Commons Division core values

### For the community:

- Providing welcome, safe and secure sites for people and wildlife
- At the heart of the local community
- Working with others to maximise benefit to the Commons and surrounds

### For the team:

- Outward facing, forward looking
- Ready to challenge and wherever possible mitigate environmental threat
- Maintain multifunctional staff, valued for their skills and knowledge

## Ashtead Common Priorities (Charity Reg. 1051510)

- **Realign resources** and work programmes as required to respond to prevailing financial conditions.
- **Vision & management planning** - continue programme to define management aims and objectives and develop plans to deliver these over the long term.
- **Survey and monitor** for the presence of bats and the impact of veteran tree management works on their behaviour. Develop a comprehensive survey and monitoring schedule for the surveying over the lifetime of the next management plan.
- **Veteran trees** - continue with the district based approach to deliver the veteran tree management programme.
- **Grazing** - extend Pheonix grazing area to the new fence line along the western boundary.
- **Mowing** - maintain a mowing regime that ensures firebreaks and rides are maintained to an adequate width. Mow some areas within restored scrub areas to maintain open grass sward.
- **Bracken control** - control bracken by mowing and spraying.
- **Oak Processionary Moth** - respond to the scale of the issue by targeting resources at surveying, nest removal, information dissemination and visitor management.
- **Volunteering** - maintain the Monday and Thursday volunteer groups, support work experience placements and provide corporate volunteering opportunities.
- **Scrub grassland** - Continue the restoration program to establish a 50% mix of scrub and grassland.

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## The Commons Division shared aims

Protect and conserve the biodiversity and heritage of The Commons	Provide accessible sites that bring benefit to, and are valued by, local and wider communities who play an active part in their management	Develop stakeholder relationships to promote The Commons in the context of their wider landscapes, whilst seeking to balance conflicting demands	Embed innovative financial sustainability across our activities
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## The Commons Division core values

### For the community:

- Providing welcome, safe and secure sites for people and wildlife
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### For the team:

- Outward facing, forward looking
- Ready to challenge and wherever possible mitigate environmental threat
- Maintain multifunctional staff, valued for their skills and knowledge

## Burnham Beeches & Stoke Common Priorities (Charity Reg. 232987)

- **Old pollards** - Carry out all work as outlined in the veteran tree management plan
- **Young pollards** - Survey all young pollards and review the work programme. Carry out annual programme of cutting
- **Grazing** - Continue to graze 163ha at Burnham Beeches and trial new areas, cattle graze (via contractor) & pony graze on Stoke Common
- **Heathland restoration** - Continue with work programmes on both sites, including small scale mowing to control gorse and birch and encourage a mix of heather ages
- **Countryside Stewardship** - Fulfil obligations and requirements of year 1 of Countryside Stewardship grant (both sites) including capital projects to restore heathland and wood pasture
- **Landscape scale working** - work with Heathrow Airport and local land owners to develop project and funding bid with the aim of delivering significant biodiversity enhancements around Burnham Beeches which will assist Heathrow airport expansion achieve its biodiversity net gain commitment.
- **Burnham Beeches management plan** - Produce new 10 year plan for Burnham Beeches including consultation with specialists and public.
- **Impact of development** - Continue working with South Bucks District Council and Natural England to obtain protection from development pressure through the local plan
- **East Burnham Quarry** - Monitor impacts of quarry working and liaise with operator
- **Events & social media** - Deliver the annual events programme & encourage social media
- **Car parking** - Review and update car park infrastructure

**Burnham Beeches & Stoke Common Priorities (Charity Reg. 232987)**

- **Catering opportunity** - Procurement of new catering concession at Burnham Beeches.
- **Stoke Common Management Plan** - Implementation of the new 10 year Management Plan

### The Commons Division shared aims

<b>Protect and conserve the biodiversity and heritage of The Commons</b>	<b>Provide accessible sites that bring benefit to, and are valued by, local and wider communities who play an active part in their management</b>	<b>Develop stakeholder relationships to promote The Commons in the context of their wider landscapes, whilst seeking to balance conflicting demands</b>	<b>Embed innovative financial sustainability across our activities</b>
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### The Commons Division core values

#### For the community:

- Providing welcome, safe and secure sites for people and wildlife
- At the heart of the local community
- Working with others to maximise benefit to the Commons and surrounds

#### For the team:

- Outward facing, forward looking
- Ready to challenge and wherever possible mitigate environmental threat
- Maintain multifunctional staff, valued for

### WEST WICKHAM COMMONS (Charity Reg. No. 232989)

#### West Wickham Common

- **Oak pollards** - deliver annual condition monitoring so that we can review plan for restoration work.
- **Heathland** - restore, maintain and monitor our relic heath lying above the ancient earthworks.
- **Boundaries** - review to ensure site protected, safety of people and management of landscape.

