



## **Hampstead Heath, Highgate Wood and Queen's Park Committee**

**Date:** WEDNESDAY, 5 JUNE 2019  
**Time:** 4.00 pm  
**Venue:** COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

**Members:** Mark Bostock  
Deputy David Bradshaw  
Karina Dostalova  
Anne Fairweather  
Alderman Prem Goyal  
Michael Hudson  
Alderman Gregory Jones  
Wendy Mead  
Ruby Sayed  
Deputy John Tomlinson  
William Upton QC  
John Beyer (Heath & Hampstead Society)  
Councillor Melvin Cohen (London Borough of Barnet)  
Sam Cooper (English Heritage)  
Rachel Evans (Royal Society for the Protection of Birds)  
Councillor Thomas Gardiner (London Borough of Camden)  
Adeline Siew Yin AU (Ramblers' Association)  
Oliver Sells QC (Ex-Officio Member)  
Graeme Smith (Ex-Officio Member)

**Enquiries:** Leanne Murphy  
[leanne.murphy@cityoflondon.gov.uk](mailto:leanne.murphy@cityoflondon.gov.uk)

**Pre-meeting discussions and refreshments will start at 3.15pm**  
**N.B. Part of this meeting could be the subject of audio or visual recording**

**John Barradell**  
**Town Clerk and Chief Executive**

# AGENDA

## Part 1 - Public Agenda

1. **APOLOGIES**
2. **MEMBERS DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THIS AGENDA**
3. **ORDER OF THE COURT OF COMMON COUNCIL**  
To receive the Order of the Court of Common Council dated 25 April 2019 appointing the Committee and setting its Terms of Reference.  
**For Information**  
(Pages 1 - 2)
4. **ELECTION OF CHAIRMAN**  
To elect a Chairman in accordance with Standing Order No.29.  
**For Decision**
5. **ELECTION OF DEPUTY CHAIRMAN**  
To elect a Deputy Chairman in accordance with Standing Order No. 30.  
**For Decision**
6. **MINUTES**  
To agree the public minutes and summary of the meeting held on 13 March 2019.  
**For Decision**  
(Pages 3 - 16)
7. **ACTION SHEET**  
Report of the Town Clerk.  
**For Information**  
(Pages 17 - 18)
8. **OTHER MINUTES**  
**For Information**
  - a) **Hampstead Heath Consultative Committee**  
To receive the draft public minutes of the Hampstead Heath Consultative Committee meeting held on 29 April 2019. (Pages 19 - 32)
  - b) **Highgate Wood Consultative Group**  
To receive the draft public minutes of the Highgate Wood Consultative Group meeting held on 3 April 2019. (Pages 33 - 38)
  - c) **Queen's Park Consultative Group**  
To receive the draft public minutes of the Queen's Park Consultative Group meeting held on 27 March 2019. (Pages 39 - 46)

9. **APPOINTMENTS TO COMMITTEES 2019/20**  
Report of the Town Clerk.  

**For Decision**  
(Pages 47 - 52)
10. **SUPERINTENDENT'S UPDATE**  
Report of the Superintendent of Hampstead Heath.  

**For Information**  
(Pages 53 - 60)

  - a) Appendix 1 - Humanitarian Aid Memorial Design (Pages 61 - 74)
  - b) Appendix 2 - Map of proposed grazing sites (Pages 75 - 76)
  - c) Appendix 3 - Open Spaces Learning Team Play Principles (Pages 77 - 80)
  - d) Appendix 4 - Preachers Hill Playground Concept Design (Pages 81 - 82)
  - e) Appendix 5 - Vale of Health Play Area Concept Design (Pages 83 - 84)
  - f) Appendix 6 - Golders Hill Park Accessible Car Park Consultation Poster (Pages 85 - 86)
  - g) Appendix 7 - Golders Hill Park Sensory Walk Poster (Pages 87 - 88)
  - h) Appendix 8 - Queen's Park Event Applications (Pages 89 - 94)
11. **HIGH-LEVEL ASSET MANAGEMENT PLAN - HAMPSTEAD HEATH 2018-2021**  
Report of the Superintendent of Hampstead Heath.  

**For Decision**  
(Pages 95 - 102)
12. **HAMPSTEAD HEATH, HIGHGATE WOOD AND QUEEN'S PARK RISK MANAGEMENT**  
Report of the Director of Open Spaces.  

**For Decision**  
(Pages 103 - 128)
13. **LARGE & MAJOR EVENT APPLICATIONS FOR HAMPSTEAD HEATH**  
Report of the Superintendent of Hampstead Heath.  

**For Decision**  
(Pages 129 - 150)
14. **QUEEN'S PARK CAFÉ TENDER TIMELINE**  
Report of the Superintendent of Hampstead Heath.  

**For Decision**  
(Pages 151 - 156)
15. **COL SPORT AND PHYSICAL ACTIVITY STRATEGY 2019-23**  
Report of the Head of Corporate Strategy and Performance  

**For Information**  
(Pages 157 - 172)

16. **REVENUE OUTTURN 2018/19 - HAMPSTEAD HEATH, HIGHGATE WOOD AND QUEEN'S PARK**  
Report of the Chamberlain and the Director of Open Spaces.  
**For Information**  
(Pages 173 - 178)
17. **GENDER IDENTITY POLICY**  
Report of the Town Clerk and Chief Executive.  
**For Information**  
(Pages 179 - 236)
18. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
19. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

**Part 2 - Non-Public Agenda**

20. **EXCLUSION OF THE PUBLIC**  
MOTION: That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.  
**For Decision**
21. **NON-PUBLIC MINUTES**  
To agree the non-public minutes of the meeting held on 13 March 2019.  
**For Decision**  
(Pages 237 - 238)
22. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
23. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
24. **DATE OF NEXT MEETING**  
The date of the next meeting is 11 September 2019 at 3.00pm.



ESTLIN, Mayor	<b>RESOLVED:</b> 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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## **HAMPSTEAD HEATH, HIGHGATE WOOD & QUEEN'S PARK COMMITTEE**

### 1. **Constitution**

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

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

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

### 2. **Quorum**

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

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

### 3. **Membership 2019/20**

- 5 (4) Michael Hudson
- 2 (2) Mark Bostock, *for two years*
- 2 (2) Wendy Mead, O.B.E., *for two years*
- 2 (2) Stuart John Fraser, C.B.E., *for three years*
- 3 (3) Ruby Sayed
- 3 (3) William Upton, Q.C.
- 7 (2) Karina Dostalova
- 4 (2) Anne Helen Fairweather
- 2 (2) David John Bradshaw, Deputy
- 2 (1) Prem Goyal, O.B.E., J.P., Alderman
- 2 (1) Gregory Percy Jones, Q.C., Alderman
- 4 (1) John Tomlinson, Deputy

Together with the ex-officio Members referred to in paragraph 1 above and the following representatives from outside organisations:-

Heath and Hampstead Society	-	John Beyer
English Heritage	-	Sam Cooper
Royal Society for the Protection of Birds	-	Rachel Evans
London Borough of Barnet	-	Councillor Melvin Cohen
London Borough of Camden	-	Councillor Thomas Gardiner
Ramblers' Association/Open Spaces Society	-	Adeline Siew Yin Au

### 4. **Terms of Reference**

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

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

**Hampstead Heath**

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

**Highgate Wood & Queen's Park**

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

**Consultative Committees**

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

## **HAMPSTEAD HEATH, HIGHGATE WOOD AND QUEEN'S PARK COMMITTEE** **Wednesday, 13 March 2019**

Minutes of the meeting of the Hampstead Heath, Highgate Wood and Queen's Park Committee held at Committee Rooms, 2nd Floor, West Wing, Guildhall on Wednesday, 13 March 2019 at 4.00 pm

### **Present**

#### **Members:**

Karina Dostalova (Chairman)  
Anne Fairweather (Deputy Chairman)  
Mark Bostock  
Deputy David Bradshaw  
Alderman Prem Goyal  
Michael Hudson  
Wendy Mead  
Ruby Sayed  
Deputy John Tomlinson  
John Beyer (Heath & Hampstead Society)  
Sam Cooper (English Heritage)  
Adeline Siew Yin AU (Ramblers' Association)

#### **Officers:**

Colin Buttery	- Director of Open Spaces
Bob Warnock	- Superintendent of Hampstead Heath
Katherine Radusin	- PA to Superintendent of Hampstead Heath
Richard Gentry	- Constabulary and Queen's Park Manager
Jonathan Meares	- Highgate Wood, Conservation & Trees Manager
Alison Elam	- Group Accountant, Chamberlain's Department
Declan Gallagher	- Operational Services Manager
Yvette Hughes	- Business Manager Hampstead Heath
Paul Maskell	- Leisure and Events Manager
Leanne Murphy	- Town Clerk's Department

### **1. APOLOGIES**

Apologies were received from Stuart Fraser, Alderman Gregory Jones, William Upton, Councillor Melvin Cohen, Oliver Sells and Graeme Smith.

The Chairman noted the displays provided at the pre-meeting discussion session which were an innovative way to display projects to Members. The six banners were used at the Committee's 30<sup>th</sup> anniversary dinner and are available for display at any City of London Corporation events.

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

There were no declarations.

### **3. MINUTES**

**RESOLVED**, that the public minutes of the meeting held on 28 November 2018 were approved as a correct record subject to the change of Consultative Committee/Groups being referred to as Sub Committees at Item 4.

4. **ACTIONS SHEET**

Members noted the various outstanding actions and the update provided thereon.

