



West Ham Park Committee

Date: MONDAY, 15 JULY 2019
Time: 12.15 pm, or on the rising of the Open Spaces and City Gardens Committee, whichever is later.
Venue: COMMITTEE ROOMS - SECOND FLOOR WEST WING, GUILDHALL

Members: Graeme Doshi-Smith
Oliver Sells QC
Catherine Bickmore (External Member)
Robert Cazenove (External Member)
Caroline Haines
Alderman Ian Luder
Wendy Mead
Barbara Newman
Justin Meath-Baker (External Member)
Richard Gurney (External Member)
Cllr James Asser (External Member)
Cllr Tahmina Rahman (External Member)
Jeremy Simons
Deputy John Tomlinson
Rev'd Canon Alex Summers (External Member)

Enquiries: Richard Holt
Richard.Holt@cityoflondon.gov.uk / 020 73323113

Lunch will be served in the Guildhall Club at 1pm

N.B. part of this meeting may be subject to audio-visual recording

**John Barradell
Town Clerk and Chief Executive**

AGENDA

1. **APOLOGIES**

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

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

To receive the Order of the Court of Common Council dated 25 April 2019 appointing the Committee and setting its Terms of Reference.

For Information
(Pages 1 - 2)

4. **ELECTION OF CHAIRMAN**

The Committee are invited to elect a Chairman in accordance with Standing Order 29.

For Decision

5. **ELECTION OF DEPUTY CHAIRMAN**

The Committee are invited to elect a Deputy Chairman in accordance with Standing Order 30.

For Decision

6. **MINUTES**

To agree the public minutes of the previous meeting of the West Ham Park Committee held on 8 April 2019.

For Decision
(Pages 3 - 6)

7. **BREXIT UPDATE**

The Director of Open Spaces to be heard.

For Information

8. **PARK MANAGER'S UPDATE**

Report of the Superintendent of Parks and Gardens.

To be read in conjunction with a non-public appendix at item 17.

For Information
(Pages 7 - 10)

9. **WEST HAM PARK EVENTS POLICY (PART TWO - SITE SPECIFIC)**

Report of the Director of Open Spaces.

For Decision
(Pages 11 - 46)

10. **CYCLICAL WORKS PROGRAMME BID - 2020/21**

Report of the City Surveyor.

For Information

11. **OPEN SPACES DEPARTMENTAL BUSINESS PLAN 2018/19 - YEAR END PERFORMANCE REPORT**

Report of the Director of Open Spaces.

For Information
(Pages 53 - 68)

12. **REVENUE OUTTURN 2018/19 - WEST HAM PARK**

Joint report of the Chamberlain and the Director of Open Spaces.

For Information
(Pages 69 - 76)

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

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

15. **EXCLUSION OF THE PUBLIC**

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

For Decision

Non-public Agenda

16. **MINUTES**

To agree the non-public minutes of the previous meeting of the West Ham Park Committee held on 8 April 2019.

For Decision
(Pages 77 - 78)

17. **NON-PUBLIC APPENDIX PARK MANAGER'S UPDATE**

Non-public appendix to be read in conjunction with item 8.

For Information
(Pages 79 - 80)

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

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

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ESTLIN, Mayor	RESOLVED: That the Court of Common Council holden in the Guildhall of the City of London on Thursday 25th April 2019, doth hereby appoint the following Committee until the first meeting of the Court in April, 2020.
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WEST HAM PARK COMMITTEE

1. **Constitution**

A Non-Ward Committee consisting of,

- eight 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 membership to be the same as the Open Spaces & City Gardens Committee.
- plus the following:-
 - four representatives nominated by the Heirs-at-Law of the late John Gurney
 - one representative nominated by the Parish of West Ham
 - two representatives nominated by the London Borough of Newham

2. **Quorum**

The quorum consists of any five Members.

3. **Membership 2019/20**

- 7 (4) Jeremy Lewis Simons
- 7 (3) Barbara Patricia Newman, C.B.E.
- 3 (3) Oliver Sells, Q.C.
- 3 (3) John Tomlinson, Deputy
- 9 (2) Ian David Luder J.P., Alderman
- 6 (2) Graeme Martyn Smith
- 2 (1) Caroline Wilma Haines
- 9 (1) Wendy Mead, O.B.E.

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

Four representatives appointed by the heirs-at-law of the late John Gurney:-

- Catherine Bickmore
- Robert Cazenove
- Richard Gurney (Heir-at-Law)
- Justin Meath-Baker

One representative appointed by the incumbent or priest, for the time being, in charge of the present benefice of West Ham:-

- The Revd. Canon Alex Summers

Two representatives appointed by the London Borough of Newham

- Councillor Joy Laguda, M.B.E.
- Councillor Rachel Tripp

4. **Terms of Reference**

To:-

- have regard to the overall policy laid down by the Open Spaces & City Gardens Committee;
- be responsible for the ownership and management of West Ham Park (registered charity no. 206948) in accordance with the terms of conveyance of the Park by John Gurney, Esq. to the City of London Corporation dated 20th July 1874 and in accordance with the Licence in Mortmain dated 22nd May 1874 and the management of a Nursery;
- authorise the institution of any criminal or civil proceedings arising out of the exercise of its functions.
- express views or make recommendations to the Open Spaces and City Gardens Committee for that Committee's allocation of grants which relate to West Ham Park.

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WEST HAM PARK COMMITTEE **Monday, 8 April 2019**

Minutes of the meeting of the West Ham Park Committee held at Committee Rooms
- Second Floor West Wing, Guildhall on Monday, 8 April 2019 at 12.45 pm

Present

Members:

Graeme Smith (Chairman)
Oliver Sells QC (Deputy Chairman)
Catherine Bickmore
Robert Cazenove
Caroline Haines
Alderman Ian Luder
Barbara Newman
Richard Gurney
Deputy John Tomlinson

Officers:

Richard Holt	- Town Clerk's Department
Carl Locsin	- Town Clerk's Department
Alison Elam	- Chamberlain's Department
Colin Buttery	- Director of Open Spaces
Martin Rodman	- Superintendent of Parks & Gardens
Gerry Kiefer	- Department of Open Spaces
Lucy Anne Murphy	- West Ham Park Manager
Martin Falder	- Department of Open Spaces

1. APOLOGIES

Apologies were received from Jeremy Simons, Wendy Mead and Justin Meath-Baker.

2. DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT

There were no declarations.

3. MINUTES

RESOLVED- That the public minutes and non-public summary of the meeting held on 4 April 2019 be approved as a correct record.

Matters Arising

Newham representatives on the West Ham Committee

The Director of Open Spaces informed the Committee that Councillor Mas Patel was to be nominated as the second representative of the London Borough of Newham. Members noted that Councillor Joy Laguda would no longer be serving on the Committee and questioned if any communication had been sent to thank her for her service. The Chairman confirmed that he had

written to Councillor Joy Laguda formally thanking her for her service on the West Ham Park Committee and thanked Officers for their work in resolving issues on the Membership of the Committee.

4. **BREXIT UPDATE**

The Director of Open Spaces was heard in relation to an update on Brexit and the implications for West Ham Park. The Director explained that given the lack of clarity on the process the department were concentrating their matters within their control. In addition, the director informed the Committee that the City of London Corporation was in discussion with the Department for Environment, Food and Rural Affairs (DEFRA) to mitigate issues which could be caused by loss of European Union funded grants.

Replying to a Members query the Director Open Spaces informed the Committee that the City of London Corporation's Human Resources department had a policy to assist members of staff who are from the European Union.

RESOLVED- That the update be noted.

5. **PARK MANAGER'S UPDATE**

The Committee received a report of the Director of Open Spaces which provided Members with an update from the West Ham Park manager.

It was noted by a Member that the learning programme would be subject to the fundamental review process which the City of London Corporation would be undertaking.

A Member requested clarification on the issue of apprentice placement as the West Ham park management team appeared to have a number of apprentice vacancies whilst being told that apprentice placements were at capacity. The Director of Open Spaces explained that some of the apprentices who had been allocated places had dropped out and that the City of London Corporation apprenticeship funding had been fully allocated for this year.

It was questioned whether the design work on the West Ham Park playground could continue despite the deferred funding of the project. The Director of Open Spaces clarified that some works, which were funded by previous gateway report, could continue despite the funding review.

RESOLVED- That the report be noted.

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

The Committee considered a report of the Director of Open Spaces on the Open Spaces Department, City Gardens and West Ham Park Risk Management. The Director of Open Spaces highlighted to Members the sections of the report which were pertinent to West Ham Park.

RESOLVED- That: -

- I. Risk scoring grid at be noted; and
- II. That the Departmental risk register outlined in this report be noted; and
- III. That the West Ham Park elements of the City Gardens and West Ham Park risk register as outlined in the report be approved.

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

The Committee received a report of Director of Open Spaces on the Final Departmental High-level Business Plans 2019/20 for the Open Spaces Department. A Member questioned why the Ultra Low Emissions Zone (ULEZ) Fleet Purchase was shown as a red risk when Members had just been told that the fleet was compliant. The Director of Open Spaces clarified that at the time writing the report the Open Spaces department's vehicle fleet was not fully ULEZ compliant but that it had reached full compliance subsequently.

RESOLVED- that the report be noted.

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

There were no questions received.

9. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT.

The Chairman presented a proposed resolution regarding the City of London Corporation's new Sports Engagement Strategy to be sent to the Policy & Resources Committee. The Chairman explained that the resolution had been supported by the Epping Forest and Commons Committee on the 11th of March 2019, formally endorsed by the Hampstead Heath, Highgate Wood and Queen's Park Committee on the 13th of March and the Open Spaces & City Gardens Committee on the 8th of April. The Chairman suggested that the Committee send a resolution on this matter to Policy & Resources Committee the which would be followed by resolutions of other relevant Committees. A Member commented that particular importance should be placed on people within the sports strategy. Members supported the proposed resolution Policy & Resources Committee noting the importance of open spaces to the Sports Strategy.

RESOLVED- That a resolution be made from the West Ham Park Committee to the Policy & Resources Committee requesting involvement in the decision-making process regarding sports engagement in conjunction with other relevant Committees, as follows:

"Noting the creation of a new Sports Engagement Strategy, we are aware that the PRED sub-committee have resolved to recruit a full time Sports Engagement Officer. We, as the Chairmen of interested committees, would like to have a part in the decision-making process regarding the growth and implementation of the strategy, prioritisation of effort, and where funds are allocated. We feel that the committees that are

responsible for sport (in its widest sense) should be involved in the overall process and have an involvement in the decision-making on the strategy.