#### Spring Park

- **Coppicing** - continue the annual programme of restoring traditional management to this woodland.
- **Boundaries** - review to ensure site protected, safety of people and management of landscape.

### COULSDON COMMONS (Charity Reg. No. 232988)

Farthing Downs & New Hill	Coulsdon Common	Kenley Common	Riddlesdown
<ul style="list-style-type: none"> <li>• <b>Grassland</b> - restore open areas on Farthing Downs and New Hill to achieve ESS agreement options.</li> <li>• <b>Scrub</b> - manage blocks of retained scrub on Farthing Downs and restore succession on New Hill.</li> <li>• <b>Boundaries</b> - review to ensure site protected and safety of people.</li> <li>• <b>Stock fencing</b> - Carry out repairs and replacement of stock fencing.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>The Grove</b> - work with volunteers to continue restoring wood pasture.</li> <li>• <b>Boundaries</b> - review to ensure site protected, safety of people.</li> <li>• <b>Stock fencing</b> - Replacement of stock fencing in the Maze.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Grassland</b> - restore and maintain the open areas of species-rich grassland along Whyteleafe Bank &amp; Bunker Bank Treat scrub regrowth on Hilltop</li> <li>• <b>Boundaries</b> - review to ensure site protected and safety of people.</li> <li>• <b>Stock fencing</b> - Carry out repairs as needed to all stock fencing</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Scrub</b> - restore successional areas in Main Common and Riddlesdown Quarry</li> <li>• <b>Grassland</b> - restore and maintain open areas across Norfolk Bank, Farnet, Bull Pen and Butterfly Glade and in the Quarry.</li> <li>• <b>Boundaries</b> - review to ensure site protected and safety of people. To include Optical Surfaces Quarry</li> <li>• <b>Stock fencing</b> - Carry out repairs and replacement of stock fencing as required.</li> </ul>

Farthing Downs & New Hill	Coulsdon Common	Kenley Common	Riddlesdown
<ul style="list-style-type: none"> <li>• <b>Car Parking</b> - Car park monitoring/survey to commence, establishing traffic frequency to aid proposed car park charges</li> <li>• <b>National Nature Reserve</b> - Proposed National Nature Reserve status recognising the high recreation and conservation value of the site</li> </ul>	<ul style="list-style-type: none"> <li>• <b>National Nature Reserve</b> - Proposed National Nature Reserve status recognising the high recreation and conservation value of the site</li> </ul>	<ul style="list-style-type: none"> <li>• <b>National Nature Reserve</b> - Proposed National Nature Reserve status recognising the high recreation and conservation value of the site</li> <li>• <b>Conservation works</b>—analysis of test panels to enable conclusion of conservation works</li> <li>• <b>Signage</b>—new Kenley Revival Project signage to be installed</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Car Parking</b> - Car park monitoring/survey to commence, establishing traffic frequency to aid planned car park charges.</li> <li>• <b>National Nature Reserve</b> - Proposed National Nature Reserve status recognising the high recreation and conservation value of the site</li> </ul>



<b>Committee(s):</b>	<b>Date(s):</b>
Epping Forest and Commons	11th March 2019
<b>Subject:</b> The Commons, Sports and Miscellaneous Charges	<b>Public</b>
<b>Report of:</b> Andy Barnard – Superintendent of The Commons	<b>For Decision</b>
<b>Report Author:</b> Hadyn Robson – Business Manager	
<p><b>Summary</b></p> <p>This report reviews the charges for sports facilities and miscellaneous items that are provided by The Commons Division and seeks approval for the proposed charges for the financial year 2019-20.</p> <p><b>Recommendations</b></p> <p>Members are asked to:</p> <ul style="list-style-type: none"> <li>• Agree the proposed charges for the 2019/20 financial year as detailed in <b>Table 1</b>, on page 3.</li> </ul>	

## Main Report

### Background

1. Charges for the provision of sports facilities and other items are usually reviewed annually. The charges for the 2017-18 were approved by your Committee on 15 May 2017. There was no review in 2018.
2. The City of London Corporation's financial regulations require all departments to recover full costs when setting charges to persons or external organisations or submit reasons to the appropriate committee when that objective is not met. Therefore, it is, at the discretion of individual spending committees to determine the actual level of fees and charges relative to the services they provide, after considering local matters and priorities.
3. Caterham Pumas Football Club rent space for a football pitch on Coulsdon Common. This pitch is cut at the start of the season, after which the club is responsible for the marking and maintenance.
4. Logs, charcoal or cord wood may be produced as a by- product of land management activities. The Commons has a policy for the disposal of surplus timber arisings that allow The Commons volunteers to obtain logs free of

charge and staff to get green cord or logs at a discount. Logs are not sold directly to the public.