Regarding Action 1 to identify a representative for people with a physical disability, the Chairman advised that Leonard Cheshire were identifying a representative to fulfil this role to be welcomed at the next meeting.

Concerning Action 4 regarding the change to the Committee's Terms of Reference, Members were advised that Sir David Wootton had requested that the report to the Policy & Resources Committee on 14 March 2019 be withdrawn to allow the General Purposes Committee of Alderman on 19 March 2019 to review and discuss the request from the Committee prior to a decision being made. Members agreed to approve Sir David's request to provide Aldermen with the opportunity to formally comment and delegate any potential amendments to the Town Clerk in consultation with the Chairman and Deputy Chairman. the Chairman agreed to keep Members apprised of throughout the process.

**RESOLVED** – That the report to the Policy & Resources Committee on 14 March 2019 be deferred until 11 April 2019 to allow the General Purposes Committee of Alderman to formally input on the report and any further changes in the lead up to the Court's appointment of Committees be delegated to the Town Clerk in consultation with the Chairman and Deputy Chairman.

5. **HAMPSTEAD HEATH CONSULTATIVE COMMITTEE MINUTES**

The draft public minutes of the Hampstead Heath Consultative Committee meeting held on 11 February 2019 were received.

6. **SUPERINTENDENT'S UPDATE**

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

**Planning**

- **Camden Eruv, 2016/1436/P.** Members were advised that this has been approved.
- **North Westminster Eruv, 2016/2892/P.** Members were advised that this has been approved.
- **Garden House, 2017/2885/P.** The Superintendent advised that this was a complicated application which was yet to be determined.
- **The Water House, Millfield Lane 2017/3692/P.** The Superintendent advised that this was progressing as a construction project and the

development was due to complete in September 2019. Further planning conditions for the landscaping works will require approval from Camden Council.

- **Parliament Hill William Ellis School 2018/1270/P.** The Superintendent noted that Officers were represented on the Community Working Group and continued to engage concerning trees.
- **South Fairground Site.** The Superintendent advised that an appeal would start in April and that evidence from the Corporation was submitted last week.
- **North Fairground Site 2017/4346/P.** The Public Inquiry commenced for one day and was then adjourned until October 2019.
- **Jack Straws Castle 2017/2064/P.** The Planning Application has not yet been determined by the London Borough of Camden.
- **55 Fitzroy Park, 2018/3672/P.** The Superintendent stated that the City of London Corporation had submitted an objection to this planning application. The Corporation has instructed consultants to assess the impact of the basements on the Heath's hydrology.
- The Superintendent advised that the Corporation had submitted a representation to the London Borough of Camden in relation to the Kentish Town Planning Framework.

### **Tree Inspections**

- Members were advised that recent storms had caused a number of trees to fail across Hampstead Heath and Highgate Wood.

### **City Surveyors Cyclical Work Programme**

- The Superintendent advised that current projects within the City Surveyors Cyclical Work Programme included drainage surveys associated with the athletics track, ongoing design works for the public toilets at Parliament Hill.

### **East Heath Car Park**

- Members were advised that the City Surveyor had completed the tendering for the car park resurfacing and a Gateway 5 Report was being prepared.

### **Waste & Recycling Strategy**

- The Superintendent advised that Keep Britain Tidy led a workshop with local stakeholders on 2 March 2019 and the outline proposals had been discussed at the HHCC. Ongoing work and research with Keep Britain Tidy would continue to develop a communication campaign to support

the introduction of recycling and to reduce the quantity of waste being left on the Heath.

- The Superintendent highlighted the need for an improved recycling system including public and comingled recycling.
- The next stage was to carry out a pilot at Parliament Hill and trialling a couple of bins across the rural parts of the Heath.
- Members were advised that similar waste and recycling issues were being experienced at Kenwood House and new measures included zero use of plastic at concerts, a social media campaign and an initiative to reduce the amount of waste being brought onsite by visitors. Officers agreed to discuss measures with Kenwood House.
- The Superintendent noted that food waste from the Cafés was now been collected and sent to a food biodigester.

### **Hampstead Heath Constabulary**

- The Superintendent proposed that Body Worn Video (BWV) cameras be introduced for the Hampstead Heath Constabulary for the purposes of evidence gathering, safety and reduction of crime. Members were fully supportive of this proposal.

### **Pitch and Putt**

- The Superintendent advised Members that there had been a request from a member of the public regarding allowing dogs to be off the leash at the Pitch and Putt at Queen's Park. This was discussed at the recent QPCG meeting and Members did not feel this was necessary as the neighbouring park allowed for off the lead dog walking.
- Members were advised that the Comptroller had confirmed that that the bylaw stated that all dogs must remain on the lead at all times and the bylaw would need to be changed to allow for dogs to be walked off the lead.
- Members did not feel that a change to the bylaw was necessary and supported the existing policy to not permit dogs off a lead in the Pitch and Putt.

### **Constable's Branch Hill Pond**

- Members were advised that the Corporation was working in partnership with Redington and Frognaal Residents Association who successfully secured funding towards the restoration of Constable's Branch Hill Pond.
- In response to a query regarding water levels, Members were advised that the plans were to develop an all year-round natural pond and would be progressed through the AWP.

**RESOLVED – That:-**

- Members provide their views in relation to the proposal to progress the Croquet Development Plan project initiative through developing a Capital Projects Gateway 1 & 2 report, as outlined in para 27;
- Members provide feedback on the proposal to introduce BWV cameras for the Hampstead Heath Constabulary, as outlined in paras 31-35;
- Members support the existing policy to not permit dogs off a lead in the Pitch and Putt course at Queen's Park, as outlined in paras 39-41.

**6.1 Appendix 1 - Plans to restore Constable's Branch Hill Pond**

Members noted the plans to restore Constable's Branch Hill Pond.

RECEIVED.

**6.2 Appendix 2 - Adventure Playground concept design**

Members noted the Adventure Playground concept design.

RECEIVED.

**6.3 Appendix 3 - Terms of Reference for the Cafe Working Group**

Members considered the draft Terms of Reference for the Cafe Working Group and the following comments were made:

- The Superintendent noted that the cafés on Hampstead Heath were currently leased until January 2021 and drew Members' attention to the draft Terms of Reference for the Hampstead Heath Cafe Working Group. Members were advised that consultation would take place in 2020 following a tender exercise which would be reported to the Committee.
- A Member noted that 3.3 stated that "members of the public will be permitted to attend the [Café Working Group] meetings" and felt that clarity should be made concerning the discussion of non-public items as non-Corporation attendees would not understand the procedural consequences.
- A Member noted that only one representative from the Committee currently sat on the Café Working Group. The Chairman confirmed that she attended these meetings with the Superintendent but was happy for other Members to join if they wished.

RECEIVED.

**6.4 Appendix 4 - Outline brief for the Highgate Men's Bathing Pond**

Members considered an outline brief for the Highgate Men's Bathing Pond and the following comments were made:

- The Superintendent updated Members regarding the project to make the facility fully accessible and drew Members' attention to the outline brief (Appendix 4). It was noted that engagement had happened with representatives from the various Swimming Associations and Clubs at the Highgate Men's Bathing Pond.
- The Chairman read a query raised by a Member in advance of the meeting regarding the potential costs associated with the study. The Superintendent confirmed that this project focused only on the Men's Pond as the Ladies Pond had recently been updated. The project concerned access aligning to the Management Strategy concerning accessibility of the Heath and external funding would need to be explored.
- It was noted that male swimmers had made it clear that they did not want an elaborate facility.

RECEIVED.

**6.5 Appendix 5 - Draft Golders Hill Park Accessible Car Park Questionnaire**

Members noted the draft Golders Hill Park Accessible Car Park Questionnaire.

RECEIVED.

**6.6 Appendix 6 - Hampstead Heath Croquet Club - Croquet Development Plan**

Members considered a proposal to progress the Croquet Development Plan project initiative through developing a Capital Projects Gateway 1 & 2 report and the following comments were made:

- The Superintendent advised that a joint request had been received from the Parliament Hill Bowls Club and Hampstead Heath Croquet Club to enter into new arrangements for access to the bowls lawn and pavilions. The current arrangements are due to expire in April 2019. The Superintendent will discuss longer term licencing arrangements with the Comptroller & City Solicitor.
- The Superintendent sought Member's views on progressing the Hampstead Heath Croquet Club's Development Plan by developing a Capital Projects Gateway 1 & 2 report.
- In response to a query regarding costs, Members were advised that it was likely to cost in excess of £50k but it would be for the Croquet Club to raise this money.



- The Chairman raised concerns regarding the small size of the Croquet Club (22 members) and felt that the Committee should prioritise a number of other more important projects that it would be taking through the Projects Sub Committee process.
- A Member queried why this project needed to come through the Projects Sub Committee process if it was not being funded by Corporation money. The Superintendent confirmed that capital projects exceeding £50,000 require the agreement of the Project Sub Committee, irrespective of the source of funding.
- The Heath & Hampstead Society were not against this project as it did not involve more built space on the Heath.
- Members agreed this project was not currently a priority and although it would not be funded by the Corporation, it would require significant Officer time to progress. The Committee recommended that the Croquet Club to come back when the money to fund the project had been raised.
- The Superintendent advised that the Croquet Club had been asked to start recording participation in addition to Club membership.

RECEIVED.

#### **6.7 Appendix 7 - Projects Sub Minute - February 2019**

Members noted the Projects Sub Committee meeting minute from February 2019 concerning the Gateway 2 Project Proposal (Regular) report of the Director of Open Spaces regarding Queen's Park Sandpit Refurbishment and Public Toilet Rebuild.

RECEIVED.