We believe there are five pillars to the City's engagement with sport to be considered:

1. Open spaces, involving the community and local sports clubs
2. Education with the City of London Schools (independent schools and the academy chain), which often provide facilities for the local community
3. Promoting health and wellbeing across the boroughs and London-wide through facilities at our open spaces and through our Community & Children's services
4. National and regional sports events promotion
5. Soft benefits of Sports Business Networking where the business community are engaged (in particular sponsorships)

Our open spaces have worked extensively in sports partnerships with groups such as the Sports Lottery Fund, FA, The Football Foundation and the LTA, and would like to see the strategy encompass building on and strengthening these partnerships also."

10. **EXCLUSION OF THE PUBLIC**

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

11. **NON-PUBLIC MINUTES**

RESOLVED- that the non-public minutes of the meeting held on 4 February 2019 be approved as a correct record.

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

One question was considered in the non-public session.

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

There were no urgent items considered in the non public session.

The meeting ended at 1.08 pm

Chairman

Contact Officer: Richard Holt
Richard.Holt@cityoflondon.gov.uk / 020 73323113

Committee:	Date:
West Ham Park	July 2019
Subject: Park Manager's Update	Public
Report of: Superintendent of Parks and Gardens	For Information
<p style="text-align: center;">Summary</p> <p>This report provides an update to Members of the West Ham Park Committee on management and operational activities at West Ham Park since April 2019.</p> <p>Recommendation</p> <p>Members are asked to:</p> <ul style="list-style-type: none">• Note the report	

Main Report

Budget and Personnel

1. Expenditure for West Ham Park is in line with that expected at this time of year. The Park currently has a full complement of full-time staff.

Community, Volunteering, Outreach and events

2. Wild Schools: This academic year we have been investigating new sessions in physics and immersive sessions in creative writing and storytelling. In April we used Robert McFarlane's 'Lost Words' book as inspiration to seek words to describe the fauna and flora in the new wildlife extension garden. Feedback from these new sessions has been good. Since the start of term September 2018 to date, we have taught 3020 students outdoors in the park, a figure we expect to rise significantly by the end of term in July.
3. The Wild Schools officer has been focusing on broadening the range of schools who use West Ham Park and the Wild Schools program to enhance their curriculum. We have succeeded in attracting three more local schools to make use of our educational offering this year. Another local school are also interested in using the newly created wildlife extension garden to run Forest Schools, which would bring the total number of Forest School groups running sessions in the park to three and one home school group.
4. The Friends of West Ham Park

- a. Vegetable garden – The group have been implementing improvements to the garden following their successful application to the ‘Enjoying Green Spaces and the Natural Environment’ grant fund. Three new raised beds, a new shed and water point have been added to the garden and are being cultivated with various fruit and vegetables. The group are now running regular sessions on Tuesdays and the first Saturday of each month and attracting new volunteers.
 - b. Open Garden Squares weekend – The Friends launched their exhibition regarding Dr John Fothergill and the parks horticultural history during Open Garden Squares weekend at the start of June with good attendance. The information panels will remain in the garden throughout the summer and have received positive comments from users.
 - c. Bat walks: The Friends will be holding their two annual bat walks in the park on the 22nd August and 20th September.
5. National park city – In July, London becomes the World’s first National park city. Events across the capital will celebrate London’s green spaces, wildlife habitats, green rooftops and waterways and aims to get all Londoners enjoying the outdoors, highlighting the importance, beauty and breadth of London’s green and blue spaces. To mark the occasion, the Chairman will be formally opening the garden on Sunday 21st July. Friends of the park will also be giving a guided tour of the Fothergill Exhibition and staff will lead a walk around the newly extended wildlife garden. The park will also be hosting the Summer Bounce Festival, targeted at encouraging women and girls to play cricket during the cricket world cup, accompanied by healthy eating stalls and other wellbeing activities (organised by the Mama Kari Community Interest Group).
6. Bandstand: The bandstand continues to grow in its popularity for a base for children’s (and adults) birthday parties and celebrations with ten bookings over the summer.

The bandstand is also still used for musical events. The Kimbanguiste African Brass Band and The Thumping Tommy’s were well received. The Red House Rockers, Soulfools and The Blues Spiders will perform over the rest of the summer.
7. The Snack Shack returned at the end of May and will serve tea, coffee, soft drinks and hot and cold foods until the end of September.

Operational activities

8. Oak Processionary moth: In June, the Forestry Commission attended site to carry out a routine survey of a sample of the parks oak trees and found two live Oak Processionary moth caterpillar nests. At the time of writing the report, Islington tree surveyors were surveying the remainder of the parks oak trees to establish the extent of the issue across the site. Where necessary, oak trees will be fenced off to exclude the public until nests can be removed.

9. Ornamental gardens: The implementation of the America bed is completed, and the area was shown to our London in Bloom judge in June as part of the judging tour. Results will be announced in September.

Property Matters

10. Claim for Adverse Possession and an update regarding the nursery project are available in the non-public minutes.

Lucy Murphy

West Ham Park Manager

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Committee:	Date:
West Ham Park Committee	15 July 2019
Subject:	Public
West Ham Park Events Policy (Part Two – Site Specific)	
Report of:	For Decision
Superintendent of Parks and Gardens	
<p style="text-align: center;">Summary</p> <p>West Ham Park, in common with many of the City Corporation's Open Spaces, has a history of hosting public events in order to meet its charitable objective of providing recreation for adults. To reflect the increasing volume and complexity of event requests received within West Ham Park, a local Events Policy has been developed. This is supplemental to the overarching Open Spaces Department Events Policy that was approved by the Open Spaces and City Gardens Committee on 16 April 2018.</p> <p>The proposed local Events Policy will ensure that events are properly managed; that the impact of any event on the open space and adjoining communities is minimised; and that the costs of hosting the event are properly reflected in any licence fee.</p> <p>Recommendations</p> <p>Members are asked to:</p> <ul style="list-style-type: none"> • Approve the proposed Events Policy (Part Two) for West Ham Park attached at Appendix 2. 	

Main Report

Background and Current Position

1. West Ham Park organises a number of small and medium sized events in order to promote the use of the Park, engage with, and be of benefit to the local community. In recent years these have included relatively low-key events, such as music on the bandstand, bat walks, stargazing evenings, and nature-themed events such as tree walks and 'Newham's biggest leaf pile' with the Friends of West Ham Park. More recently, the Park has hosted the multi-faith 'Bringing Communities Together' festival. Individuals and communities also apply to the Park Manager for permission to hold small events such as community picnics, fun runs and sports days throughout the year.
2. In recognition of the differing characteristics of the open spaces assets managed by the City of London Corporation, an Open Spaces department-wide policy framework has been developed in collaboration with officers from all Divisions. The policy seeks to protect the environment and character of each distinct site from the pressure of events, whilst recognising the value and

amenity that events can bring to the spaces. The framework Policy is attached at Appendix 1 (as approved by the Open Spaces and City Gardens Committee in April 2018). The aim of this overarching policy framework was to capture the generic elements common to all Open Spaces divisions, with the intention that each division would then develop its own site-specific policy to sit underneath.

Proposals

3. In line with other divisions, the West Ham Park team has drafted a site-specific Events Policy. The proposed policy that has been developed draws upon current good practice experience of licensing and running events; the existing restrictions on the use of the Park and wider legislative requirements regarding public safety and local authority licensing procedures.
4. The number, type, frequency and location will be considered for every application to ensure the ecology and environment of the location is not harmed. Seasonality and special designations may restrict events in some locations. Where necessary professional advice from Ecologists and/or Arboriculturalists will be sought as part of the application process.
5. The Superintendent proposes that the procedures set out in this Policy will become effective immediately for applications for new events received following the date of consideration by this Committee, and subject to its approval.
6. For events that have previously been held in the Park, it is proposed that a transition period of 12 months will apply to facilitate the transition to the new arrangements set out in the proposed Policy.

Corporate & Strategic Implications

7. This Policy contributes towards the achievement of the three aims set out in the City of London Corporate Plan 2018-23. Contribute to a flourishing society (1-4), Support a thriving economy (5) and Shape outstanding environments (9-12).¹¹.
8. The Policy also meets the three objectives and outcomes set out in the Open Spaces Business Plan 2018-19 (a) Open spaces and historic sites are thriving and accessible, (b) Spaces enrich people's lives and (c) Business practices are responsible and sustainable.

Financial

9. Where information was available, the scale of hire charges for events has been benchmarked with neighbouring local authorities and is considered to be within an acceptable price range. In line with other divisions, charges are intended to recover costs incurred for administration and consideration of the event by Officers and other services provided to facilitate an event. In addition to cost recovery, the charging policy for events will raise revenue for reinvestment into the maintenance and upkeep of the Park. Charging also provides a method of regulating the number of events and activities that take place on our sites

Legal

10. The legal position is set out in the site-specific Policy document at Appendix 2.

Property

11. If events are to be permitted in the Park, they should be governed by suitable licence terms to ensure that the City of London is suitably indemnified and that consent to use represents best value or is otherwise in the best interests of the West Ham Park charity.

Conclusion

12. West Ham Park receives applications to hold events in the Park throughout the year. This proposed Policy will establish a fair and transparent system for assessing event applications and for regulating the type, location and frequency of events that are permitted. A clear requirement for event managers to apply the appropriate legislative and licensing regimes will ensure that events are run safely and professionally

Appendices

- Appendix 1 - Open Spaces Departmental Events Policy – Part One
- Appendix 2 – West Ham Park Events Policy – Part Two (Site-Specific)

Lucy Murphy

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Appendix 1



Open
Spaces

Registered Charity

Open Spaces Departmental Events Policy Part One

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1. Policy Statement

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

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

2. Aims

2.1. This Events Policy has been developed to:

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

3. Definitions and Scope

3.1 Terms of reference

City of London, also referred to as "the City"	The City of London Corporation
Site	"Site" is used to refer to each particular Open Space within the scope of this policy
Location	"Location" refers to specific locations or areas within the Site.
Open Spaces	"Open Spaces" is used to refer collectively to all the Sites within the scope of this policy.
Event	This policy applies to all events proposed to be held on the Open Spaces, except where specifically excluded (see section 'Events covered by this policy')

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

3.2 Scope of policy

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

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

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

4. Legislative context

- 4.1 There is a variety of legislation pertaining in the management of the City's Open Spaces. Many of the Sites have specific founding legislation which sets out the City's powers and duties. The Site-specific policy contained within

Part Two reflects the particular legislative context and requirements for each Site.

4.2 The City of London promoted the City of London Corporation (Open Spaces) Act 2018 within Parliament. This Act makes additional provision for events, subject to a suitable events policy being in place.