5. The Division has rooms suitable as meeting venues to external groups. The rooms at Burnham Beeches, Merlewood and Ashted are available to use free of charge by groups whose activities contribute to the management of open spaces. All other groups are charged
6. The basic rate of VAT is added to the cost of services associated with room hire. VAT on solid fuel is charged at 5% and seasonal rental of sports pitches is zero rated subject to HMRC conditions being met.

### **Current Position**

7. The income generated from sports and miscellaneous charges provides a small, but steady income from very little outlay or risk. This amounted to £1334.00 in this financial year and reporting up to 20th February 2019.
8. City of London employees currently pay £24.00 per ton inclusive of VAT for green cord wood.
9. The football pitch charge has, historically, been a 'one off', season long payment and is included in the sum quoted in point 7.

### **Proposals**

10. The charges agreed for the 2017-18 financial year are currently being applied and are shown in the table below, together with the proposed charges for the next financial year 2019-20.
11. It is proposed that all charges for the financial year, 2019-20 are increased by 10%. This is above inflation but reflects that there was no review of charges for the previous financial year, 2018-19, and will, additionally assist in meeting the annual efficiency savings targets.
12. It is proposed that room hire at Burnham Beeches increases by 10% on a sliding scale, depending on number of attendees, up to a maximum of £332.00 for a full day.
13. The sports pitch charge does not reflect the fees currently charged by neighbouring Local Authorities or Epping Forest and we plan to engage in consultation with the sports club concerned to address this prior to the next iteration of this report.
14. The proposed charges include 'rounding up' to simplify transactions.
15. An administration fee of £50.00 will be applied to all licences.

**Table 1**

Item	2017-18	2019-20
<b><u>Sports charges</u></b>		
Coulsdon Common, 1 Football Pitch (for season)	£299.00	£329.00
<b><u>Miscellaneous Charges</u></b>		
Sale of split logs, per 3 ton	£95.00	£105.00
Sale of green cord wood per ton	£24.00	£27.00
Room hire at Ashtead and Merlewood – per hour	£36.00	£40.00
Room hire at Burnham Beeches	Half day £121.00- £152.00 Full day £242.00 - £302.00 and £3.60 + VAT a head for refreshments	Half day £134.00 - £168.00 Full day £267.00 – £333.00 and £4.00 + VAT a head for refreshments

**Corporate & Strategic Implications**

16. The proposals in this report support the Corporate Plan 2018-23:

**Contribute to a flourishing society**

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

**Shape outstanding environments**

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

The proposals in this report also support the Open Spaces Department Business Plan:

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

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

**B. Spaces enrich people's lives.**

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

**C. Business practices are responsible and sustainable.**

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

**Implications**

**Financial**

17. Increasing the charges by 10% will ensure that costs are fully recovered for the provision of sports facilities and miscellaneous items for the 2019-20 period and a modest contribution is made to income beyond that point.
18. The increase is above the rate of inflation but reflects that there was no review of charges for the financial year 2018-19. Additionally, the increase will assist in meeting the annual efficiency targets.

**Conclusion**

19. It is proposed that charges for the sports pitch and miscellaneous items are increased by the amounts shown in the table above.
20. The sports pitch charge does not reflect the fees currently charged by the Local Authority neighbours. We plan to engage in consultation with the sport club concerned to address this prior to the next iteration of this report.

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<b>Committee(s)</b>	<b>Dated:</b>
Epping Forest and Commons Committee	<b>11 March 2019</b>
<b>Subject:</b> Catering Options Appraisal Report	<b>Public</b>
<b>Report of:</b> The Superintendent of The Commons	<b>For Decision</b>
<b>Report author:</b> Hadyn Robson	

**Summary**

In response to several recent enquiries in respect of placing catering concessions on Ashtead Common, Farthing Downs and Riddlesdown Common, the division commissioned an independent catering options appraisal report as to feasibility. This report summarises those findings.

**Recommendation**

Members are asked to:

- I. Note the contents of the independent report (Appendix 1)
- II. Approve further exploration of the potential identified at Riddlesdown Common with further reporting to this Committee, as appropriate.
- III. Agree that no further work should be undertaken to pursue the provision of catering concessions for Ashtead Common and Farthing Downs as explained on page 9, paragraph 6.0 of Appendix 1.