#### **6.8 Appendix 8 - Income and expenditure 2017/18 and 2018/19**

Members noted the update regarding income and expenditure 2017/18 and 2018/19 as requested at the previous meeting.

RECEIVED.

### **7. MANAGEMENT FRAMEWORK**

Members considered and approved a report of the Superintendent of Hampstead Heath concerning the Management Framework.

Members were advised that the Hampstead Heath Management Strategy 2018-2028, the Divisional Plan 2019-2022 and the Annual Work Programme 2019-2020 for Hampstead Heath had been updated to align with the Outcomes and Priorities forming the Management Framework and contribute towards the realisation of the Heath Vision in the long term.

Members agreed the document was comprehensive and clear. It was noted that a summary for deadlines would be helpful. The Superintendent advised that an Annual Report would be prepared in June.

The Chairman thanked Members and Officers for their hard work in developing the Management Framework.

**RESOLVED – That:-**

- Members approve the print version of the Hampstead Heath Management Strategy 2018-2028 (Appendix 1);
- Members approve the draft Divisional Plan 2019-2022 (Appendix 2);
- Members approve the draft Annual Work Programme 2019-2020 (Appendix 3).

**8. REVIEW OF THE 2018 EVENTS PROGRAMME & PROVISIONAL 2019 EVENTS PROGRAMME**

Members considered an update report of the Superintendent of Hampstead Heath providing Members with a review of the 2018 Events Programme and the provisional 2019 Events Programme. The following points were made:

- The Leisure and Events Manager advised Members that 115 high-quality events took place at the Heath in 2018. Three highlights included the *Night of 10,000m PB's* which was a huge joint community event, *This Girl Can* and the Circus.
- In response to a query regarding previous protests against the annual Circus event, Members were advised that a risk assessment was carried out and additional security measures were introduced.
- The Leisure and Events Manager advised that the 2019 Events Programme was already developing well. Returning events included *Give It A Go* which would not clash with the Football World Cup in 2019 and the international event *Night of 10,000m PB's* (6 July) which would include the European Championships and the World Trials and would again be shown on the BBC's red button. The Chairman encouraged Members to attend these popular events.
- A Member noted that of the 86 events currently in the events calendar for 2019, 80 of them would be held in the summer and questioned why more organisations were not encouraged to have events in off-peak months. He suggested looking at what other London open spaces were doing, e.g. Hyde Park's Christmas fayre and ice skating.
- Members were advised that events applications were reviewed by the Officer Events Group with more events for 2019 expected to come. These applications would be circulated to the relevant Consultation

Committee/Group for feedback prior to seeking authority from this Committee.

**RESOLVED** – That the Hampstead Heath, Highgate Wood and Queen's Park Committee approve the proposed 2019 Events Programme (Appendix 2).

9. **GATEWAY 2 - QUEEN'S PARK SANDPIT REFURBISHMENT & PUBLIC TOILET REBUILD**

Members considered and approved a Gateway 2 report of the Superintendent of Hampstead Heath concerning the Queen's Park Sandpit Refurbishment and Public Toilet Rebuild.

Members were advised that this project had gone to the Projects Sub Committee on 20 February 2019 and was approved to go to the next gateway. The minute from this meeting was included in the agenda pack under the Superintendent's update.

For context, Members were advised that due to the significant capital expense from a number of key large projects currently coming through the Corporation, all projects that were not yet at Gateway 5 would be reviewed under new criteria as part of a fundamental review of revenue and projects.

A Member queried whether funds were available in the Director's budget for this project. The Director of Open Spaces advised that the revenue budget was also in shortfall, but there was no flexibility to cover this as it was a capital project and therefore needed to go through the correct process.

In response to a query regarding the possibility for community infrastructure levy, Members were advised that Brent Council had been approached regarding possible funding for this project; however, this funding required additional demands and costs which would significantly raise the specification of the project.

**RESOLVED** - That the project progress to Gateway 3/4 - Options Appraisal on the Regular route at a cost of £14,000.

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

Members noted a report of the Director of Open Spaces regarding tree pests and diseases providing an urgent update on Oak Processionary Moth (OPM). The following comments were made:

- The Director of Open Spaces advised that the spread of OPM across the Corporation's Open Spaces had been assessed for the last two years, with Hampstead Heath being the longest affected space. OPM was now recorded in all 33 London Boroughs and had now reached Epping Forest.
- Members were advised that the disease was a significant problem with significant expenditure being spent by the Corporation to manage the pest due to the public health risk. It was anticipated that the resource

demands for the control of OPM in future years will be in excess of £250,000 annually.

- The Director of Open Spaces confirmed that controlling the pest did not eradicate the problem and the focus was to reduce the risk of exposure to the public by a combination of spraying across specific high footfall areas such as car parks, children's playgrounds, and sports areas.
- An education programme is in development to educate the public on OPM and what to do if they encounter it.
- Members were advised that in December 2018, it was agreed with the Forestry Commission that Hampstead Heath would be used as a pilot site to tackle OPM which would include the spraying of trees and nest removal along with significant forest research. This pilot scheme would assist with the development of a national programme of best practice to control OPM. It was noted that the DEFRA Minister was supportive of this work and had had a meeting with the Director of Open Spaces and the Chair of the Policy & Resources Committee.
- A Member voiced the Corporation's duty to protect the 800 veteran oak trees that were at risk.
- Members were concerned by the potential public nuisance OPM could cause in future; however, Members congratulated Officers for their ongoing efforts to deal with OPM and approved of the Corporation's commitment to taking the lead on tackling the pest nationally.
- In response to a query regarding the planting of other trees (e.g. redwood) instead of oaks, Members were advised that tree planting in any of the Corporation's open spaces were based on assessment of the area. Other planting options could potentially be considered in the future due to the effects of OPM and global warming.

**RESOLVED – That Members:-**

- Note the challenging position regarding the spread of Oak Processionary Moth (OPM) and the partnership work being undertaken with the Forestry Commission;
- Note that the cost of risk based OPM control undertaken in 2018/19 is likely to lead to a small departmental overspend at the year-end;
- Approve the submission of a bid for additional resources to Resource Allocation Sub Committee for future financial years from 2019/20, highlighting OPM as a new and significant resource demand in the medium-term financial planning process.

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

Members noted a report of the Director of Open Spaces regarding the final high-level business plan for the Open Spaces Department for 2019/20.

RECEIVED.

12. **BREXIT UPDATE**

Members heard a verbal update from the Director of Open Spaces concerning Brexit.

The Director of Open Spaces advised Members that the current focus for the Open Spaces Department was to ensure that grant aid was not compromised, and they were working with DEFRA to safeguard this.

With regards to board control, the Corporation's Environmental Services Team were working with DEFRA to work out control measures post-Brexit and how the ports would be used. It was confirmed that contingency plans were in place to protect the current level of cooperation with Europe.

13. **KENWOOD HOUSE 2019 EVENTS PROGRAMME**

Members noted a report from Kenwood House regarding its current 2019 Events Programme.

- The Kenwood House General Manager advised Members that the first of two consultation meetings had taken place on 11 March 2019 to discuss and get feedback from the community regarding the plans for events, particularly keynote events (Concerts and House Festival), at Kenwood House in 2019. Members were advised that previous concerns regarding the set up/building of event staging had been resolved with one building company now setting up all events which would have smaller infrastructure and cause less disturbance to local residents. The cost of event tickets had also been reduced following feedback.
- Highlights on the events programme included the How the Light Gets in Festival on 21-22 September and the Financial Times Festival on 7 September which would also include a Rembrandt unfiltered event. It was noted that 2019 would mark 350 years since Rembrandt's death which would be celebrated at Kenwood.
- It was agreed that a presentation of the feedback, local concerns and how Kenwood addressed them would be given at the next meeting.

RECEIVED.

14. **VOLUNTEERING UPDATE**

Members noted a report from Heath Hands regarding providing Members with the volunteering highlights for 2018/19.

Members were advised that the Chairman and Superintendent attended a meeting with the Trustees in the morning and that more session leaders were needed.

The Chairman stated that 2019 marked the 20<sup>th</sup> anniversary of Heath Hands and Members echoed congratulations for the ongoing hard work of all volunteers at Hampstead Heath, Highgate Wood and Kenwood House.

RECEIVED.

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

There were no questions.

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

There were four urgent items:

Ponds screening

The Chairman reminded Members that they were all invited to a special screening of 'The Ponds' to take place at the Barbican Cinema at 2pm on Sunday 17 March and that the tickets had sold out.

Hampstead Heath 30<sup>th</sup> Anniversary

The Chairman thanked Members for their 30<sup>th</sup> anniversary celebration ideas at the last meeting and advised that pin badges and special posters commemorating the anniversary had now been produced. An all Court visit to Hampstead Heath was being arranged and would likely take place on a Friday in June or July.

Following to recent 100 Freedoms for 100 Women event, the Deputy Chair had suggested a 30 Freedoms for 30 Years which was in progress.

A community sports event was being planned for Autumn as an external celebratory event and all event sport leaders and Partners would be invited.

Committee Dinner – January 2019

The Chairman was pleased that the Hampstead Heath, Highgate Wood & Queen's Park Committee Dinner on 6 February 2019 was well attended and advised that the next dinner was booked to take place at the Apothecaries' Hall on 30 January 2020.

Sports engagement

Members were advised that sports engagement had previously been managed by the Communications Team, but that this was now under Corporate Affairs and they were recruiting a full time Sports Engagement Officer. The Chairman stated that the Chairmen of a number of Committees incorporating sports engagement were concerned by the new structure which did not account for community sports engagement, health and wellbeing, etc, and a draft resolution had been prepared by the Chairmen with five pillars identified for consideration to go to the Policy & Resources Committee to bring in all work across the City and its Open Spaces.