4.3 Section 7 of the City of London Corporation (Open Spaces) Act says:

In this section “event” means—

- (a) a ceremony, celebration, entertainment or similar occasion; or*
- (b) a conference, an exhibition or the making of a film.*
- (2) The Corporation may—*
 - (a) temporarily use or permit others to use land (including buildings) forming part of an open space for the purposes of an event;*
 - (b) provide, or arrange for another person to provide, equipment, facilities or services for the purposes of an event;*
 - (c) so far as appears to the Corporation to be necessary in connection with an event, restrict or authorise others to restrict access temporarily to an area of land forming part of the open space; and*
 - (d) charge for permission or provision given or made under paragraph (a) or (b) or charge or authorise others to charge for admission to an area to which access is so restricted.*
- (3) The Corporation must exercise the powers in subsection (2) having regard to a policy concerning the exercise of the powers prepared by the Corporation in consultation with such persons or bodies as it thinks appropriate (which must include any committee or group established by statute for the purpose of consultation about the management of the open space).*
- (4) The policy must, in particular, contain provision—*
 - (a) requiring that—*
 - (i) in deciding whether, and on what terms, to permit an event under subsection (2), the Corporation must have regard to the character and local environment of the open space (or the part of the open space in which the event is to take place); and*
 - (ii) such an event (whether individually or taken with other events) does not cause material injury to the amenity of the open space or significant impairment to the public enjoyment of the open space; and*
 - (iii) in relation to land to which the London Government Reorganisation (Hampstead Heath) Order 1989 applies, any structure erected is not on a part of the land which is unbuilt on; and*
 - (b) limiting the frequency and duration of events in the open space.*

5. Events covered by this policy

5.1 This policy applies to all events which are held on the City’s Open Spaces where the permission or assistance of the City is required to facilitate it.

5.2 As a general guide, this policy does not apply to informal gatherings which take place on our spaces. However, if event organisers are planning an activity which requires additional facilities, infrastructure, may interfere with

public use of the site, involve things which would otherwise be a breach of Open Space byelaws (such as the erection of structures), or go beyond the ordinary recreational use of an Open Space then it is likely that an application and decision would need to be taken in accordance with this policy.

- 5.3 There are a number of activities which are excluded from the scope of this policy, because they are dealt with under separate arrangements, specifically:
- Weddings and civil partnership ceremonies
 - Filming and photography
 - Sports activities attracting less than 500 people on dedicated sporting facilities and/or with limited infrastructure requirements, or covered by the sports licensing arrangements e.g. personal training, group exercise classes, fun runs.
- 5.4 Further details of these can be found on www.cityoflondon.gov.uk
- 5.5 If you are in any doubt whether you need to apply before arranging an event, please contact the relevant Site (www.cityoflondon.gov.uk)

6. Event Locations

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

7. Requirements for event organisers

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

- Benefit users of the Open Space or the space itself

Environmental protection

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

Character of the local environment

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

Amenity Impact

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

Community benefit

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

Health & Safety

- 7.7 The wellbeing, health, safety and security of those attending an event, or working or volunteering at an event, are paramount. The event organisers must provide details of their proposals to ensure this.
- 7.8 Event organisers will need to demonstrate these requirements through their application form and event management plan.

Re-instatement Bond

- 7.9 Event organisers will need to provide a deposit (see section 10) which will act as a bond to cover the cost of any reinstatement works.

8. Events that are not allowed

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

9. How we make decisions

Officer Event Group

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

Event application form

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

Event management plan

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

Things the Officer Event Group consider

- 9.4 Before making a recommendation, the Officer Event Group will look at the information provided in the application form and the event management plan. They will also consider:
- Whether the event is appropriate to the character and local environment of the Open Space or Site.
 - The potential for and extent of material damage to the amenity of the Open Space
 - Any potential to damage the Sites of Special Scientific Interest (SSSIs)

- The potential for and extent of impairment to the public enjoyment of the Open Space
- Whether the event complies with this policy and the relevant Site-specific policy
- Whether the event is suitable for the Site location proposed
- Whether the event clashes with any other events or activities
- Whether the time of year is appropriate
- Whether there is sufficient lead-in time
- Whether the event would conflict with any restrictive covenants, byelaws or statutory provisions applicable to the Site
- Whether appropriate arrangements have been made for wellbeing, health & safety, security, public liability insurance, stewarding and the provision of first aid
- Whether arrangements for local authority licences have been made
- Capability of the organiser
- Any environmental impact outside the Site (e.g. noise nuisance)
- Benefit to the local community or other users of the Site and/or to the charitable objectives of the Site
- The event organisers performance in previous years.
- The event organisers experience in running an event of a similar type and scale
- Whether the event is not permitted in accordance with Section 8 – “Events which are not allowed” of this policy

9.5 Feedback will be provided to event organisers if the arrangements proposed are insufficient or require amendment. Events which do not meet the required criteria will be refused. The Superintendent or Committee may require event organisers to comply with particular conditions.

Approval process

9.6 Site specific policies will categorise events based on anticipated participant numbers and duration (including set up/set down times) as appropriate for each Site. These are contained in Part Two; Site specific policies.

9.7 Superintendents have authority to approve events which have up to 5,000 participants and a maximum duration of 2 days. For events of over 5,000 participants and/or of 3 or more days duration, approval will be sought from the relevant Committee. In addition, there may be exceptional circumstances when an application is received which is in some way contrary to an element of this policy but has a high level of benefit to the community or Site. In such a case, the Superintendent may refer such a decision to the appropriate Committee.

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

Local authority approvals

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

Insurance

- 9.11 The City of London requires as a minimum £2 million public liability insurance, evidence of which must be provided by the event organiser, prior to the event. The level of cover may increase up to £10million, subject to the nature, scale, complexity and risk of the event.

10. Charges for Events

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

Application fee

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

Refundable damage deposit

- 10.5 A damage deposit may be required, in advance, for each event. The type and size of the event and consideration of any potential remediation works will be relevant to the deposit required. The deposit will be held as a bond and used to fund any remediation works required and any additional costs incurred by the City of London for which the event organiser did not pay a charge.

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

Hire costs

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

Cancellation

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

11. Event organiser's performance

- 11.1 Officers will monitor and review the performance of the event organiser throughout the event planning stages and delivery. Notes will be made where

an event organiser has performed poorly so that this can be considered should future event applications be received.

12. PART TWO – Site Specific Policies

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

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



Open
Spaces

Registered Charity

Open Spaces Departmental Events Policy Part Two West Ham Park

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Appendix 1-Events Application Form

Appendix 2 - Site availability map

Policy Statement

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

This is the local policy and application form for requests to hold events in West Ham Park only.

Applications for filming, photography, fitness clubs etc should be completed on a separate, appropriate licence application form.

Introduction

West Ham Park serves a diverse local community, is open every day of the year and is carefully maintained by a dedicated team of park keepers and gardeners.

The Park is the largest park in the London Borough of Newham and has been owned and maintained by the City of London Corporation since 1874. The Park is a registered charity (No. 206948) of which the City of London Corporation is the trustee. Over £1m annually is provided by the City of London to support this 77-acre (31.1 hectare) Green Flag award-winning space. The Park provides a pleasant and relaxing environment for over one million visitors a year, and where people feel welcome and safe in a park that is ranked as the most popular in East London.

West Ham Park offer a varied programme of events throughout the year, from weekly guided health walks to children's summer entertainment and has sports facilities including twelve tennis courts, cricket facilities and football pitches.

Legal background

Unlike the other City Open Spaces included in Part One of the Events Policy, West Ham Park is not covered by the provisions of the City of London Corporation (Open Spaces) Act 2018. This is primarily because West Ham Park is not subject to the same statutory restrictions as to its use. However, as a registered charity, West Ham Park must be managed in accordance with its governing documents, being a conveyance of 20 July 1874 and Charity Commission Schemes dated 12 May 1981 and 27 September 1991, as well as general charity law.

The objects of the West Ham Park charity are to for ever maintain and preserve the Park in a proper and ornamental condition as open public grounds and gardens for the resort and recreation of adults and as a playground for children and youth. The 1874 conveyance includes express permission to:

- erect on any part of the Park places for the sale of refreshments and an orchestra for the use of musicians and to apply any income derived therefrom towards the general expenses of the Park.
- regulate the days and hours during which, and the parts of the Park in which, music is permitted.

- close the Park or any part of it to the public for up to 10 days per year and charge, or allow others to charge, for admission.

West Ham Park is also subject to some express statutory provisions. For example, under section 76 of the Public Health Acts Amendment Act 1907 (as amended by section 56 of the Public Health Act 1925 and applied to West Ham Park by section 4 of the City of London (Various Powers) Act 1933) the City of London Corporation may:

- Set apart any part of West Ham Park as may be described in a notice board in some conspicuous position for the purpose of any game or recreation, charge reasonable sums for its use and exclude the public from the part set apart while it is in actual use for that purpose.
- Provide any apparatus for games and recreations, and charge for their use, or let the right of providing any such apparatus to any person for up to three years.
- Place, or authorise any person to place, seating in West Ham Park and charge for, or authorise any person to charge for, its use.
- Provide and maintain pavilions or other buildings and conveniences and to charge for admission.
- Provide and maintain refreshment rooms in West Ham Park, and either manage them themselves or let them to any person for up to three years.

Regard must also be had to the byelaws that apply in West Ham Park which can be found at <https://www.cityoflondon.gov.uk/things-to-do/green-spaces/west-ham-park/Documents/west-ham-park-byelaws.pdf>.

Event Locations

The number, type, frequency and location will be considered for every application to ensure the ecology and environment of the location is not harmed. Seasonality and special designations may restrict events in some locations. Where necessary professional advice from Ecologists and/or Arboriculturalists will be sought as part of the application process.

Suggested event locations are provided on the attached West Ham Park map at Appendix 2 but to summarise consist of

- Winter hire area: cricket pitches and tennis court areas
- Summer hire area: Football pitches areas
- Minor and small events only: The ornamental gardens due to their size and nature are only suitable for small and minor events.

Timing and Frequency

Local conditions will apply – please see site appendices.

West Ham Park Event Group (WHPEG)

The WHPEG meets monthly to consider all event applications received that month, ensuring a fair and structured evaluation of each on a case-by-case basis.

How we make decisions

Once the WHPEG has considered the application, one of the following outcomes will be determined. Applications may be:

- recommended for immediate approval.
- recommended for rejection on the basis that it does not meet the requirements of the Open Spaces Event Policy
- deferred subject to receipt of further information
- referred to a wider meeting of officers for review, particularly in the case of large events.

Applications timescale

Event applications must be received within the lead in time stipulated below. Should applications not be received within this window, event requests may be declined

Scale	Daily anticipated attendance	Application to be received prior to event day	Application Deadline
Minor	1 – 49	At least 3 weeks	None - rolling application process Note – See site descriptions for maximum numbers
Small	50 – 499	At least 8 weeks	
Medium	500 – 1999	At least 3 months	
Large	2000 - 4999	At least 6 months	
Major	5000 plus (eight days max)	At least 12 months	

Licences

Your event may require a Premises Licence or Temporary Event Notice which is granted by the relevant local authority. It is the event owner's responsibility to apply for any local authority licences that may be required.