## Main Report

### Background.

1. Historically (1890's- 1970's) there have been catering concessions operating on Farthing Downs and Riddlesdown Common with varying degrees of success. Catering in private buildings adjacent to and serving Ashted Common ceased prior to the outbreak of the second world war.

### Current Position.

2. There are currently no catering concessions on any of the sites appraised. Various ad hoc expressions of interest have occurred in recent years, particularly for Ashted Common and Farthing Downs, which have led to numerous failed enterprises.
3. As part of the Division's efficiency targets and income generation plan, the Superintendent instructed Boyd-Thorpe Associates to assess the viability of catering provision at the three sites and gauge the potential business opportunities that may exist.
4. Boyd-Thorpe Associates have completed the work and report at Appendix 1.

## **Options.**

5. The independent report has identified potential to explore the development of a catering concession on Riddlesdown Common utilising the vacant countryside office. The costs of any building conversion will need to be scoped in conjunction with the City Surveyor. Project feasibility will be dependent on cost.
6. The independent report rejected any catering business opportunities at Farthing Downs and Ashted Common.

## **Proposals.**

7. Working with the City Surveyor further, and Boyd Thorpe associates, explore the viability of a catering concession on Riddlesdown Common by way of a short visitor survey, assessment of costs to convert the small office building, further financial modelling and market testing to identify interest from suitable operators. A further, more detailed report will be brought to this Committee once the likely implications have evolved.
8. Cease any further investigation on the provision of catering opportunities at Ashted Common and Farthing Downs, as recommended on page 9, paragraph 6.0 of Appendix 1. enabling a clear position statement to deal with speculative approaches.

## **Corporate & Strategic Implications**

9. The proposals in this report support the Corporate Plan 2018-23 as follows:

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

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

### **Support a thriving economy**

- Businesses are trusted and socially and environmentally responsible.

### **Shape outstanding environments**

- We inspire enterprise, excellence, creativity and collaboration
- Our spaces are secure, resilient and well maintained.

The proposals in this report also support the Open Spaces Department Business Plan:

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

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



**B. Spaces enrich people's lives.**

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

**C. Business practices are responsible and sustainable.**

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

Ashted Common (1951510), Coulsdon Commons (232989) are registered charities. Officers have been asked to remind Members that decisions they take in relation to the relevant charity must be taken in the best interests of the charity.

**Implications**

Financial

The £2,145.00 cost to carry out this catering feasibility work was found from local risk budget.

10. There is limited risk, at this stage, as sufficient funding is currently available to progress further investigation.
11. Funding for the short visitor survey, assessment of costs to convert the small office building, further financial modelling and market testing to identify interest from suitable operators will be met from the local risk budget.

**Conclusion**

12. Should members approve further exploration of the Riddlesdown Common opportunity the matter would progress as set out in Paragraph 7, in partnership with the City Surveyor and Boyd Thorpe Associates.
13. On completion and should a business case remain, the Superintendent would provide this Committee with a costed options and recommendations report.

**Appendices**

**Appendix 1** – City Commons – Catering Options Appraisal Report, January 2019. Boyd-Thorpe Associates.

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# City Commons

## Catering Options Appraisal

Prepared for:  
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January 2019

## 1.0 Introduction

Boyd-Thorpe Associates have been asked to appraise the feasibility of developing café/kiosk operations on three of the City of London Commons, namely: Farthing Down, Ashtead Common and Riddlesdown Common.

As part of this consultancy and to consider the viability of catering operations at these sites Fiona Boyd-Thorpe of Boyd-Thorpe Associates has:

- Visited the three sites;
- Met with the Business Manager for the City Commons, Haydn Robson;
- Met with Head Rangers, Allan Cameron and Andy Thwaites;
- Reviewed available information on visitor numbers, visitor profile and visitor research;
- Carried out some benchmarking to ascertain the level of catering provision in the nearby communities.

Within this short report we comment on the viability of providing catering on each of the Commons, and where appropriate the type of catering provision, the likely level of capital investment, rent and lease terms.

## 2.0 Data Analysis

Very little up to date information was available on the number and type of visitors to the three commons but we have interpreted that which was available as follows:

### 2.1 City Commons Visitor Observation Survey 2013

The 'City Commons Visitor Observation Survey 2013' prepared by Alison Milward Associates suggests that the following number of visits are made each year:

Farthing Downs	157,520 visits p.a.
Ashtead Common	205,960 visits p.a.
Riddlesdown	220,530 visits p.a.