It was noted that the proposed resolution was discussed at the Epping Forest & Commons Committee on 11 March 2019 and the Education Board, Children & Community Services Committee, Open Spaces & City Gardens and Epping Forest Committees were all aware of the resolution.

The Chairman proposed that the Committee send a resolution on this matter to the Policy & Resources Committee which would be followed by resolutions of other relevant Committees. Members agreed that sports effected the community on all levels from the grassroots up and were unanimously supportive of this action.

**RESOLVED** – That a resolution be made to the Policy & Resources Committee requesting involvement in the decision-making process regarding sports engagement in conjunction with other relevant Committees.

17. **EXCLUSION OF THE PUBLIC**

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

18. **NON-PUBLIC MINUTES**

**RESOLVED**, that the non-public minutes of the meeting held on 28 November 2018 were approved as a correct record.

19. **SUPERINTENDENT'S UPDATE (NON-PUBLIC)**

Members heard a non-public update from the Superintendent concerning matters regarding Hampstead Heath, Highgate Wood and Queen's Park.

20. **REVIEW OF THE 2018 EVENTS PROGRAMME & PROVISIONAL 2019 EVENTS PROGRAMME**

Members received two non-public appendices to be read in conjunction with Item 8 concerning the Events Programme.

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

There were no questions.

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

There were no urgent items.

**The meeting ended at 5.40 pm**

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Chairman

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

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## Hampstead Heath, Highgate Wood and Queen's Park Committee

### Actions Sheet

	Date	Action	Officer responsible	Progress Update
1.	13 March 2019	To defer the report to P&R on 14 March until April to allow the GPC of CoA to input on the report and any changes be delegated to the Town Clerk in consultation with the Chairman and Deputy Chairman.	Town Clerk / Chairman / Deputy Chairman	Update at June 2019 meeting
2.	13 March 2019	Officers agreed to discuss waste and recycling issues measures with Kenwood House.	Superintendent / Kenwood House	Update at June 2019 meeting
3.	13 March 2019	A resolution be made to P&R requesting involvement in the decision-making process regarding sports engagement in conjunction with other relevant Committees.	Town Clerk / Chairman / Deputy Chairman	Update at June 2019 meeting
4.	13 March 2019	The Kenwood House General Manager to give a presentation of the events programme consultation meeting feedback, local concerns and how Kenwood addressed them at the next meeting.	Kenwood House General Manager	Presentation at September 2019 meeting

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## HAMPSTEAD HEATH CONSULTATIVE COMMITTEE

Monday, 29 April 2019

Minutes of the meeting of the Hampstead Heath Consultative Committee held at Parliament Hill Conference Room, Parliament Hill Staff Yard, Parliament Hill Fields, Hampstead Heath, NW5 1QR on Monday, 29 April 2019 at 7.00 pm

### Present

#### Members:

Karina Dostalova (Chairman)  
Anne Fairweather (Deputy Chairman)  
Nick Bradfield (Dartmouth Park Conservation Area Advisory Committee)  
Mathew Frith (London Wildlife Trust)  
Colin Gregory (Hampstead Garden Suburb Residents' Association)  
Michael Hammerson (Highgate Society)  
Dr Gaye Henson (Marylebone Birdwatching Society)  
Helen Payne (Friends of Kenwood)  
Thomas Radice (Heath and Hampstead Society)  
Susan Rose (Highgate Conservation Area Advisory Committee)  
Steve Ripley (Ramblers' Association)  
Ellen Solomons (Vale of Health Society)  
Ellin Stein (Mansfield Conservation Area Advisory Committee & Neighbourhood Association Committee)  
Richard Sumray (London Council for Recreation and Sport)  
Simon Taylor (Hampstead Rugby Club)  
David Walton (Representative of Clubs using facilities on the Heath)  
John Weston (Hampstead Conservation Area Advisory Committee)

#### Officers:

Colin Buttery	- Director of Open Spaces
Bob Warnock	- Superintendent of Hampstead Heath
Jonathan Meares	- Highgate Wood, Conservation & Trees Manager
Declan Gallagher	- Operational Services Manager
Richard Gentry	- Constabulary and Queen's Park Manager
Paul Maskell	- Leisure and Events Manager
Kate Radusin	- PA to Superintendent of Hampstead Heath
Leanne Murphy	- Town Clerk's Department
Dr Jeremy Ashbee	- English Heritage

#### 1. APOLOGIES

Apologies were received from Cindy Galvin (Robert Spigel attended to represent Heath Hands), John Etheridge (John Hunt attended to represent the South End Green Association), Harunur Rashid (Black and Minority Ethnic Communities representative) and Rezina Hakim (Leonard Cheshire Disability).

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

There were none.

3. **MINUTES**

The public minutes of the meeting held on 11 February 2019 were approved as a correct record subject to an amendment on page 6.

4. **ACTIONS SHEET**

Members noted the various outstanding actions and the update provided thereon.

The Chairman advised that all actions were complete or covered on the agenda. With regards to Action 1 to identify a representative to represent people with a physical disability, the Chairman confirmed that Rezina Hakim from Leonard Cheshire Disability had been appointed to the Committee but was unable to attend her first meeting.

Concerning Action 2, Members were advised that Officers would be approaching the Camden Learning and LaSWAP to establish a representative for schools on the Consultative Committee.

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

The public minutes of the Hampstead Heath, Highgate Wood and Queen's Park Committee (HHHWQPC) meeting held on 13 March 2019 were received.

In response to a query from a Member (Hampstead Garden Suburb Residents' Association) regarding Brexit, the Director of Open Spaces confirmed that the Corporation was responsible for the supervision of container ports and Brexit potentially brought concerns regarding plant material and animals. The Corporation will continue to work with DEFRA to manage the risks associated with imports from Europe.

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

The public draft minutes of the Hampstead Heath Sports Advisory Forum meeting held on 4 February 2019 were received.

Members were advised that there was a push to increase the membership of the Forum to include a wider representation of sports taking place on Hampstead Heath.

It was noted that discussions focussed on the review of the Lido including difficulties caused by hot seasonal weather.

7. **SUPERINTENDENT'S UPDATE**

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

**Fundamental Review**

- The Director of Open Spaces advised Members that the Corporation had a huge ambition for London as a world class city requiring significant investment. It was noted that due to the significant capital expense from a number of key large-scale projects currently coming through the

Corporation, all projects that were not yet at Gateway 5 would be reviewed under new criteria as part of a fundamental review of revenue and projects.

- Members were advised that central government would also be reviewing spending and funding over the next three years which was unlikely to be favourable for the City due to the rebasing of current business rates and a loss of government funding.
- The Director of Open Spaces stated that the Corporation was considering borrowing money for the first time and that the Fundamental Review would impact every capital project decision going forward which meant that innovation was required.
- In response to a comment from a Member regarding the difference between City Cash and City Funds, Members were advised that City Cash, which provides investment funds outside of Local Authority function, for Hampstead Heath for example and is under the same financial pressures as the City Fund. It was expected that both would further deplete over the next few years and the Chamberlain's Department was working on figures to accommodate the pressures.

#### **Humanitarian Aid Workers Memorial proposal – Kenwood Estate**

- The Superintendent sought Member's views on a proposal to install a memorial sculpture within the grounds of the Kenwood Estate which would be visible from the Heath.
- This was discussed at the Committee walk on Saturday 27 April during which Members were shown the proposed site for the memorial.
- Dr Jeremy Ashbee (English Heritage) provided context for the consideration of the memorial. The criteria required that the memorial had good access from London, offered space for quiet contemplation and was non-denominational.
- Members were advised that the site - Stable Field – offered a good fit in terms of the tree line of the plot and the discontinuous circle concept.
- It was noted that English Heritage were supportive of the proposal; however, local stakeholders had raised concerns. Feedback regarding the materials, scale, colour and construction of the memorial would be sought.
- A Member (Vale of Health Society) said that she opposed the siting of the statues, which she likened to "gingerbread men".

- A Member (Highgate Conservation Area Advisory Committee) thought the location was completely inappropriate and noted that the memorial would potentially pose an activism risk. The site was also difficult to access in a wheelchair given the uneven nature of the site.
- A Member (Heath and Hampstead Society) said that such a development would have a critical impact on the Heath. He supported the worthiness of the cause, but suggested English Heritage needed to find a different site as the Stable Field was not suitable.
- A Member (Hampstead Conservation Area Advisory Committee) drew a parallel between the aim of English Heritage to protect the historic landscape on the Kenwood side of the railings with the desire of the local community to protect the Heath's wild and open aspect on the Heath side of the railings. The Kitchen Garden at Kenwood was suggested as an alternative site.
- A Member (South End Green Association) said that the project was laudable, but the location was not.
- A Member (Dartmouth Park Conservation Area Advisory Committee) noted that the site had minimal transport links. Members felt there were other more suitable sites closer to Central London which could be used.
- It was noted by a Member (Hampstead Garden Suburb Residents' Association) that the general policy towards artworks on the Heath had always been that they were temporary and occasional.
- A Member (Highgate Society) felt that it would have been helpful to know what the other proposed sites were, and why they were discounted. He opposed the use of the Stable Field. The aims of the memorial seemed confused: on the one hand the statues were for quiet contemplation, on the other the statues were intended to draw people across the Heath.
- The Deputy Chairman felt that the memorial provided a conflict of philosophy as a built object would impact the natural aspect of the Heath. Members had stated that they were advised during the Committee walk that the memorial would draw visitors to the site which was contradictory to what was being proposed at this meeting and contrary to the Heath's management of rural preservation.
- A Member (Ramblers' Association) suggested making the memorial a hollow figure to prevent graffiti. Members were advised that it was designed specifically to hold messaging as part of the design concept.
- The Chairman stated that whilst the memorial was a worthy cause, agreeing to it could open the Heath up to requests from other equally worthy causes which would be hard to manage.