You are advised to allow a minimum of 10 weeks for a premises licence application and 4 weeks for a temporary event notice. Larger events may need to apply for a licence up to 6 months in advance. For information contact:

Newham Licensing
1st Floor Town Hall Annexe
330-354 Barking Road
East Ham
London
E6 2RT

If you are using recorded or live music, you will also need to obtain the appropriate music licences. See <https://pplprs.co.uk/> for further details

Insurance

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

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

Event Planning Documentation

You will be required to provide a range of plans and documents relating to your event such as an Event Management Plan including Health and Safety Policy, Method Statements, Emergency Plans, Risk Assessments (complying with the requirements of CDM Regulation 2015 where applicable), Traffic Management Plans, and food hygiene ratings for any food concessions.

Charges for the current financial year

It is recognised that events are rarely straightforward and will need to be considered on a case by case basis. We will be able to calculate your event charge when we have received your event application form.

Event fees

Events are charged based on the size, number of people attending, and activities planned. Community / not for profit and charity fundraising events will receive a 50% reduction from the commercial event charges. Individual applicants will be treated as Commercial and subject to the same fees. The general principles below apply to all applications.

Application Fee: A non-refundable application charge will apply for all event applications to cover the administrative costs of determining events.

Deposit: 25% of the hire fee will be invoiced when event has outline approval from The City of London subject to statutory licence approvals, thus reserving the location and date. If any required licences are not approved and the event does not proceed, then the deposit is forfeited.

Remediation deposit: The type and size of the event and consideration of any potential remediation works will be relevant to the deposit required. The deposit will be used to fund any restoration works following an event and any additional costs incurred by the City of London due to the event, for which the organiser did not pay a charge. This will be charged at a minimum of 20% of the hire fee.

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

the remaining balance. Likewise, if the number of attendees on the day exceeds those applied for, you will be invoiced at the relevant hire fee.

Hire fee: Dependent on size and duration, this fee will have to be paid prior to the event. Payment must be received at least 1 month prior for minor to medium sized events and at least two months in advance for large and major events.

Non event days i.e. set up day is charged at 15% of the basic fee and payable with the hire fee

Service charges: Events requiring the use of specific facilities must pay for these in addition to the above charges. Up to a maximum of 2 on-site meetings with City Corporation staff are covered within the processing and hire fees. Further attendance at meetings and on-site attendance may be charged, particularly if outside of normal working hours.

		Charity / Community events 2019/20		Commercial/Corporate events 2019/20	
Scale	Daily anticipated attendance	Application fee	Hire fee	Application fee	Hire fee
Minor	1 – 49	£25	up to £250	£50	Up to £500
Small	50 – 499		£325		£650
Medium	500 – 1999		£975		£1,950
Large	2000 - 4999		By negotiation		By negotiation
Major	5000 plus (eight days max)		By negotiation		By negotiation

Fairs and Circuses will be dealt with by separate negotiation. Discounts from operational days will be made for set up/ dismantling. A discount applies to longer stays. Events requiring the use of specific facilities must pay these in addition to the above charges:

Facility	Type	Fee applicable
Water	Use of building water supply or stand pipe (limited locations)	£50 per day
Electricity	Use of The City of London supplies (limited locations)	£50 per day
Specialist ground preparation (in addition to usual cutting regime e.g. ground marking)		On application
Staffing. City of London will provide staff to the first 2 meetings free of charge. Further attendance at meetings and on-site attendance may be charged, particularly if out of normal working hours.	Park Keeper or officer Team Leader Park Manager	From £27 per hour From £34 per hour TBC Plus VAT at the current standard rate

Terms and Conditions of Hire

1. Hirers must not:
 - Fix items to trees, railings, fences or any other structures, including any form of advertising
 - Drive stakes into the ground
 - Cook or sell food or sell alcohol without separate licensing agreement or without obtaining an alcohol licence
 - Leave items or equipment unattended
 - Hand out literature at an event, unless special permission has been given
 - Solicit donations i.e. bucket collections or similar
 - Release balloons or sky lanterns
 - Stage pyrotechnic displays (unless by separate agreement)
 - Erect temporary structures (other than small water-weighted gazebos) including bouncy castles, unless by specific agreement in specified locations
 - Climb, or allow others to climb on, statues, monuments or infrastructure
 - Move benches, fixtures and fittings
 - Advertising is not permitted on railings or within the open spaces unless specifically permitted and with a separate charge
 - Use petrol operated generators
 - Shall not deliver any public speech, sermon or address
2. Applications for events will only be considered if submitted within the time frames and scope outlined
3. Applications will only be approved once adequate health, safety and emergency planning information has been agreed. No licensable event may proceed without the appropriate licence(s) from the local authority.
4. Events should not be advertised until final signed agreement for the event has been received from the City of London.
5. The Hirer hires the area indicated on the Hirer's site plan and agreed by The City of London. The Hirer does not hire the whole site for the Hirer's exclusive use, unless requested and agreed by The City of London
6. The Hirer's attention is drawn to the requirements of the *Health & Safety at Work Act 1974* and other health & safety legislation including *the Management of Health & Safety at Work Regulations 1999*, *Control of Substances Hazardous to Health Regulations 1999* and *Electricity at Work Regulations 1989*. It is the responsibility of the Hirer to comply with all relevant legislation.
<http://www.hse.gov.uk/event-safety>

7. The Hirer shall indemnify and keep indemnified The City of London from and against all actions, claims, suits, costs, expenses, losses, injuries, damage and liability howsoever arising out of or by reason or in consequence of the agreement hereby granted (other than action, claims, suits, costs, expenses, losses, injuries, damage and liability resulting from any negligent act of The City of London, its servants or agents). The Hirer shall effect a third-party policy of insurance to a minimum of £3,000,000 per event, subject to size and activity and in such terms as may be approved by The City of London which must be evidenced
8. The Hirer will be required to produce written documentary evidence of the existence of public liability insurance at such a level as required by The City of London in respect of any exhibitor, ground entertainer, sub-contractor, caterer which the Hirer has authorised to appear at the event.
9. The Hirer is responsible for financing the reinstatement of the site allocated, site clearance including the clearance of litter, the separation and collection of recyclable materials and the removal of all advertising. The clearance must be undertaken within 24 hours after completion of the event. If the Hirer fails to perform these obligations, The City of London reserves the right to perform any such obligations and any costs incurred shall be borne by the Hirer from the damage deposit. Specialist grounds works including re-seeding will be undertaken by The City of London and will also incur an additional cost to be borne by the Hirer.

Cancelling an event

10. The City of London reserves the right to cancel forthwith the holding of any event in the occurrence of an emergency or on the advice from the police authority or any other appropriate authority or because of forecast poor and extreme weather or unsuitable ground conditions.
11. In the event of any event being cancelled under the provisions of this clause, the City shall not be held liable to the hirer for any fees costs or damages, loss nor any consequential loss sustained as a result of or in any way arising out of the cancellation of the function but shall repay to the hirer without interest all sums paid by the hirer on account of the hire charge (with the exception of the administration fee which is non-refundable). It is therefore advised to take out separate event insurance. The City of London reserves the right to require the hirer to alter the date of use if it should become necessary for any reason, provided reasonable notice is given of such alteration (except in the case of an emergency when this clause will apply). In the event the hirer is unable to alter the date, the City of London will repay all monies paid by the hirer to the City within 10 working days but will accept no liability for any other fees, costs or damages or any consequential loss.

In the case of the hirer cancelling the event once agreed and deposit paid, for any reason and including failure to secure the appropriate licences, refunds will be given on the sliding scale shown below. In all circumstances the

administration fee will be retained, and a charge made for any expenses already incurred by The City of London on behalf of the event:

Cancellation Period

Scale	Total anticipated attendance	Notice given for Cancellation	Refund
Minor	1 – 49	Any period	Full refund *
Small	50 – 499	At least 4 weeks	Full refund*
		Less than 4 weeks	Minus 25% of deposit
Medium	500 – 4999	At least 2 months	Full refund*
		Less than 2 months	Minus 25% of deposit*
Large	5000 plus	At least 4 months	Full refund*
		Less than 4 months	Minus 50% of deposit*
		Less than 4 weeks	Minus 100% of deposit*

*minus application fee and expenses

- 12.** The property of the Hirer and Hirer's agents must be removed at the end of the period of hire. The City of London accepts no responsibility for any property left on the venue before, during or after hire period.
- 13.** The Hirer must ensure that adequate parking arrangements are made for vehicles. Parking is prohibited in the Park unless previously agreed. Any parking to highway areas is covered by traffic regulations and non-compliance may result in parking fines.
- 14.** The Hirer is required to comply with the *Town and Country Planning (Control of Advertisements) Regulations 1992*, whereby unauthorised advertising, including "fly posting", is an offence and therefore strictly forbidden.
- 15.** Food preparation on site is not permitted unless in a fully certified catering facility. Picnics, buffets etc. must be at no charge. Any food charged for must be through a certified catering facility.
- 16.** The Hirer is always responsible for the organisation and smooth running of the event, its security and stewarding as appropriate.
- 17.** Temporary structures must be constructed of sound materials, be stable and be suitable for their purpose. The Hirer will always be responsible (day and night) for the security and supervision of these structures.
- 18.** The Hirer must ensure that they comply with the West Ham Park byelaws

- 19.** The City of London reserves the right to terminate the hiring if details are not submitted, if there is a breach of any of the foregoing conditions, or if the arrangements are deemed unsatisfactory.

West Ham Park Events Application Form

The City of London Corporation is a data controller, and processes the personal data you provide, in accordance with the General Data Protection Regulation and the Data Protection Act 2018. For full details of how and why the City of London Corporation processes personal data, please refer to the full privacy notice, along with the relevant departmental layers, available at www.cityoflondon.gov.uk/privacy, or contact us to request a hard copy.

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

Contact Details

Name of organisation	
Nature of organisation	Registered Charity
	Not for profit constituted organisation
	Individual
	Commercial company
Company or Charity Registration Number	
Company website:	
Name of main contact	
Address	

Invoice address (if different from above)	
Telephone number - landline	
Telephone number - mobile	
Email address	
Event public enquiries number	

Event Details

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

Overall expected attendance	
How is your event to be funded, particularly up-front costs?	