There is some further useful information on visitor use at each location:

#### Farthing Downs

- Farthing Downs is regularly used by large rambling groups.
- Greater densities of visitors are seen at the southern end of the site in the amenity mown areas closest to the car park and interpretation panels.
- 76% of visits are made by people in groups with sitting/relaxing being a popular activity as families/friends enjoy picnics or sunbathing.
- People visit later into the evening at weekends than during the week.

## Ashtead Common

- Walking the dog was the most popular activity,
- Cycling was the second most popular activity at 23.6% of visits. This was particularly popular at weekends.
- 75% of visits are to the urban southern and eastern areas of the common closest to the railway station and housing.
- Although Ashtead Common has the second highest number of visits of all seven city commons, because it is such a large site, it has the lowest density of use.
- The rural northern western side of Ashtead Common has more than double the number of visits at weekends than during the week.

## Riddlesdown

- This is the most used of the City Commons sites.
- Weekday visits made up 42% of the total and weekend visits 58%. This near even split of visits indicates a steady visitor number.
- There are a high number of under 20's using Riddlesdown as it is used as a through route to local schools.
- 40% of visits to Riddlesdown are made by people with dogs.

## Summary

- The profile and activities of visitors match fairly well to the profile of the local population living within 2 hours of the site.
- The data confirms that the sites cater for local people rather than acting as destinations for people from further afield.
- The City Commons are used mainly by local people who enjoy the space for fresh air and exercise with walking, dog walking, running and cycling being the main physical activities.
- The profile and number of visitors do not vary much between the seasons and weekend usage does not differ significantly from weekends except at Ashtead Common/Kenley Common.

## 2.2 City Common Snapshot Survey

This survey received just 94 respondents so care should be taken when interpreting the data. Furthermore the survey covered all of the City Commons and so it is not possible to pick out information for the three specific commons we are investigating. However, on the understanding that this information provides a general picture we summarise the relevant data below:

### Q1 Which City of London site did you visit

Ashtead Common	30.85%
Coulsdon Common	18.09%
Farthing Down	13.83%
Kenley Common	17.02%
Riddlesdown	10.64%
West Wickham Common	8.51%

Spring Park	1.06%
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**Q3** Approximate arrival time of most recent visit

Early morning (before 9am)	11.39%
Morning (9am-12pm)	35.44%
Afternoon (12-2pm)	17.72%
Late afternoon (2-5pm)	29.11%
Evening (5pm-)	6.33%

**Q4** Reason for visit

Dog walking	45%
Walking	52.5%
Peace and quiet	37.5%
Enjoy nature	41.25%
Meeting friends/family	7.5%
Family outing	7.5%
Informal sports	7.5%

**Q5** 95.25% of respondents said the common was local to them.

**Q6** Average visit time

Less than 30 mins	7.5%
30 mins-1 hr	50.0%
More than 1 hr	42.5%

**Q7** How often do you visit the site

Daily	28.75%
Weekly	36.25%
Once/twice a month	25.0%
Once/twice a year	10.0%

**Q11** If you could make 1 improvement to the space

Of the 62 responses received, 7 wanted to see a café/coffee/refreshment facility.

Refreshments at Farthing Down/Riddlesdown were specifically mentioned by one respondent.

**Q13** 97.5% of people are local residents to the space.



#### Q15 Gender

Male	38.5%
Female	61.5%

#### Q16 Age

20-44	20.25%
45-64	43.04%
65-over	29.11%

This snapshot survey supports the data from the City Commons Visitor Observation Survey:

### 2.3 What does this mean for catering?

Interpreting this data we can conclude:

- There is steady use of the spaces across the day and across the days of the week with no significant peaks and troughs (except at Ashted Commons where weekend usage is much higher) providing consistency for a catering operator.
- Visits occur throughout the day but 82% occur during the hours a café/kiosk would be open (9am-5pm).
- Repeat visits are high (65% visit at least once a week with 28.75% visiting daily) so with a good café/kiosk there is an opportunity to build a regular customer base.
- The most common dwell time was 30mins-1 hour with 50% of visits made in this time frame but interestingly 42% of visits last longer than an hour. With visits over one hour there is a good prospect that visitors will wish to incorporate a refreshment break.
- The spaces attract more females than males and more over 45's (72.15%) than under 45's (20.25%). These are groups that will make use of a good refreshment facility if it is appropriately priced.
- Most people are local to the space (97.5%) that they visit so the catering offer needs to be good or people will simply go home for refreshments.
- Walking, dog walking, enjoying nature, peace and quiet are the main activities, i.e. relaxation. This fits well with the concept of enjoying refreshments provided that the café/kiosk operation does not intrude into the peace and quiet of the location. ;

## 3.0 Site Observations

### Farthing Down

This a beautiful site with far reaching views across the valley. The car park provides a focal point and an obvious location for a small café/kiosk/mobile to operate from although there are no buildings suitable for conversion. The site is very exposed and without indoor seating business would probably be limited in all but good weather. It is understood that large groups gather particularly at weekends to picnic so there may be opportunity to sell coffee, ice cream to these groups but perhaps not anything more substantial.