- In response to queries regarding the proposed location of the memorial, Dr Ashbee advised that English Heritage considered other locations within the Estate but considered the proposed location to be the least intrusive to the site. He was personally not averse to placing the memorial in the Kitchen Garden.
- Members raised concerns that the memorial, due to the design and construction, could be the target of vandalism and graffiti. It was noted that the site was open to the public 24/7 and could not be policed by staff.
- A Member (Highgate Conservation Area Advisory Committee) noted that the memorial would potentially pose a terrorism or activism risk.
- The Chairman stated that Member's concerns would be conveyed to the HHHWQP Committee for consideration, and that all Member feedback would be sent to English Heritage following the meeting on 5 June 2019.

### **Grazing**

- Members were advised that a small-scale one-week grazing pilot of sheep was being proposed to take place in late summer. Grazing of sheep would provide ecological benefits and the pilot sites were being considered carefully. The project would also involve Heath Hands volunteers.
- A Member (Highgate Conservation Area Advisory Committee) felt that this trial would be a great offer for children, providing them with an experience of country life.
- It was agreed that the pilot would require an enclosed site to protect the sheep from dogs and foxes.
- A Member (Friends of Kenwood) who owned sheep highlighted the expense of looking after and managing them, noting the extensive amount of paperwork needed to get them and significant practical risks involved.
- It was noted that a similar temporary grazing project was taking place at the Royal Parks
- Members were advised that there was an opportunity to liaise with colleagues who have experience from within the Corporation. A Member (Highgate Society) also recommended liaising with Bricket Wood.

### **East Heath Car Park (A DP5)**

- The Superintendent advised that this capital project was currently on hold, but it was hoped this would be given the go ahead due to the health and safety implications.

## Planning

- **Jack Straws Castle, 2017/2064/P, 2017/2211/L, 2017/2171/P.** The Superintendent advised that the developer had lodged an appeal against non-determination by the London Borough of Camden.
- **North Fairground Site, 2017/4346/P.** It was noted that this Public Inquiry would be reconvened on the 3 October 2019.
- **South Fairground Site.** Members were advised that a Public Inquiry went ahead on 12 February 2019 lasting four days and would be reconvened on 20 August 2019 for three days.
- **55 Fitzroy Park, 2018/3672/P.** The Superintendent noted that the London Borough of Camden had yet to determine the Planning Application.
- **The Water House, Millfield Lane. 2017/3692/P.** The Superintendent advised that construction was progressing. Further consideration of the boundary fence was necessary.
- **Parliament Hill William Ellis School, 2018/1270/P.** The Superintendent advised that the Operation Services Manager was continuing to participate in the Community Working Group.
- **Jack Straws Castle – change of use application.** The Superintendent advised that objections had been submitted in relation to this Planning Application.
- **Athlone House.** The Superintendent advised that a representation had been made against the proposed gate.
- Members were advised that the Lido had received planning consent and that planning applications for the three playgrounds and a stable at Golders Hill Park Zoo were being prepared.

## 2-3 Heath Passage

- The Superintendent noted that this land had sold at auction and the new owners were not yet known.

## Mobility scheme

- The Superintendent was pleased that three new all-terrain buggies were available for hire by Heath users. A new hire system has been set up with the buggies available to hire from the Lido.



## **Licencing**

- The Superintendent stated that an engagement and consultation exercise with Heath users was being developed regarding development of a dog walkers and a personal training code of conduct. A consultant was assisting with developing a questionnaire and communications strategy.
- Pop-up events to engage with dog walkers and trainers will take place during May and June.
- The Heath and Hampstead Society were concerned that dog licensing would not work if a cap on the number of licences issued was not introduced across all London open spaces. Members were advised that the Constabulary and Queen's Park Manager was a member of Parks for London (formally London Parks and Green Spaces Forum) which was a charity enabling the people that plan, design and manage London's parks and green spaces to share knowledge and experience. The Constabulary and Queen's Park Manager agreed to talk with the Heath and Hampstead Society regarding their concerns.

## **Hampstead Heath Constabulary**

- Members were advised that the Constabulary had increased its patrols and was continuing to work with the Metropolitan Police Service in response to the increase in robberies in and around the Parliament Hill area of the Heath.
- Body Worn Video Cameras (BWV) have been procured following support at the last Committee meeting and the Constabulary are undergoing training on using the equipment and updating its policies.

## **Waste & Recycling**

- The Superintendent advised that they were awaiting the report from Keep Britain Tidy which would provide data and a further package regarding messaging and campaigning was to be commissioned.
- Co-mingled recycling will be initially trialled at facilities in Parliament Hill Triangle. A small number of the bins in housings will be trialled in a rural area of the Heath to gauge feedback on the visual impact.
- Members were advised that two workshops have been held inviting public engagement on messaging on littering.

## **30<sup>th</sup> Anniversary**

- The Chairman advised Members that all Members of the Court of Common Council and the Lady Mayoress had been invited to attend a walk at the Heath on 25 June 2019. The Town Clerk agreed to circulate details regarding this event.

- A Member (Hampstead Rugby Club) advised that since he proposed a rugby old legends event at the last meeting, he had met with the Wasps and Harlequins Teams. The Harlequins suggested a training camp idea but there would be costs involved.

**RESOLVED – That:-**

- Members give their views on the Key Priorities as set out in the High-Level Asset Management Plan (appendix 1);
- Members give their views on the Open Spaces Learning Team Play Principles (appendix 2);
- Members give their views on the Humanitarian Aid Workers Memorial, as detailed in para 15;
- Members give their views on the proposal to trial grazing on Hampstead Heath, as detailed in para 16;
- Members give their views on the proposed Circus Event (appendix 3);
- Members give their views on the proposed Cross-Country Event (appendix 4);
- Members give their views on the concept design for the Vale of Health Playground (appendix 5);
- Members give their views on the concept design for the Preachers Hill Playground (appendix 6).

**7.1 Appendix 1 - Hampstead Heath High Level Asset Management Plan**

Members considered the Hampstead Heath High-Level Asset Management Plan 2018-2021 and the following comments were made:

- Members were advised that High-Level Asset Management Plans were being developed for all City of London Corporation properties.
- Emphasis was given to the ambition to ensure “buildings and facilities that are fit for purpose, sustainable, support effective delivery of services and optimise efficiencies and value for money” as key to the strategic framework.
- In response to a query from a Member (Mansfield Conservation Area Advisory Committee & Neighbourhood Association Committee) regarding retail spaces, Members were advised that something similar to the View at Epping Forest would provide an opportunity to sell merchandise that relates to the Open Space. A Member (Highgate Society) noted the great range of products was on offer at the London Wetlands Shop.

- The Chairman felt that “retail” was the wrong wording and requested that the wording be changed to “visitor, engagement and education centre”.
- A Member (Mansfield Conservation Area Advisory Committee & Neighbourhood Association Committee) queried what site was planned for the relocation of Heathfield House office accommodation. Members were advised that the footprint at a number of sites were being considered, e.g. the stores area at Parliament Hill Staff Yard, which were not being fully utilised, and that there was real need to reconfigure spaces and buildings to make them fit for purpose. Members were pleased that there was no intention to increase the footprint.
- A Member (Friends of Kenwood) was concerned that the project concerning waste, which was very expensive, would not be considered a priority by 2021/22 due to the fundamental review and funding constraints. The Superintendent confirmed that managing waste more efficiently and providing recycling facilities remained a priority, and the Team would continue to progress with the planned schemes.
- A Member (Hampstead Garden Suburb Residents' Association) felt that the format of the Plan was difficult to follow and did not like the red text.
- With regards to the East Heath Car Park asset transferring to the City Surveyors Department on completion of the capital works, Members were advised that there was a service-level agreement on managing this asset which required ongoing maintenance by City Surveyors Department.
- A Member (Highgate Society) voiced concerns regarding the wording concerning maximising opportunities for income generation “through events and third-party leasing opportunities” and felt this needed to be worded carefully to avoid headlines about commercialisation of the Heath.
- With regards to a concern (Representative of Clubs using facilities on the Heath) regarding the resurfacing of the Athletics Track, Members were advised that this would be on a like-for-like basis.

RECEIVED.

## 7.2 **Appendix 2 - Open Spaces Learning Team Play Principles**

Members considered the Open Spaces Learning Team Play Principles and the following comments were made:

- Members were advised that the acronym SSOW stood for Safe System of Work.
- A Member (London Council for Recreation and Sport) felt that a section was needed regarding safeguarding which was particularly important when discussing children’s area.

- A Member (Hampstead Conservation Area Advisory Committee) felt the document was too wordy and recommended reducing the report content.
- It was suggested (Highgate Society) that the Principles should focus on providing children with a natural world experience.

RECEIVED.

### **7.3 Appendix 3 - Event application Review - Zippo's Circus**

Members considered an event application for Zippo's Circus concerning a proposed circus event at the Heath and the following comments were made:

- Members were advised that this proposed event to take place on 20-28 October 2019 had been reviewed and supported by the Officer Event Group (OEG) and was being brought to the Committee for consideration as per the Site-Specific Events Policy Part Two.
- In response to concerns regarding animals following protests in the past, Members were advised that the only animals which would be used within the programme were budgerigars.
- The South End Green Association were in general support for this event noting that the event managers had proven themselves in responding to concerns.
- Members were generally supportive of this event.