Activities

<p>Description of Activity</p> <p>Please include activities, stalls and other structures. It may be easier to attach a full programme of activities to this application.</p>		
<p>Will there be any of the following activities? Several of these activities will require a licence or permit. Further charges may apply to some activities</p> <p>If yes, please give further details. We will then advise you on further permissions needed – many of which will need to be obtained from the relevant local authority</p>		
Site Setup	Barriers/fencing	Yes/No
	Portable staging	Yes/No
	Portable generator (diesel only)	Yes/No
	Stewarding and security	Yes/No
	On site communication e.g., radios	Yes/No
Marquees		Yes/No If yes, please give number and sizes
Domestic gazebos		Yes/No If yes, please give numbers
Live Music or Entertainment		Yes/No
PA System		Yes/No
Recorded music/sound		Yes/No
Dancing		Yes/No
Performance of Plays		Yes/No
Films		Yes/No
Fireworks / Pyrotechnics		Yes/No

Carnival / Procession	Yes/No
Fairground equipment	Yes/No
Bouncy Castle	Yes/No
Animals – Horses, Donkeys, Birds or other animals	Yes/No If yes, please give details
Alcohol	Yes/No
Catering for public consumption	Yes/No There are additional charges for Catering units that are not incorporated as part of an event package (e.g. running events) or are an excessive number for the event
Waste disposal	Please describe the method to be used to keep the area free of litter and refuse. All waste must be removed from within and immediately outside West Ham Park by the end of the event.
Do you require power?	Yes/No If yes, give details of how you intend to supply it / where you would like to source power from
Do you require water?	Yes/No If yes, give details of how you intend to supply it / where you would like to source it from and drainage points/methods
First Aid	What first aid cover will be provided and who will provide it?
Toilet Facilities	Do you wish to use public toilet facilities? Please state which
	How many temporary toilets will you bring onto the site? You are required to ensure that toilet facilities are adequate.
How will you actively encourage people to travel	Please give details

sustainably?	
Will you require vehicle access at the event?	Yes/No If yes, please detail the number and type of vehicles
	Approximately how many vehicles will be attending the event?
	How do you propose these vehicles will be parked?
	How do you intend to manage the parking of these vehicles? Will you have signage and/or Parking Attendants?
Will the event be accessible and open to all?	Yes/No Under the Equality Act (2010) you must not discriminate on the basis of race, colour, ethnic or national origins, religion and belief, gender, sexual orientation or marital status and disability or age.
Do you require on site advertising? If so, please state where and how and by when the material will be provided.	Yes/No Please note that flyposting in the Park and surrounding local authority areas is not permitted. Your deposit may be forfeited if we must remove unpermitted posters or banners. There may be additional charges for signs.

Note:

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

Declaration

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

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

First aid		Disability compliance	
Lost children & vulnerable adults		Equal opportunities	

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

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

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

By returning this form, I confirm that I have read and accepted the Terms & Conditions of Hire. I apply for permission to hold the event as described in this application form. I confirm that the information provided is correct and will inform The City of London if the details change.

Signed (not essential on emailed documents)	
Mobile Tel:	
Email:	
Print name	
On behalf of (organisation)	
Date	

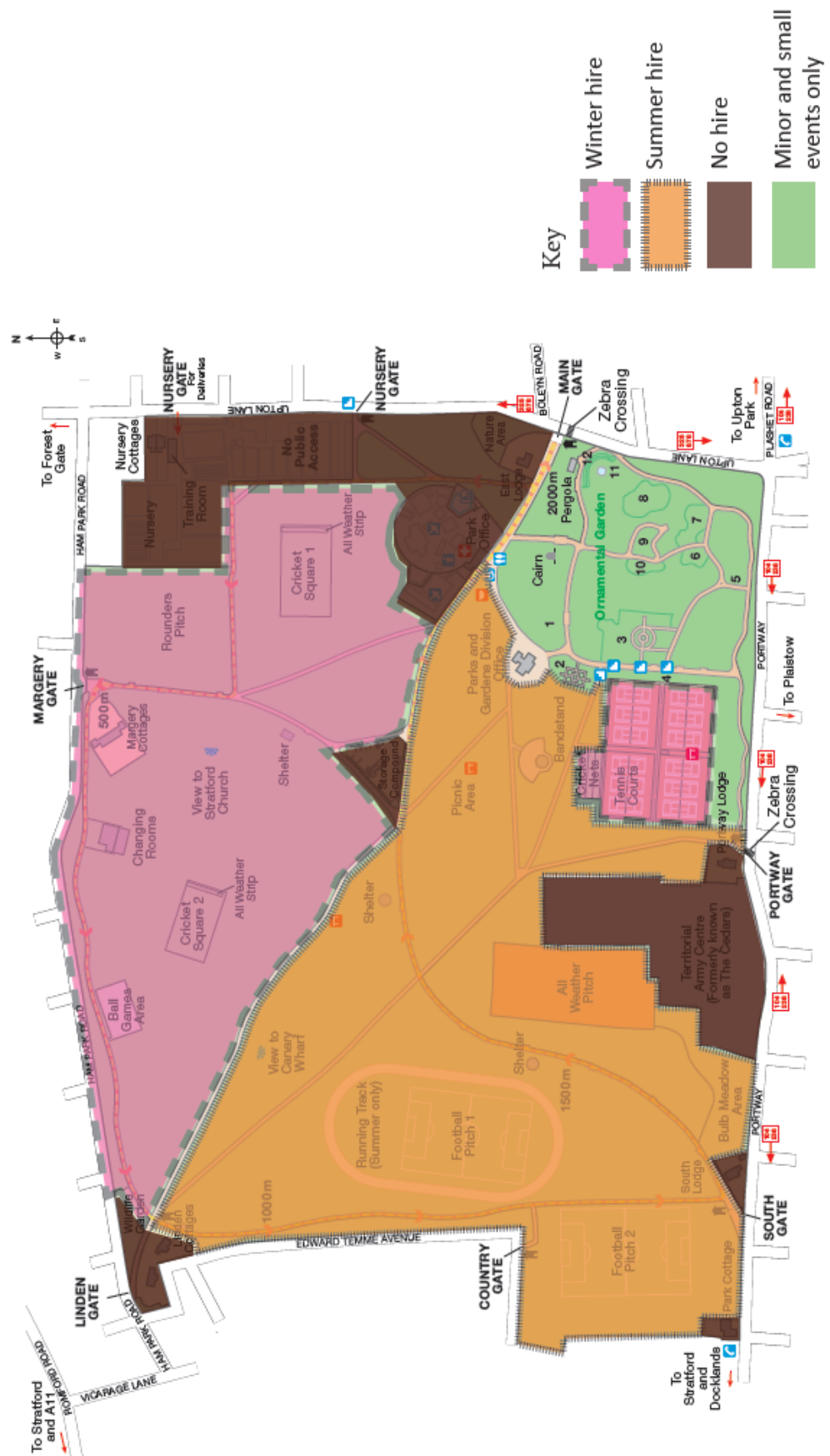
Please keep one copy and email or return this form together with your supporting documentation to:

City of London Corporation
 Superintendent's Office, West Ham Park
 Upton Lane,
 London E7 9PU
parks.gardens@cityoflondon.gov.uk

For office use only	
Date received:	Application checked:
Date of review:	Documentation checked:
Date of decision:	Date of invoice

Appendix 2

West Ham Park site hire availability map



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Committee(s):	Date(s):
West Ham Park Committee	15 July 2019
Subject: Cyclical Works Programme Bid – 2020/21	Public
Report of: City Surveyor CS: 251/19	For Information
Report Author: Alison Bunn – Head of Facilities Management	
<p>Summary</p> <p>This report sets out a provisional list of cyclical projects being considered for properties under the management of West Ham Park Committee under the “cyclical works programme”.</p> <p>The draft cyclical project list for 2020/21 totals £34,700 and if approved will continue the on-going programme in the maintenance of the property and infrastructure assets.</p> <p>Recommendation</p> <ul style="list-style-type: none"> • That Committee notes the content of this report 	

Main Report

Background

1. The total value of the approved projects for the 20/21 cyclical works programme (CWP) for the West Ham Park Committee was £94,200 which consisted of 9 projects.
2. The Director of Open Spaces has requested that your Committee be provided with a preview of the likely works list in 2020/21 for West Ham Park.

Current Position

3. The attached list at Appendix A is a provisional list of projects for West Ham Park under consideration for 2020/21.
4. The projects for the bid have been taken from the forward maintenance plans for each property within the Estate; these plans are regularly updated in conjunction with the Superintendent and their management team to ensure they are as accurate as possible.
5. It should be noted that this provisional list for 2020/21 is subject to a final review prior to presentation to the Corporate Asset Sub-Committee in September 2019

and consideration by the Resource Allocation Sub-Committee at the beginning of 2020.

Prioritisation of Projects

6. The project prioritisation model developed for the cyclical works programme has been applied to projects identified from forward cyclical maintenance/replacement plans of the Barbican Centre, GSMD and the Corporate Properties under the City Surveyors control.
7. Essential Projects for consideration of including within the bid list are ranked in order of priority according to the following criteria and scoring mechanism.
 - Health, Safety & Security (weighting 5)
 - COL Reputational (weighting 4)
 - Maintaining Income Stream (weighting 4)
 - Assets Performance (weighting 5)
 - Client Feedback (weighting 2)
8. The cyclical works programme Peer Review Panel, chaired by the Financial Services Director has met twice to consider the draft prioritisation of projects across all Departments. The panel has provided a “sense check” to ensure that the prioritisation ranking reflected in the Prioritisation model has been rigorously and consistently applied and that the outcomes in terms of prioritisation align to the City’s strategic aims and objectives.

Corporate & Strategic Implications

9. The CWP links to the City Surveyor’s Business Plan:

Strategic asset management: We will develop asset management strategies that align Corporate Property Strategy, Investment Property Strategy and risks. We will ensure that we unlock the potential of our property assets in a way that supports the efficient delivery of the Corporate Plan and Service Departments’ objectives.

Property assets and facilities management: We will ensure buildings are fit for purpose, sustainable, safe and secure, providing access for all, meeting service needs and community expectations and delivering value for money through enhancing our efficiencies; this includes asset management plans, facilities management including hard (planned and reactive maintenance) and soft services (cleaning, security, etc), cyclical projects and minor improvements and delivery of major capital projects for refurbishments and new builds.

Conclusion

10. The attached provisional list of work for 2020/21 allows the on-going cyclical repairs and maintenance of the City’s Operational estate at West Ham Park in particular to continue.

Appendices

- Appendix A - Provisional Cyclical Works Programme 2020/21

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Appendix A - CWP 20/21 - Actual List

West Ham Park

Property	Location	Project Title	Cost
West Ham Park	Ornamental Gardens	ORNAMENTAL FOUNTAIN SAFETY INSPECTION	1,200
West Ham Park	Boundary Fence, Wall, Gates, Railings (Including Internal Railings/Gates)	FENCING REPLACEMENT OF VARIOUS AREAS	6,000
West Ham Park	General	FOOTPATH RESURFACING	18,000
West Ham Park	General	BOLLARD REPLACEMENT (MAIN GATES)	9,500

£34,700

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Committees:	Dates:
Epping Forest & Commons	8 July 2019
Open Spaces & City Gardens	15 July 2019
West Ham Park	15 July 2019
Hampstead Heath, Highgate Wood & Queens Park	11 Sept 2019
Subject: Open Spaces Departmental Business Plan 2018/19 – Year End performance report	Public
Report of: Colin Buttery – Director, Open Spaces	For information
Report author: Gerry Kiefer, Open Spaces	

Summary

This report provides Members with a review of the Open Spaces Department's delivery of its 2018/19 Business Plan. The report provides examples of some of the activities the Department undertook last year which helped achieve the Department's three top line objectives: 'Open Spaces and Historic Sites are Thriving and Accessible', 'Spaces Enrich People's Lives' and 'Business Practices are Responsible and Sustainable'.