A café previously ran out of the Rangers Cottages but this was many years ago and was not managed by the City.

### Ashtead Common

This is a very large site although 75% of visits are reportedly made to the southern and eastern more urban part of the site near to the Estate Office. Due to its scale and the fact that there isn't a single focal point where visitors gather on Ashtead Common the visitors are largely well disbursed.

This area is affluent and the common is surrounded by very large detached houses. The busy railway station is located nearby. The 'village' is a 10 minute walk from the more southerly edges of the common.

The Ashtead Estate Office is oversized and there could be spare capacity for developing a catering outlet within the building but there is no parking on site. A successful café could create considerable traffic and parking issues.

### Riddlesdown

Riddlesdown car park is accessed from the end of a residential road from which paths lead out onto the common. This provides an obvious location for a catering outlet being the focal point for many visitors arriving by car. However, visitors also arrive on foot via the many entrances onto Riddlesdown and not all will pass the car park. The car park is spacious but contains no buildings suitable for conversion to a kiosk/café. It is understood that a café used to be operated from a small building at the end of the Superintendent's garden. This building is a short walk from the car park but still visible from it. It occupies a relatively sheltered position and offers potential for conversion back to a small café/kiosk. It is currently used as a volunteer base.

## 4.0 Competitor Survey

### Farthing Down

The nearest cafes are Poppy Café and the Full Monty Café – both of which are fairly basic. Jaconelli's espresso bar seems to serve some good coffee and food, but is near a main road and is only open until 1pm or 2pm. There are 8 cafes on Coulson high street near to the rail station. Most are fairly basic, with the best appearing to be Caffè Nero and the Art Café. These are all some distance from the car park at Farthing Down.

South of Farthing Down (Chaldon) is almost entirely residential and quite sparsely populated, almost rural. There is a café in the pavilion at Netherne Village, near to the sports ground, but the offer appears to be limited.

There are quite a large number of cafes and coffee shops in Caterham, but these are considered too far from Farthing Downs to be serious competition.

In summary there is little competition for a café at Farthing Down should one be developed.

### Ashtead Common

There are a few cafes on the periphery of the common – St George's Café and Ashtead Café are the closest. Both focus on low priced cooked breakfasts and hot sandwiches. It is understood that a coffee van operates at the station from 6am to 9am daily servicing the commuter market.

The majority of competition in the area is slightly further from the common, on the A24, near to Ashtead Park (approximately ½ km away). There are only a few cafes here, but they are better quality café/deli operations, with good quality lunchtime offers. CoffeeActive and Handley's appear to be the best operations. There are also a small number of neighbourhood restaurants in this area.

Whilst there is some competition in the area it is some distance from the more popular south eastern part of the common.

#### Riddlesdown

There is no real competition in the area immediately around the common. Slightly to the north there is Marmaris Café and slightly further into Sanderstead there is Priscilla's Tea Room, which is a small but quaint operation on the edge of a park. Southwest of the park is Whyteleaf where there are a few basic cafes but overall the level of competition in the area is particularly low.

## 5.0 Site Appraisal

#### Farthing Down

A scheme was developed in 2007 to create a small kiosk within the toilet block at Farthing Down. At that time visitor numbers were not available but there was a push from the Friends of Farthing Down to create a visitor centre and small refreshment facility. This scheme did not proceed but a tender was entered into to identify a kiosk operator to operate a free standing kiosk at the site. An appointment was made but the lease was terminated after a few weeks due to complaints about quality/hygiene.

Several kiosk/mobile operators have been appointed since but each operator has only lasted a few weeks before moving on. This and the fact that the City has not been bothered by opportunist ice cream operators turning up every weekend suggest that the location is not commercially viable. With visitor numbers now known to be only 150,000 p.a. we are of the view that the site is not busy enough to support even a small local business.

There is no nearby housing to attract custom from non-walkers etc. and the majority of visitors would need a car to access a café at the car park.