RECEIVED.

### **7.4 Appendix 4 - Event application Review - London Youth Games**

Members considered an event application for the London Youth Games concerning a proposed cross-country event at the Heath and the following comments were made:

- Members were advised that this proposed event to take place on 16 November 2019 had been reviewed and supported by the Officer Event Group (OEG) and was being brought to the Committee for consideration as per the Site-Specific Events Policy Part Two.
- A Member (Hampstead Garden Suburb Residents' Association) voiced concern regarding the area being used for this event. It was agreed that future event application reviews would include a map of the areas included in the event.
- Members were advised that damage and erosion were being carefully managed and that the route could be moved slightly if required to minimise impacts.

RECEIVED.

**7.5 Appendix 5 - Vale of Health Play Area Concept Design**

**7.6 Appendix 6 - Preachers Hill Playground Concept Design**

Members considered the concept designs for the Vale of Health Playground and Preachers Hill Playground. The following comments were made:

- Members were advised that £35k in Community Infrastructure Levy funding had been awarded to fund the project management and materials involved with the play area improvements.
- Members were supportive of the improvements, the Member (Hampstead Conservation Area Advisory Committee) suggested that the boulders should be replaced with logs to be in keeping with the Heath and that the open aspect should be maintained to provide sightlines across the play spaces.
- A Member (Vale of Health Society) suggested the introduction of picnic areas.
- Members were happy with the natural approach and reusing of existing play equipment rather than introducing a new, large statement pieces.
- A Member (Mansfield Conservation Area Advisory Committee & Neighbourhood Association Committee) was supportive of the planting provided that they were not too high preventing parents from seeing their children playing.
- The Superintendent stated that these were early concept designs and more developed designs would be circulated to Members by email for feedback.

RECEIVED.

**7.7 Appendix 7 - Open Spaces Learning Team - highlights**

Members noted the highlights update from the Open Spaces Department Learning Team.

RECEIVED.

**8. VOLUNTEERING UPDATE**

Members received a verbal update from Heath Hands concerning community Heath highlights and the following comments were made:

- Officers were thanked for their ongoing support.
- A record number of volunteers (245 people) had joined Heath Hands in the last year.

- Heath Hands has worked to align itself with the Hampstead Heath Management Strategy regarding increasing diversity and challenging the perception of the Heath being “old and white”. It was noted that 18% of volunteers were now under 26 years old and nearly 40% were under the age of 40. BAME volunteer representation had been tripled to 15%. A variety of outreach programmes had been developed especially for vulnerable groups, e.g. a recovery through nature programme and an all-women’s programme.
- A Member (Mansfield Conservation Area Advisory Committee & Neighbourhood Association Committee) suggested reaching out to the Extinction Rebellion group for volunteers.

## 9. **QUESTIONS**

There were two questions:

### **Parliament Hill**

A Member noted that the view from Parliament Hill had disappeared due to a recent bloom of leaves on trees. The Superintendent advised that a project regarding views was included within the Management Strategy which involved mapping historic views and considering the impacts on ecology and the landscape to maintain the views. This project would be progressed once the OPM nest removal and spraying project was completed.

### **150<sup>th</sup> Anniversary**

Members were advised that the 150<sup>th</sup> anniversary of Hampstead Heath Act 1871 would fall in 2021, and a Member (Representative of Clubs using facilities on the Heath) had approached the Heath to host a cross-country event, likely in September to match other European Championships. It was noted that this would be an expensive event requiring significant sponsorship and support and the Leisure & Events Manager was awaiting a response detailing these factors.

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

There was one item of AOB:

### **COL Sport and Physical Activity Strategy 2019-23**

Members considered a supplementary report of the Head of Corporate Strategy and Performance providing Members with the proposed final version of the City of London Corporation’s Sport and Physical Activity Strategy for 2019-2023. The following points were made:

- The Chairman advised Members that the Strategy went to the Health and Wellbeing Board on 26 April 2019 who expressed disappointment.
- A Member (London Council for Recreation and Sport) felt the Strategy was principally about the Square Mile and City of London residents.

- It was suggested by a Member (Representative of Clubs using facilities on the Heath) that the Strategy was passive rather than reactive.
- A Member (Highgate Society) noted the vague economic comments regarding investment in sport and felt that quantification was needed to show the benefits.
- It was noted that the Hampstead Heath Sports Advisory Forum were not consulted in relation to the strategy.
- The Chairman confirmed that they would write to the report authors to express that the Committee did not feel the Strategy went far enough or adequately covered all of the Corporation's Open Spaces.

RECEIVED.

#### 11. **DATE OF NEXT MEETING**

The date of the next meeting on 8 July 2019 at 7.00pm was noted.

The Chairman listed a number of other important dates:

- 8 – 12 May – Affordable Arts Fair
- 6 July – Night of 10,000m PB's
- 14 July – Give it a Go
- 11 September - Heath and Hampstead Society party at 5-8pm

**The meeting ended at 9.14 pm**

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Chairman

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

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## HIGHGATE WOOD CONSULTATIVE GROUP Wednesday, 3 April 2019

Minutes of the meeting of the Highgate Wood Consultative Group held at Highgate Wood Offices, Highgate Wood, Muswell Hill Road, N10 3JN on Wednesday, 3 April 2019 at 4.00 pm

### **Present**

#### **Members:**

Anne Fairweather (Deputy Chairman)  
Deputy John Tomlinson  
Stephanie Beer (Muswell Hill & Fortis Green Association)  
Peter Corley (Tree Trust for Haringey)  
Michael Hammerson (Highgate Society)  
Councillor Bob Hare (London Borough of Haringey)  
Alison Watson (Friends of Queen's Wood)

#### **Officers:**

Colin Buttery	- Director of Open Spaces & Heritage
Jonathan Meares	- Highgate Wood, Conservation & Trees Manager
Leanne Murphy	- Town Clerk's Department

### **1. APOLOGIES**

Apologies were received from Karina Dostalova, Bob Warnock, Jan Brooker, Councillor Julia Ogiehor and Alison Watson.

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

There were no declarations.

### **3. MINUTES**

**RESOLVED**, that the minutes of the meeting held on 17 October 2018 be approved subject to two typos.

### **Matters Arising**

#### **Walking Guides**

The Highgate Wood, Conservation & Trees Manager agreed to follow-up with the City of London Corporation regarding updating the now out of date walking guides.

#### **Ecology**

With regards to a query regarding a student prepared leaflet to go to Lanchester Road residents regarding hedgehogs, the Highgate Wood, Conservation & Trees Manager advised that the local ecologist had made progress in this area and there was Team interest in pursuing this.

Members discussed the old railway line that ran between Finsbury Park and Alexandra Palace which attracted periodical anti-social behaviour and rough sleepers in the area running through Highgate Wood. It was noted that this land, which historically belonged to the Wood, offered good buffer land with the potential for conservation but management issues had so far prevented this. The Highgate Wood, Conservation & Trees Manager agreed to approach TfL to discuss concerns and future management of this land.

#### 4. **ACTIONS SHEET**

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

With regards to Action 1, the Director of Open Spaces advised that the Open Spaces Department was working closely with the Corporation's web team to refresh all Open Spaces web content ahead of the launch of the new City of London website in 2020/21.

A Member stated that members of the public and new Members may wish to view old versions of plans or find out about the history of the wood and would not have access to this information. It was noted that the website was not set up to be a document archive and background documents were best accessed by contacting the local office. Members were advised that brochures, leaflets, etc, were also available electronically on the website and could be printed off.

Regarding Action 2, Members were advised that the Highgate School had been approached and the Headmaster had agreed to represent the school and would hopefully attend the next meeting. The Town Clerk agreed to check that there were no implications for a school representative officially joining the group.

All other actions were completed or already covered on the agenda.

#### 5. **SUPERINTENDENT'S UPDATE**

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

##### **Roman Kiln Project**

- Members were advised that the Friends of Highgate Roman Kiln (FOHRK) were planning to submit a Heritage Grant to fund the 'Rekindling our Roman Heritage: Highgate Roman Kiln' project and Officers had a meeting with FOHRK the following day to discuss the bid.

##### **Sustainability**

- A new City-wide waste collection contract commenced with Veolia in April.
- The need for an improved recycling system was highlighted. The Divisional Waste and Recycling Review is currently under way investigating potential improvements to the current service.

## **Woodland Conservation and Tree Management**

- Members were advised that recent storms had caused tree damage and led to necessary closures of Highgate Wood during March to ensure public safety.

## **Pavilion Café update**

- The Highgate Wood, Conservation & Trees Manager explained that the Highgate Wood Café tendering for a new licensee was progressing and it was hoped that a recommendation would be brought to the HHHWQP Committee in September for a decision. Officers agreed to engage with the Group during the tendering process for feedback and Members would receive a report at the next meeting.

**RESOLVED** – That the views of the Highgate Wood Consultative Group be conveyed to the Hampstead Heath Highgate Wood & Queen's Park Committee at their meeting on 5 June 2019.

### **6. APPENDIX 1- DIVISIONAL PLAN 2019-2022**

Members noted the revised Divisional Plan 2019–2022.