The report outlines progress that has been made against the Department's fifteen programmes and projects and provides information to show that performance against our 31 performance measures is comparable with previous years and only 19% of targets were missed by more than 10%. Financially the services that report through the Open Spaces Committees have managed their income and expenditure well with only a £13k overspend across the total local risk budget of £12million.

Recommendation

Members are asked to:

- Note the report

Main Report

Background

1. The Open Spaces & City Gardens Committee approved the Departmental Business Plan 2018/19 (Appendix 1) on 16 April 2018.
2. The Department's Vision is: *we enrich people's lives by enhancing and providing access to ecologically diverse open spaces and outstanding heritage assets across London and beyond.*

Current Position

1. Detailed information about achievements and performance in relation to services which sit outside the responsibility of Open Spaces Committees will be reported to the Port Health and Environmental Services Committee; and Culture, Heritage and Libraries Committee.

Objectives and Outcomes

2. A number of notable achievements have been made under the Business Plan's three top-line objectives. Some of these are listed below:

A. Open Spaces and Historic Sites are Thriving and Accessible.

- Epping Forest are progressing and the Commons are finalising Special Area of Conservation (SAC) mitigation strategies with their neighbouring local planning authorities
- The Commons division and LB Croydon have worked with Natural England to seek declaration of a new National Nature Reserve covering Coulsdon Common and Happy Valley
- Successful multi-agency working limited the impact of the grass and heathland fires across the sites during the summer
- South Meadow project and wildlife garden were completed at West Ham Park.
- City Gardens delivered 7 landscape enhancement projects and the completion of Aldgate Square
- City Gardens won Gold at Britain in Bloom and six Open Spaces sites won gold in London in Bloom

B. Spaces Enrich People's Lives.

- In March 2019, Members agreed that the Department's base budget should be increased by £395k so that the Learning Programme becomes a core service of the Department for 2019/20 onwards
- Twelve voluntary, community and charity groups received funding totalling £155,475 from the City of London's Central Grants Programme's "Enjoying Green Spaces and the Natural Environment" funding theme
- 41,032 people engaged with the Learning Programme over the last year
- Epping Forest hosted a number of arts events to support Waltham Forest as the first London Borough of Culture

C. Business Practices are Responsible and Sustainable.

- Across the Department there are 23 apprentices undertaking a wide variety of roles
- A risk zone-based approach has been adopted for pesticide spraying and nest removal of Oak Processionary Moth (OPM). An increase in base budget was confirmed for 2019/20 to help mitigate the costs associated with the OPM controls
- Funding was awarded to the Department throughout the year from a range of internal and external sources including: CoL transformation fund, CoL

priority investment pot, Mayor of London's 'Greener City Fund' and Countryside Stewardship Grant

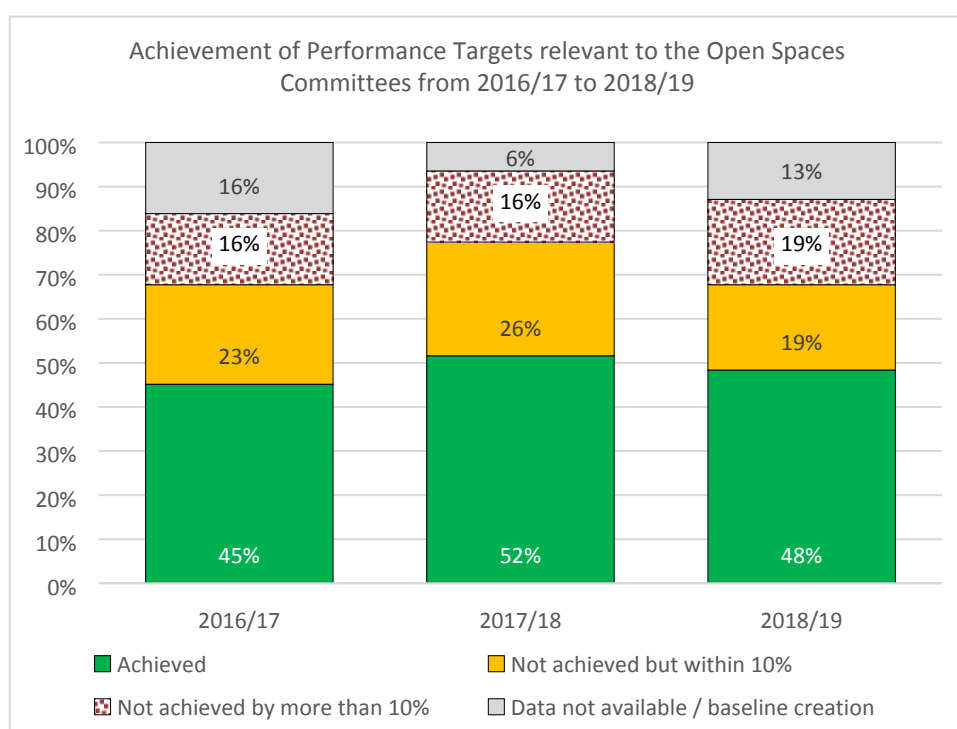
- 43 % of Open Spaces staff completed a Departmental staff survey and 51% completed the Corporate staff survey. Action plans for both are being implemented.
- Epping Forest installed four new fast charge points for electric and hybrid vehicles, drawing power from existing solar panels on site
- All woodchip arising from arboriculture work at Epping Forest is being used in a local farmers agricultural grain drying heating system

Programmes and Projects

3. The Business Plan identified 15 grouped programmes and projects which would help the Department deliver its three main objectives. Good progress has been made on many of these however the Fundamental Review has put on hold some Gateway projects. A few key programme and project highlights are:
 - Department and site-specific events policies agreed
 - Stoke Commons management plan and Hampstead Heath management strategy agreed
 - Grazing has been expanded
 - New management powers under the Open Spaces Act are being implemented.
4. Details about the progress of the fifteen projects and programmes is given within appendix 2.

Performance Indicators

5. Generally, performance is comparative to the previous year with nearly 50% of measures being achieved or exceeded. The table below shows the percentage of performance targets relevant to the Open Spaces Committees that were achieved or missed, over the last three years.



6. For one measure; 'Increase the percentage of Open Space's staff who state they are at least satisfied with their workplace in the annual staff wellbeing survey', the original survey has not been undertaken and there was no measure recorded in 2016/17 or 2017/18. Two staff surveys have been undertaken in 2018/19 – a Departmental survey in which 79% of respondents stated that they would recommend working for the Open Spaces Department and the Corporate Staff survey in which 60% of the Department's staff felt 'engagement with the City of London Corporation'.
7. This list of performance measures as they relate to this Committee including the results and targets for 2018/19 and for comparison, our performance in 2017/18, is contained within appendix 3.
8. The performance measures for 2019/20 have been amended from those reported in this report. The revised measures reflect the current Business Plan's outcomes and areas of activity and were agreed by the Open Spaces and City Gardens Committee in April 2019.
9. Key findings from analysing the data for 2018/19 show:
 - A reduction in electric and gas consumption.
 - An increase in electricity generation
 - The number of golf visits at Chingford was exceeded by nearly 30% against target
 - The Learning Programme achieved all its performance measures
10. Appendix 4 lists those targets which were not achieved by more than 10% and provides an explanation as to why these targets were not met.

Financial Performance

11. Excluding the local risk budgets aligned to service areas outside the responsibility of the Open Spaces Committees (Cemetery & Crematorium, Tower Bridge, Monument and Keats House) the Department spent the following in relation to City Fund and City's Cash budgets:
 - **City Fund** – 99% of its local risk expenditure budget and achieved 99% of its local risk income target. Thus, its overall net position was 2% (£19k) underspent. A £19k carry forward request was agreed towards ULEZ costs in 2019/20.
 - **City's Cash** (excluding learning programme) - 100% of its local risk expenditure budget and achieved 101% of its local risk income target. Thus, its overall net position was £32k overspent (0.3%).
12. The net outturn position for the Open Spaces City Fund and City Cash budgets reporting to the various Open Spaces Committees, but excluding the learning programme, was a £13k overspend from a total net local risk budget of £12million.

13. More detailed information regarding the year end outturn financial position for each Service Committee is provided in reports from the Chamberlains Department.

Property

14. Three properties; Woodredon House, The Coach House and The Lodge have previously been declared surplus as part of the Operational Property Review. These properties were disposed of and generated a capital receipt for the CoL of £2,115,000 during 2018/19.

Corporate & Strategic Implications

Open Space Charities

15. Most of the Open Spaces sites 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.

The Corporate Plan

16. The Open Spaces Department actively contributes to all the Corporate Plan 2018-23 aims and ten of its twelve outcomes.

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

17. The Department continues to perform well both in terms of finances, achievement of performance targets and progress of its programmes and projects.