#### Ashtead Common

The rangers at Ashtead Common have been approached by a local events company, Four Gables, requesting permission to locate a Citroen HY 1979 vintage food truck on the common at "Bridleway 33" opposite the station. The van would remain in situ at night with clamps and chains and a tracking device to deter criminal activity. The company claim that they have identified a large market in the common for dog walkers and ramblers who would like a rest in the middle of their activities. They suggest that the van would also provide a group meeting point at the entrance to the common. The proposed opening hours are 7am-12pm 6 days a week (closed Monday). Four Gables propose donating 5% of their net profits to the Ashtead Common charity.

We have the following observations:

- Being rather cynical, the location of the van and the opening hours seem best suited to serve the local commuter market utilising the station than the users of Ashtead Common. If this

proposal was agreed longer opening hours would need to be put in place. The City Commons Visitor Observation Survey 2013 suggests that at weekends approximately 50% of visits are made after 2pm.

- A van left overnight could attract criminal activity, vandalism or theft which could create negative PR for the City.
- Power, if not already available, will be very costly to install. Use of a generator will have a negative impact on the environment both in terms of noise pollution and CO<sub>2</sub> pollution.
- The 5% profit is a manipulable figure and so there is no certainty of income to the City. The caterer could make a reasonable living from this location but never actually declare a profit. If the proposal is to be considered further we recommend requesting a full business proposal and charging a fixed annual rent.

The proposal may warrant further investigation but in so doing there needs to be a clear and fixed return to the City.

An alternative proposal may be to consider the conversion of the current Superintendent's office into a takeaway kiosk or the Superintendent's office, reception area, kitchen and toilets into a small café. However, the cost of converting the space, particularly to a café, is not insubstantial. Visitor numbers are relatively low at just over 200,000 so to cover the cost of conversion the kiosk/café would have to attract additional destination custom from elsewhere to make it viable. We have established that there is little competition of good quality in the area but we wonder what the café/kiosk's USP would be. Without a USP (the view from inside is lovely but there is no 'garden', the building is not particularly 'interesting') it is difficult to see why people would come specifically to this location for a café. Commuters using the station in the morning/evening need somewhere very convenient. They are unlikely to go out of their way to the common for a coffee. Lack of parking on site will be a limiting factor for it operating as a café.

Without a wider piece of work to better understand visitor use of the common and interest in a café it is difficult to comment further but our view is that a café operator would probably struggle to payback the cost of conversion to a café or even a kiosk. Furthermore, if it were financial viable and successful such a facility may create car parking and traffic issues which the City may not want.

#### Riddlesdown

Riddlesdown presents the most interesting opportunity.

Although visitor numbers are not much higher than Ashted Common and certainly much lower than, say, Burnham Beeches, the area is surrounded by residential housing and there is virtually no competition by way of alternative cafes on the nearby streets. The existing building is understood to be in good condition so the cost of creating a café should be relatively low. Its location near to the car park and in a sheltered southerly position with an outdoor seating area makes it ideal. The building, with some internal reconfiguration, should be large enough to accommodate a few internal seats which will ensure it can trade year-round.

We were unable to access the inside of the building and detailed plans of the building are not available but utilising the sketch drawings and internal photographs sent to us we have prepared a suggested layout drawing (Appendix A). With more information a better layout could probably be

achieved. This configuration requires recessing the wall to the current office to open out the service space and create a seating area and a small store. However, this wall could possibly be removed completely to create further seating with the catering storage incorporated into the kitchen and under counters. New floor, wall and ceiling finishes will be required to improve the look and feel of the space.

The café would only be able to serve a limited menu due to space restrictions but it would be sufficient to meet the requirements of the majority of visitors. This might include hot and cold beverages, ice creams, wrapped bought in cakes, pastries, biscuits, confectionery, crisps etc., hot soup, sandwiches/panini/toasties and possibly jacket potatoes.

We are unable to comment on the cost of converting the space since we do not have access to building costs nor do we know the condition of the current building and M+E services but we are confident that a low-cost conversion could be achieved.

Until an agreed layout and the cost of conversion has been identified it is not possible to forecast sales revenue and therefore income to the City but based on other City lease buildings we believe a rent of say £5,000 to £7,500 p.a. could be achieved if the City carry the building works out themselves. If the tenant carries out the work (which may be more cost effective) they will probably require a rent-free period to recover the building and fit-out costs. Further financial modelling can be undertaken once the makeup and cost of the conversion is better understood.