RECEIVED

### **7. APPENDIX 2 - HIGHGATE WOOD CONSERVATION MANAGEMENT PLAN 2013-2023**

Members noted the Highgate Wood Conservation Management Plan 2013-2023 and the following comments were made:

- The Highgate Wood, Conservation & Trees Manager noted that the recommendations made by Members at the last meeting had been integrated into the revised version.
- Members were advised that the green text identified that a priority had been completed within the agreed timescale and the black text reflected ongoing priorities. The majority of natural environmental work had been completed and archaeological components would next be explored which would be advanced by the FOHRK project. All short and medium term policies had been achieved and the Team were currently working on the long term policies.
- A Member felt that the wording “mark out” under 1(b) should be changed to the word “identify”.
- It was noted that the Plan would end in 2023 after which the document would be condensed and rewritten to fall in line with the Hampstead Heath Management document.
- In response to a query regarding the mapping of streams and beds, Members were advised that these could be marked. A Member noted

that there was a project in its early infancy working on opening up two springs but was on hold until a drains survey was completed.

- A Member queried if the future Plan would include scientific data. The Highgate Wood, Conservation & Trees Manager confirmed that this data would be included in the Divisional Plan, which ran across all three sites, and backed up by guidance in the Woodland Management Plan.

RECEIVED.

#### 8. **APPENDIX 3 - LICENSED ACTIVITY TABLES**

Members noted the tables listing licenced activity income for Highgate Wood for the periods 2017/18 and 2018/19. The following comments were made:

- The Highgate Wood, Conservation & Trees Manager noted that there had been a slight increase in income for the period 2018/19 from the previous year.
- In response to a query regarding the ground rules for birthday parties, Members were advised that birthday parties had a limited area of activity and encouraged to stay on the paths. It was noted that rules were needed on the old railway land regarding parties.
- A Member felt that clarity was needed in the Events Policy regarding the rules and charges for birthday parties and Forest School birthday parties. Members agreed it was important to allow schools access to the Wood, especially those with no open land.
- Members discussed the charges for commercial activity and how they were selected; the Highgate Wood, Conservation & Trees Manager noted that they did not wish to increase the numbers and that organisations were already being turned away. Members were happy with the current organisations that worked with the Wood but agreed there needed to be some thought regarding new opportunities, the numbers and how organisations are dealt with.
- A Member noted that the Alexandra Palace charged much higher fees for filming and photo shoots than Highgate and questioned whether the fees charged was too low. It was noted that it was often students who used the Woods.
- A Member queried what progress had been made regarding City of London Corporation dog licences. The Director of Open Spaces advised that Local Authorities across London were reviewing dog walking for a consistent approach across all London boroughs with most agreeing to a four-dog maximum policy and licenses for professional dog walkers. Dog licenses will first be piloted at Hampstead Heath and rolled out across all of the Corporation's Open Spaces.

RECEIVED.

9. **APPENDIX 4 - INCOME 2017-18 & 2018-19**

Members noted the information relating to Highgate Wood income and expenditure for 2017/18 and 2018/19.

RECEIVED.

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

Members noted a report of the Director of Open Spaces regarding tree pests and diseases providing an urgent update on Oak Processionary Moth (OPM). The following comments were made:

- The Director of Open Spaces stated that the report went to Open Spaces & City Gardens in December to approve the submission of a bid for additional resources to the Resource Allocation Sub Committee for future financial years from 2019/20, highlighting OPM as a new and significant resource demand in the medium-term financial planning process which was approved.
- The report has gone as an update to all Open Spaces Committees as the spread of OPM now reaches all of the Corporation's Open Spaces and is recorded in all 32 London Boroughs and the City of London.
- Members were advised that the disease was a significant public health risk and the focus for controlling the pest was to protect public car parks, children's parks, paths and sports areas where members of the public were most at risk. An education programme is also in development to educate the public on OPM and what to do should they encounter it.
- Members were advised that Hampstead Heath was the longest affected space with OPM first identified in 2015. Based on the experience at Hampstead Heath, it was predicted that the number of nests in the other Open Spaces (including Highgate Wood) was likely to increase dramatically in 2019 but would hopefully plateau in the coming years.
- Treatment includes zoning targeted high-risk areas, the spraying of trees and nest removal, along with significant forest research in conjunction with the Forestry Commission.
- The Corporation continues to work closely with the Forestry Commission and Hampstead Heath will be used as a pilot site to tackle OPM. This pilot scheme would assist with the development of a national programme of best practice to control OPM.
- The Highgate Wood, Conservation & Trees Manager drew Member's attention to a diagram that reflected the current OPM nests in the Wood noting that currently a quarter of all moth species at Highgate associated with oak trees and could be impacted during tree spraying.

- Members were advised that the plan was to only spray the oak trees around the Children's Play Area with nest removal taking place in lower risk areas.
- In response to a query regarding schools, Members were advised that all Forest Schools had been educated on the risks from OPM.
- With regards to biological natural controls, a parasitic fly that feeds on the caterpillars has begun colonising in the UK since OPM has developed which would hopefully have an impact on the number of nests. It was also noted that birds had tried feeding on the caterpillars, but they were unpalatable.
- Members were advised that electronic versions of leaflets and information regarding OPM was available on the Forestry Commission's website and could be printed off. The Director of Open Spaces was also happy for the contents of his report to be circulated and agreed to keep the Group updated on OPM matters over the season.

RECEIVED.

**11. QUESTIONS**

There were no questions.

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

There were no urgent items.

**13. DATE OF NEXT MEETING**

Members noted that the date of their next meeting would be on 9 October 2019.

**The meeting ended at 5.09 pm**

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Chairman

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

## QUEEN'S PARK CONSULTATIVE GROUP Wednesday, 27 March 2019

Minutes of the meeting of the Queen's Park Consultative Group held at Park Manager's Office, Queen's Park, London, NW6 on Wednesday, 27 March 2019 at 2.30 pm

### Present

#### Members:

Karina Dostalova (Chairman)  
John Blandy (Queen's Park Area Residents' Association)  
Virginia Bonham Carter (Ark Franklin Primary School)  
Helen Durnford (Queen's Park Area Residents' Association)  
Giovanna Torrico (Queens Park Community School)  
Vicky Zentner (Kensal Rise Residents Association)

#### Officers:

Colin Buttery	- Director of Open Spaces & Heritage
Bob Warnock	- Superintendent of Hampstead Heath
Richard Gentry	- Constabulary and Queen's Park Manager
Leanne Murphy	- Town Clerk's Department

#### 1. APOLOGIES

Apologies were received from Anne Fairweather and Ruby Sayed.

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

There were none.

#### 3. MINUTES

**RESOLVED**, that the minutes of the meeting held on 31 October 2018 be approved.

#### 4. TREE PESTS AND DISEASES: OAK PROCESSIONARY MOTH URGENT UPDATE

Members noted a report of the Director of Open Spaces regarding tree pests and diseases providing an urgent update on Oak Processionary Moth (OPM). The following comments were made:

- The Director of Open Spaces stated that the report went to the Open Spaces & City Gardens in December to approve the submission of a bid for additional resources to the Resource Allocation Sub Committee for future financial years from 2019/20, highlighting OPM as a new and significant resource demand in the medium-term financial planning process which was approved.

- The report has gone as an update to all Open Spaces Committees as the spread of OPM now reaches all of the Corporation's Open Spaces and is recorded in all 32 London Boroughs and the City of London.
- Members were advised that the disease was a significant public health risk and the focus for controlling the pest was to protect public car parks, children's parks, paths and sports areas where members of the public were most at risk. An education programme is also in development to educate the public on OPM and what to do should they encounter it.
- Members were advised that Hampstead Heath was the longest affected space with OPM first identified in 2015. Based on the experience at Hampstead Heath, it was predicted that the number of nests in the other Open Spaces would increase dramatically in 2019 including Queen's Park; however, it was noted that Queen's Park only had a small number of oak trees.
- Treatment includes zoning targeted high-risk areas, the spraying of trees and nest removal, along with significant forest research in conjunction with the Forestry Commission.
- It was agreed with the Forestry Commission that Hampstead Heath would be used as a pilot site to tackle OPM. This pilot scheme would assist with the development of a national programme of best practice to control OPM.
- In response to a query regarding the education, Members were advised that the Forestry Commission and DEFRA were already working with schools and an educational programme would be coming to schools soon. PHE were also helping with education and good communication were ongoing with doctors and vets to ensure they were aware of the risks and signs.
- A Member suggested liaising with garden centres to advertise the risks of OPM.
- Members were advised that electronic versions of leaflets and information regarding OPM was available on the Forestry Commission's website and could be printed off. The Director of Open Spaces also agreed to supply some printed leaflets. The Chairman suggested that Members take leaflets to community groups to ensure the local community were aware.
- The Director of Open Spaces was happy for the contents of his report to be circulated and agreed to keep the Group updated on OPM matters over the season.

RECEIVED.



5. **SUPERINTENDENT'S UPDATE - QUEEN'S PARK**

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

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

**Operational Management**

- It was noted that the Team were recruiting for two vacant roles: a Team Leader and an Animal Keeper & Engagement Assistant.
- The Committee congratulated and thanked staff for their hard work on the redevelopment of the Children's Farm which Members viewed during the walk.
- In response to a query regarding the current audit of trees and whether there was a tree policy in place, Members were advised that locally there was no formal strategy for trees but there was an informal arrangement regarding the replacement of trees on an individual basis plus an overarching tree policy across the Corporation's Open Spaces Department.
- It was noted that a walkthrough of the plans for the Woodland Walk was discussed during the walk prior to the meeting and the feedback and ideas given by Members would guide the consultants going forward. A work programme would follow including details of the two capital project elements: fencing and a boardwalk.
- A Member urged caution when taking down things that already exist and opening up areas, noting that the native hedgerow available was great for birds. The Superintendent stated that balance and impact would be carefully considered.
- A Member noted the suggestion to remove the entrance gate(s) and argued that the gate gave that space sanctuary and a secret garden feel. It was noted that two areas would be separated in theory but still joined.
- Members liked the idea to include the unused edge of the golf course in this space.
- Members were unsure whether the suggested pond was necessary due to the small size of the park.
- The Town Clerk agreed to circulate a pdf of the Woodland Walk plans to the Group.
- The Superintendent advised that revised concepts would be brought to a future meeting for feedback.