Appendices

- Appendix 1 - High-level Business Plan 2018-19
- Appendix 2 - Progress against the Business Plan Programmes and Projects
- Appendix 3 - Performance Measures
- Appendix 4 - Explanations where targets were missed by more than 10%

Background Reports

- Final Departmental Business Plan 2018/19 – Open Spaces, April and May 2018.
- Departmental Business Plan 2018/19 – Six month performance update:
November to December 2018

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

The main [Corporate Plan](#) aims and outcomes we aim to impact on are:

Contribute to a flourishing society

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

Shape outstanding environments

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

What we do is: Protect, enhance and provide access to open space; preserve heritage; provide engaging visitor opportunities, conserve and enhance biodiversity; share history; enable community engagement and learning; provide respectful commemoration and disposal of the dead

		Our total 2018-19 budget is (Local and central risk, recharges and surveyors local risk):		
		(Expenditure) (£000)	Income (£000)	Net cost (£000)
City of London Cemetery & Crematorium		(5,492)	4,821	(671)
City Gardens & Bunhill Fields		(2,313)	429	(1,884)
Directorate & Learning Programme		(1,594)	1,353	(241)
The Commons (Burnham Beeches, Stoke Common and City Commons)		(3,340)	324	(3,016)
Epping Forest		(7,808)	1,678	(6,130)
Hampstead Heath, Highgate Wood, Queen's Park & Keats House		(12,558)	3,703	(8,855)
West Ham Park		(1,930)	316	(1,614)
Monument		(634)	669	35
Tower Bridge		(7,849)	6,261	(1,588)
Total		(43,518)	19,544	(23,964)

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

B. Spaces enrich people's lives.

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

C. Business practices are responsible and sustainable.

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

What we'll measure:

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

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

Departmental programmes and projects

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

What we'll measure:

- Customer service standards
- Accreditations
- Staff satisfaction
- H&S accident investigations
- Sickness absence
- Utility consumption
- Electricity generation
- Website visits and social media engagement
- Project management and delivery
- Income
- Net budget position

Corporate programmes and projects

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

How we plan to develop our capabilities this year

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

What we're planning to do in the future:

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

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

Appendix 2 - Progress against the Business Plan Programmes and Projects

	Programmes and Projects	Progress to 30 Sept 2018
b)	Continuously develop the visitor offer across the Department in terms of content, processes, technology, customer service and cultural programming	<ul style="list-style-type: none"> Epping Forest played an important role in the winning award for Waltham Forest as London Borough of Culture. Epping Forest secures Visitor Attraction Quality Assurance Scheme (VAQAS) Blue Tourist Badge Award.
c)	Develop and agree a sustainable model for delivering the Learning Programme.	<ul style="list-style-type: none"> An increase in the Department's base budget of £395k agreed to fund the Learning Programme from 2019/20
d)	Deliver opportunities arising from improved management capability from the City of London Corporation (Open Spaces) Act	<ul style="list-style-type: none"> Epping Forest – The first Lodge has been let with works ongoing to refurbish others to release to rental market. The first commercial lease of 21 years has been agreed and is being drafted. Highgate Wood - café lease is longer than previously permitted.
e)	Protect our heritage at risk: developing partnership funding bids at Wanstead Park and Bunhill Fields while completing funded works at Kenley Common	<ul style="list-style-type: none"> Wanstead Park - Final consultation on the Parkland Plan has been completed with the final copy due in June 2019 Kenley Common - Completion of the project remains delayed until the construction issues are resolved. This matter is being actively pursued under the Pre-action protocol for Engineering and Construction Disputes. External legal advice is utilised as required. Installation of information signage has required a change in use of materials which required further planning consideration and consent. Bunhill Fields - Round 1 bid to HLF was unsuccessful due to over-subscription to the funding pot. Restructure of HLF funding pots has now taken place, however City Corporation match-funding for project is now subject to Fundamental Review and the project has been placed on hold.
f)	Develop engineering studies for six Raised Reservoirs at Epping Forest	<ul style="list-style-type: none"> Wanstead - A Project to progress the proposal for work on the Wanstead Park cascade has now been established and approved to Gateway 2 by the Projects Sub (Policy and Resources) Committee at their March meeting. Conversations with Procurement continue with regards to appointing a Panel Engineer to carry out the required engineering assessment. DBE have allocated staff to progress the evaluations for Baldwins and Birch Hall Ponds. Planning development meeting with staff and stakeholders have been scheduled. It is likely that a proposal for Birch Hall pond will be

	Programmes and Projects	Progress to 30 Sept 2018
		developed separately and earlier than for Baldwins pond.
g)	Develop sustainable football improvements at Wanstead Flats	<ul style="list-style-type: none"> • Stage 1 of ParkLife feasibility study re football pitches and changing at Wanstead flats has been completed. • Wanstead Flats staffing structure embedded which is improving pitch management and payment recovery.
h)	Work cross-departmentally through Asset Management Planning to maximise the value of our assets including: implementing agreed options for commercial wayleaves, Heathfield House, Warren House, lodges, Finsbury Circus and the former West Ham Park Nursery site	<ul style="list-style-type: none"> • Hampstead Heath Asset Management Plan agreed by HHHWQP Committee. • Epping Forest Commercial Wayleaves – trial negotiations have been successful and Committee approval has been agreed for wider implementation. • Finsbury Circus – The Crossrail reinstatement project is subject to the Fundamental Review and therefore on hold. However, officers have worked closely with City Surveyor's, Planning, and the City Solicitor to pursue the City's compensation claim and work with Crossrail in the lead up to their closure of their worksite. • West Ham Park Nursery – Counsel advice has been obtained relating to the restrictive covenants within the Park's governance. This, along with other professional advice, will be used to inform a strategic masterplan for the Park's assets.
i)	Initiate and progress key capital and local risk projects including playgrounds, ancillary visitor and operational facilities and grazing expansion plans;	<ul style="list-style-type: none"> • West Ham Park playground – Over 380 people provided their views on the options for a new playground at West Ham Park. However, this project is now on hold pending the Fundamental Review. Existing resources within the project budget have been used to progress plans to the Pre-Application stage. • Wanstead Park Playground – The community group leading the project have been working on fundraising and agreement plans with the London Borough of Redbridge. • Grazing expansion - continues with new areas grazed across The Commons including Ashted and Kenley Commons. At Epping Forest grazing numbers increase annually with benefits realised as rare plant species increase.
j)	Secure funding to create new accessible public spaces within the City's churchyards	<ul style="list-style-type: none"> • The Churchyards Enhancement Programme has been agreed by Members. Individual improvement projects within the Programme will now be progressed as and when funding becomes available and subject to the Fundamental Review.

	Programmes and Projects	Progress to 30 Sept 2018
k)	Progress the Departmental Programmes including; Fleet, Energy Efficiency and Sports	<ul style="list-style-type: none"> • Fleet Board – City Gardens have revised their fleet to meet the requirements of ULEZ. Across the Department diesel and petrol vehicles are being replaced where required, technically possible and funding exists, by electric and/or plug in hybrid versions so that the Department is ULEZ complaint ready for 2021 legislation. • Energy Board – all projects were put on ice due to the refocus of the Energy Efficiency Fund on the main consuming sites which do not include open spaces properties. They can be reactivated should this situation change • Sports Board – This Board was closed but individual projects will continue. Sports Licencing charges agreed by Epping Forest and Commons committee. Chingford Golf Course income has increased for the 4th consecutive year reversing previous downward trend.
l)	Obtain agreement and implement the overarching Departmental and site specific 'events' policies	<ul style="list-style-type: none"> • Departmental Events Policy (Part One) agreed by OSCG Committee on 18 April 2018. • Site Specific Events Policies (Part Two) agreed by Service Committees: <ul style="list-style-type: none"> ○ Epping Forest on 14 May 2018 ○ Hampstead Heath including Golders Hill Park and the Heath Extension on 5 September 2018 ○ The Commons on 19 November ○ Highgate Wood and Queens Park on 28 November ○ West Ham Park events policy planned for July 2019 Committee
m)	Progress reviews, drafting and completion of management / conservation plans at Epping Forest, Hampstead Heath, Stoke Common and West Ham Park	<ul style="list-style-type: none"> • Stoke Common – management plan agreed by Committee on 18 November • Hampstead Heath – management strategy agreed by Committee on 28 November • Epping Forest – Management plan and strategy final draft ready for consideration by Management Plan Sub-Committee • Burnham Beeches - management plan under development with agreed timetable

Appendix 3 - Performance indicators

Performance Measure Description	2017/18 Actual (annual)	2018/19 Performance Target	2018/19 Actual (annual)
Retain 15 Green Flags and improve the overall band score achieved across our Green Flag sites by 2018/2019	ACHIEVED 15 green flag sites overall band scores 60% = 80+ 33% = 75 – 79 7% = 70 - 74	15 green flag sites overall band score 53% = 80+ 27% = 75 – 79 20% = 70 - 74	ACHIEVED 15 green flag sites overall band score 53% = 80+ 40% = 75 – 79 7% = 70 - 74
Retain 12 green heritage awards and increase this to 13 sites by 2018/19	ACHIEVED 13 Green Heritage Awards	13 Green Heritage Awards	ACHIEVED 13 Green Heritage Awards
Achieve our Departmental net local risk budget.	ACHIEVED £9,657,760	£10,320,000 Original Budget	ACHIEVED £10,344,132 Final Agreed Budget: £10,648,000
Reduce utility consumption (electric)	ACHIEVED 1,634,115 Kw/hrs - at time of reporting to Members	1,593,262	ACHIEVED 1,672,971 Kw/hrs , a reduction of 77,980 Kw/hrs on final figure for 17/18 (1,750,951) giving a reduction of 4.45%
Reduce utility consumption (gas)	Missed 3,709,922 Kw/hrs - at time of reporting to Members	2.5% reduction on 2017/18 performance	ACHIEVED 3,645,948 Kw/hrs , a reduction of 200,310 Kw/hrs on final figure for 17/18 (3,848,258), giving a reduction of 5.2%
Reduce fuel consumption (white & red diesel)	Missed 68282 litres	5% reduction on 2017/18 performance = 64,878	Awaiting data
Reduce fuel consumption (petrol)	Missed 5185 litres*	5% reduction on 2017/18 performance = 4,926	Awaiting data
Reduce fuel consumption (small fuels)	ACHIEVED 8395 litres	5% reduction on 2017/18 performance = 7,975	Awaiting data
Increase electricity generation	ACHIEVED 72477 Kw/hrs	A further two additional buildings generating 50KWH each	ACHIEVED 114,015 Kw/hrs which represents a 57.3% increase in electricity generation figures on 17/18
Increase the amount of directly supervised volunteer work hours	Missed 36,526	38,352	Missed 37,040

Performance Measure Description	2017/18 Actual (annual)	2018/19 Performance Target	2018/19 Actual (annual)
Increase the amount of indirectly supervised volunteer work hours	New Baseline 7670.5	8,438	Missed 8,303
Increase the amount of unsupervised volunteer work hours	ACHIEVED 19,896.52	21,887	ACHIEVED 26,751
Increase the percentage of customers surveyed as part of the 60 second survey or similar that stated the 'overall rating' of the open space as 'very good or excellent'.	Missed 91%	96%	Missed 94%
Increase the number of 'visitors' to the Open spaces webpages.	ACHIEVED 767,076	843,784	ACHIEVED 927,166
Increase the percentage of H&S accidents that are investigated within 14 days.	Missed 78%	86%	MISSED 77%
Reduce the average number of Full Time Employee (FTE) working days lost per FTE due to short term sickness absence.	ACHIEVED 3.18 FTE Working Days Lost per FTE	3.2 days FTE Working Days Lost per FTE	MISSED 3.62
Reduce the average number of FTE working days lost per FTE due to long term sickness absence.	Missed 3.13 FTE Working Days Lost per FTE	2.30 days FTE Working Days Lost per FTE	MISSED 4.24
Increase the percentage of Open Space's staff who state they are at least satisfied with their workplace in the annual staff wellbeing survey.	Survey not undertaken	95%	This exact question was not asked in the Dept staff survey, but a similar question resulted in the following response: • 79% of staff would recommend working for the Open Spaces Department
Increase the amount of tennis played across our sites.	ACHIEVED 2700 Adults 1264 Concession 2769 Coaches (total 6,733)	WHP: 8,416	MISSED WHP: 6,413
	Missed Parliament Hill: 7,299 Adult 4,116 Concession 11,415 Total	Parliament Hill: 7,664 Adult 4,322 Concession 11,986 Total	ACHIEVED Parliament Hill: 8,155 Adult 3,470 Concession U/K 397 12,022 Total