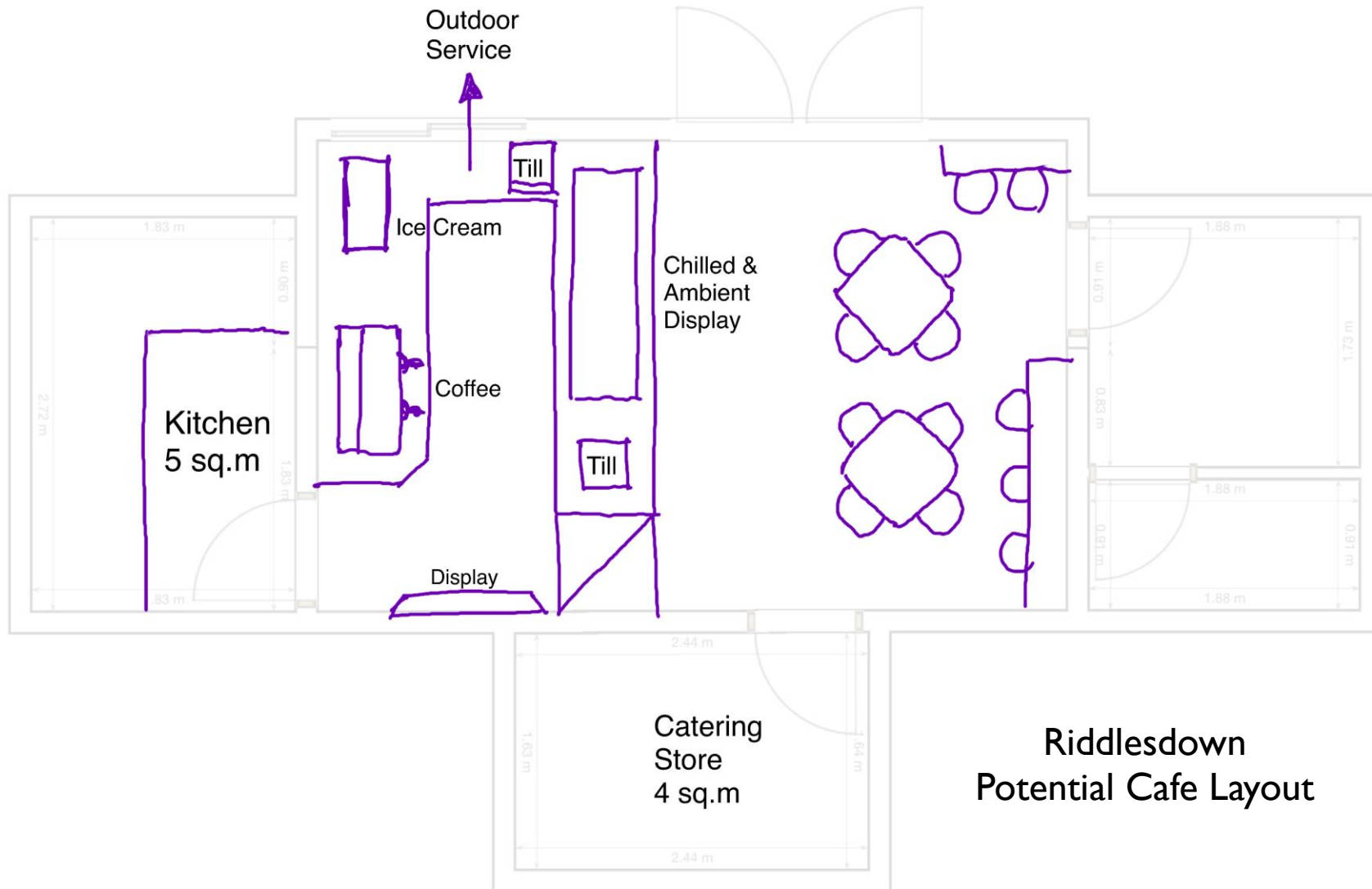
The opportunity is most likely to appeal to a small local person wishing to operate their own business.

## 6.0 Recommendations

We do not believe there is a case for catering at Farthing Down due to the low visitor numbers and location.

We do not believe there is a business case for catering at Ashted Common due to the cost of converting the office space. The proposal from Four Gables warrants further investigation but in its current guise it does not offer a guaranteed income to the City and the benefits seem to weigh solely in favour of the operator.

It is strongly recommended that a café at Riddlesdown is investigated further. A short visitor survey should be carried out to establish the level of interest in a café operation in the identified location. If such interest is confirmed it is suggested that the cost for converting the building is obtained, further financial modelling is undertaken and the opportunity is market tested to identify whether there is interest from suitable operators.



Riddlesdown  
Potential Cafe Layout



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