Performance Measure Description	2017/18 Actual (annual)	2018/19 Performance Target	2018/19 Actual (annual)
	ACHIEVED Golders Hill Park 1,777 Adult 1,402 Concession 3,179 Total	Golders Hill Park: 1,866 Adult 1,472 - Concession 3,338 Total	ACHIEVED Golders Hill Park 2,389.5 Adult 1,405 Concession 3,794.5 Total
	ACHIEVED Queen's Park 4,181 Adult 961.5 Concession 5,142.5 Total	Queens Park 4,390 Adult 1,010 Concession 5,400 Total	MISSED Queen's Park 3,483 Adult 783 Concession 4,266 Total
Increase the amount of football played across our sites.	Missed 82 bookings	WHP 86	MISSED 58
	Missed 2,209	Epping 2,319	Missed 2,200
	Missed Heath Extension = Adult 0 bookings Junior 145 bookings	Heath Extension 1 Adult 152 Junior	PARTLY ACHIEVED = Heath Extension 0 Adults 169 Juniors
	ACHIEVED Parliament Hill = Adult 13 bookings Junior 51 bookings	Parliament Hill 14 Adult 54 Junior	PARTLY ACHIEVED Parliament Hill = 0 Adults 74 Juniors
	Missed 40 bookings	Highgate Wood 42	Missed 40 bookings
Increase the number of golf visits at Chingford Golf Course.	Missed 18,677	Increase 2017/18 performance by 5% = 19,612	ACHIEVED 25,280
Increase the percentage of Learning Programme participants who are surveyed who are more knowledgeable about the natural history of our open spaces. (Learning objectives met)	ACHIEVED 100%	85% of participants surveyed	ACHIEVED 100%
Increase the percentage of new participants in the Learning Programme who are surveyed who report their intention to visit our open spaces with their families	ACHIEVED 94%	70% of participants surveyed	ACHIEVED 90%

Performance Measure Description	2017/18 Actual (annual)	2018/19 Performance Target	2018/19 Actual (annual)
Increase the percentage of Learning Programme participants who are surveyed who are from Black and Minority Ethnic or under-represented groups	ACHIEVED 51%	55% of participants surveyed	ACHIEVED 59%

Appendix 4

Targets that were missed by 10% or more	Reason for missing targets
The percentage of H&S accidents that are investigated within 14 days	<p>Target = 86% Actual = 77%</p> <p>The target which was set in 2016 has not been achieved for the three years. Performance in 2018/19 was comparable with 2017/19. Shift work and complex investigations has kept the 14-day target in the mid 70%'s. However, the Department is at 96% for investigation within 28 days which is the corporate performance measure.</p>
The average number of FTE working days lost per FTE due to short term sickness absence	<p>Target = 3.2 days Actual = 3.62 days</p> <p>There are often fluctuations in sickness absence which cannot be explained by any particular reasons. Management continue to be committed to managing sickness absence effectively and data is reviewed monthly by the Senior Leadership Team.</p>
The average number of FTE working days lost per FTE due to long term sickness absence	<p>Target = 2.3 days Actual = 4.24 days</p> <p>There are often fluctuations in sickness absence which cannot be explained by any particular reasons. Management continue to be committed to managing sickness absence effectively and data is reviewed monthly by the Senior Leadership Team.</p>
Tennis played at West Ham Park	<p>Target = 8,416 Actual = 6,413</p> <p>A very challenging target of increasing the number of court hours used by 25% on the previous year was set. The actual this year was only 5% down on the year before. Numbers were down during the hot summer period.</p>
Tennis played at Queens Park	<p>Target = 5,400 Actual = 4,266</p> <p>Numbers were down during the hot summer period. In addition, the courts were closed for a period in Sept / Oct 2018 due to resurfacing,</p>
Number of football bookings at West Ham Park	<p>Target = 86, Actual = 58</p> <p>The main Junior team that used WHP disbanded part way through the season.</p>

Committee(s)	Dated:
West Ham Park Committee	15 July 2019
Subject: Revenue Outturn 2018/19 – West Ham Park	Public
Report of: The Chamberlain & the Director of Open Spaces	For Information
Report author: Derek Cobbing – Chamberlains Department	

Summary

This report compares the revenue outturn for the services overseen by your Committee in 2018/19 with the final agreed budget for the year. In total, there was a better than budget position of £180,000 for the services overseen by your Committee compared with the final agreed budget for the year as set out below.

	Final Agreed Budget £000	Outturn £000	(Increase)/ Decrease £000
Local Risk			
Director of Open Spaces			
<i>Expenditure</i>	(926)	(967)	(41)
<i>Income</i>	220	287	67
City Surveyor	(55)	(82)	(27)
Total Local Risk	(761)	(762)	(1)
Cyclical Works Programme	(286)	(222)	64
Central Risk	(111)	32	143
Recharges	(260)	(286)	(26)
Total	(1,418)	(1,238)	180

There were significant net variations within the Cyclical Works Programme and Central Risk, further detail can be found in paragraphs 4 and 5 respectively.

The Director of Open Spaces had a better than budget position of £26,000 (Local Risk), this better than budget position has been aggregated with budget variations on services overseen by other committees which produces a City's Cash overall worse than budget position of £83,000 (Local Risk) across all Open Spaces excluding the learning programme.

Recommendation(s)

It is recommended that this revenue outturn report for 2018/19 is noted.

Main Report

Budget Position for 2018/19

1. The 2018/19 latest agreed budget for the services overseen by your Committee received in December 2018 was £1.403M. This budget was endorsed by the Court of Common Council in March 2019 and subsequently updated for approved adjustments. Movement of the original Local Risk budget to the final agreed budget is provided in Appendix A.

Revenue Outturn 2018/19

2. Actual net expenditure for your Committee's services during 2018/19 totalled £1.238M, a favourable budget variance of £180,000 compared with the final agreed budget.
3. A summary comparison with the final agreed budget for the year is tabulated below. In the tables, income, increases in income and reductions in expenditure are shown as positive balances, whereas brackets are used to denote expenditure, increases in expenditure, or shortfalls in income. Reason(s) for any larger variances (greater than £50,000) are indexed in the table.

West Ham Park**Comparison of 2018/19 Revenue Outturn with Final Agreed Budget**

		Original Budget £000	Final Agreed Budget £000	Revenue Outturn £000	(Increase) Decrease £000	Reason Paragraph
LOCAL RISK						
Director of Open Spaces						
West Ham Park						
	Expenditure	(876)	(926)	(912)	14	
	Income	203	220	232	12	
Parks and Gardens (Rechargeables)						
	Expenditure	-	-	(55)	(55)	
	Income	-	-	55	55	
Total Director of Open Spaces Local Risk						
Total Director of Open Spaces Local Risk		Expenditure	(876)	(926)	(967)	(41)
		Income	203	220	287	67
City Surveyor						
City Surveyors Local Risk			(83)	(55)	(82)	(27)
Total City Surveyor Local Risk			(83)	(55)	(82)	(27)
TOTAL LOCAL RISK						
			(756)	(761)	(762)	(1)
Cyclical Works Programme						
			(600)	(286)	(222)	64
CENTRAL RISK						
West Ham Park			(69)	(111)	32	143
TOTAL CENTRAL RISK						
			(69)	(111)	32	143
RECHARGES						
Insurance			(17)	(15)	(17)	(2)
Support Services			(79)	(85)	(110)	(25)
Surveyor's Employee Recharge			(40)	(42)	(48)	(6)
I.S. Recharge			(38)	(41)	(42)	(1)
Recharges Within Fund (Directorate Democratic Core, and Learning)			(15)	(77)	(69)	8
TOTAL RECHARGES						
			(189)	(260)	(286)	(26)
OVERALL TOTAL						
			(1,614)	(1,418)	(1,238)	180

Reasons for Significant Variations

4. The City has the programme of cyclical maintenance works to maintain its operational properties in fair to good condition. This is delivered in a number of overlapping three-year programmes of works, and is delivered by the relevant departments, principally the City Surveyor, the Barbican Centre, and the Director of Built Environment. In 2018/19 the overall agreed budget for these three-year programmes was £13.42m including £2.254m additional funding for City Fund projects, of which £6.851m was spent. The programme is monitored by the Corporate Asset Sub Committee and the carrying forward of the £6.569m unspent balance (i.e. £3.471m City Fund and £3.098m City's Cash/Guildhall) is subject to separate arrangements as each programme is phased over a number of years and generally not expected to be fully spent within year. In 2018/19 the final agreed budget for these programmes overseen by your committee was £286,000, of which £222,000 was spent and the £64,000 unspent balance will be carried forward to 2019/20.
5. The better than budget position of £143,000 within Central Risk is mainly due to provision being provided for potential outstanding claims by Royal Parks for the provision of bedding plants since the closure of the Nursery. This matter has now been resolved and no claims will be forthcoming hence the favourable position.

Local Risk Carry Forward to 2019/20

6. Chief Officers can generally request underspends of up to 10% or £500,000 (whichever is the lesser) of the final agreed local risk budget to be carried forward, so long as the underspending is not fortuitous and the resources are required for a planned purpose. Such requests are subject to the approval of the Chamberlain in consultation with the Chairman and Deputy Chairman of the Resources Allocation Sub Committee.
7. Overspends are carried forward in full and are met from the agreed 2019/20 budgets.
8. The Director's better than budget position of £26,000 (Local Risk) has been aggregated with budget variations on services overseen by other committees which for City's Cash produce an overall worse than budget position of £83,000 (Local Risk) across all Open Spaces excluding the learning programme. Consequently, the Director of Open Spaces has no carry forward requests within City's Cash.

Appendices

- Appendix A – Movement between the Original 2018/19 budget and the 2018/19 Final Agreed budget

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Appendix A

Movement from the 2018/19 Original Budget to the 2018/19 Final Agreed Budget

West Ham Park	£000
Original Net Local Risk Budget (Director of Open Spaces & City Surveyor)	(756)
Director of Open Spaces	
Apprentices – Funding for 1 apprentice	(13)
Holiday back pay	(1)
Distribution of Director's resources to fund projects	(30)
Local Risk contribution towards Playground capital project	11
City Surveyor	
Members approved at Corporate Asset Sub Committee on 11 th July 2018 a report from the City Surveyor following the BRM asset verification exercise by SKANSKA – this resulted in reduced budget for the West Ham Park Committee due to the number of assets that required maintaining.	28
Final Agreed Net Local Risk Budget (Director of Open Spaces & City Surveyor)	(761)

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of the Local Government Act 1972.

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