## Projects and Programmes

- A mid-term review of the Queen's Park Conservation Management Plan 2014–23 is due to take place and will be reported at the next meeting.
- Members were advised that the most costly option was supported at the HHHWQP Committee in November 2018 regarding the rebuild of the Public Toilet and the redevelopment of the Sand Pit, Project Sub Committee had given approval to proceed to the next Gateway process (Gateway 3) but wanted to see Officers present options for the project.
- The Superintendent advised that Officers were working on a full Options Appraisal and collaborating with the relevant Departments in preparation for submission to the Projects Sub Committee in May for approval.
- Members were advised that value engineered costs were being prepared and that the City Surveyor's Dept. would be informed that quality products were required but not high end. Currently, Officers were working from architect's industry standard estimated costs.
- A Member stated that a simple toilet block with the aesthetics of the Turkey House without cladding were desired. The Chairman requested that the Member send the photographs to the Superintendent.
- The Director of Open Spaces noted that the Corporation had a huge number of responsibilities with a large number of capital projects to prioritise. Members were advised that due to the significant capital expense from a number of key large projects currently coming through the Corporation, all projects that were not yet at Gateway 5 would be reviewed under new criteria as part of a fundamental review of revenue and projects.
- This project would be justified on the benefits it would provide for the community.
- A Member was concerned that the toilet redevelopment project's competition with the sandpit project made it more expensive and put the project in jeopardy. The Superintendent advised that the option of route was required before they could go out to tender and the value engineering would provide more accurate costs.
- The Chairman stated that she liaised with the surveyors regarding the high costs, notably the £37k for the wall. She felt that it would be worthwhile for the Group to reconsider some of the aesthetic aspects of the project and seek alternative funding to cover these requests as this would make the costs of the project more palatable to the Corporation and get less push back.

- It was noted that £80k had been fundraised locally in Tiverton and a similar approach could be taken for this project. Local and in-house labour was also suggested to work on the aesthetics which was the approach used in the redevelopment of the Children's Farm.
- Members were advised that the Park Manager was in consultation with the City Surveyor's Department to agree a date for Tennis Courts 1- 6 to be repainted and relined. This work would take approximately seven days to complete.
- Members were advised that the redevelopment of the Children's Farm was almost complete and had already received positive feedback on social media. The Chairman agreed to write to the staff members involved in the redevelopment giving thanks from the Group regarding the successful project.

### **Sustainability**

- The Superintendent highlighted the need for an improved recycling system noting that the Divisional Waste and Recycling Review was currently under way investigating potential improvements to the current service.
- The City of London Corporation has changed its waste contractor and is now working with Veolia to manage the Corporation's waste.
- It was noted that a Member had previously agreed to provide more information regarding possible assistance from the London Borough of Brent to assist with Queen's Park waste. The Superintendent agreed to follow up.
- Members were advised that positive feedback was received regarding the use of LED lights instead of a Christmas tree in December 2018 and it was suggested that the lights be extended to other trees in 2019 for Christmas and evening events. Members agreed with this approach noting that the change from tradition was ecological and to stop vandalism.

### **Visitors and Community**

- The Junior Parkrun has run for two years and attracts approximately 100 children each week every Sunday.
- The Corporation continues to liaise with the Lawn Tennis Association regarding increasing participation on the courts meeting quarterly.
- In response to a query regarding the licence fee costs charged for group play tag rugby, Members were advised that this information could only be provided to the Group as a non-public item. The Superintendent

noted that this fell under the event licensing scheme as participants were under 500. Officers agreed to bring more information to the next meeting.

- Members were advised that the Superintendent and Chairman were meeting with the Queen's Park Café vendors in the afternoon to discuss a longer lease agreement than the current three-year lease. The Superintendent confirmed that a longer lease agreement would require a new tender which risked the current provider staying. It was noted that the Highgate Wood Café was currently out to tender for an agreement of seven years plus three and would include a number of break clauses and service / performance standards.
- Members did not feel that the current providers had delivered on their promises offered when they took over the café site including picnics, catering for events, evening opening and ice creams. Members raised a number of concerns including the expense of products and the introduction of contactless payments which prevents children from using cash (unless it is the exact amount).
- Members requested sight of the new menu and prices being offered.

### **Learning and Schools**

- The Park Manager advised that he would be meeting the Learning Project Officer regarding supporting a group of special education needs sixth form students who will be working in the reopened Farm at the end of March.
- The Chairman felt that more direct liaison with schools was needed to look at what could be offered.

### **Volunteering**

- The Chairman stated that 9,000 volunteers covering the Corporation's Open Spaces attended the Volunteers Reception at Guildhall in January and was pleased to advise that the event was approved for next year and that more volunteers would be invited to attend in 2020.

### **Events**

- The Superintendent stated that the Corporation had been approached again to host Queen's Park the Opera in July 2020. The event would last for one week and would be held either on the main field or on the bandstand.
- Members requested more information on the event but were concerned that it would take place in the middle of summer on a well-used space by the public. It was noted that information had been requested by the Park Manager to bring to the Group but that it was not received.

- Members were advised that Brent had won the award for London Borough of Culture 2020 and that the Corporation hoped to be involved in opportunities with Brent during the year like it had with the 2019 winner Waltham Forest. The Park Manager has been in liaison with Brent regarding the potential for a series of events and that ideas were required.
- A Member suggested focussing on history with a Victorian themed day including an agricultural fayre and classical music event on the bandstand.

**RESOLVED – That:-**

- Members provide feedback on the proposed events for 2019, as set out in paragraph 34 and Appendix 3 and the proposed event at paragraph 36;
- the views and comments of the Queen's Park Consultative Group be conveyed to the Hampstead Heath, Highgate Wood and Queen's Park Committee at their meeting on 5 June 2019.

**5.1 APPENDIX 1 - DIVISIONAL PLAN 2019-22**

Members noted the Hampstead Heath Divisional Plan for 2019/20, 2020/21 and 2021/22.

It was noted that a page was missing from the Divisional Plan which was circulated to the Group.

Members were advised that the three-year Divisional Plan 2019-2022 had been reformatted to reflect the outcomes in the Management Strategy and was approved by the HHHWQQP Committee at its meeting in March. The Group was happy with the reformatted document.

RECEIVED.

**5.2 APPENDIX 2 - ANNUAL WORK PROGRAMME 2019/20**

Members noted the Queen's Park Annual Work Programme 2019/20.

The Superintendent noted that the Annual Work Programme was the next level above the Divisional Plan and the next step would be to consolidate and clarify the document in line with the Management Framework.

RECEIVED.

**5.3 APPENDIX 3 - QUEEN'S PARK 2019 EVENTS PROGRAMME**

Members considered the provisional Queen's Park 2019 Events Programme. The Superintendent advised Members that the Events Policy 1 and 2 were fully operational and that all events went through the decision-making process based on size.

RECEIVED.

**5.4 APPENDIX 4 - INCOME AND EXPENDITURE**

Members noted the 2018/19 Income and Expenditure for Queens Park. The Superintendent advised Members that the income figures currently went up to 28 February 2019 and would be updated when the financial year finished on 31 March 2019.

Members thanked Officers for providing this information as requested at the last meeting.

RECEIVED.

**6. QUESTIONS**

A Member raised a query from the walk requesting Officers to consider the feasibility of planting trees in front of the storage shed/barn in the Staff Yard.

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

Friends of Highgate Wood Group

The Chairman highlighted the merits of Members considering and leading on fundraising opportunities for Queen's Park to fund projects. It was noted that residents at Tiverton Green had raised £80k to cover the costs of works in the area.

The Chairman asked if there was any appetite locally to form a Friends of Queen's Park Group who could raise project funds. This would have benefits such as legacies as the group would not be affiliated with the Corporation, e.g. like Heath Hands or QPARA. Members thought this idea was worth exploring.

**8. DATES OF NEXT MEETINGS**

Members noted that the date of their next meeting would be on 2 October 2019 at 3.00pm.

**The meeting ended at 4.00 pm**

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Chairman

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

<b>Committee(s)</b> Hampstead Heath, Highgate Wood and Queen's Park Committee	<b>Dated:</b> 5 June 2019
<b>Subject:</b> Appointment of Sub Committees, Consultative Committees and Groups and Representatives on Other Bodies	<b>Public</b>
<b>Report of:</b> Town Clerk	<b>For Decision</b>
<b>Report author:</b> Leanne Murphy, Town Clerk's Department	

## Summary

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

## Recommendation(s)

That Members:-

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

## Main Report

### Background

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

### Hampstead Heath Consultative Committee

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

### Highgate Wood Consultative Group

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

### **Queen's Park Consultative Group**

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

### **Local Representative to the Open Spaces and City Gardens Committee**

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

### **Local Representative to the Keats House Consultative Committee**

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

### **Leanne Murphy**

Town Clerk's Department

City of London Corporation

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

### **Hampstead Heath Consultative Committee**

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

#### **Terms of Reference**

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

#### **Composition**

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

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

## **Highgate Wood Consultative Group**

### **Terms of Reference**

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

### **Composition**

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

## **Queen's Park Consultative Group**

### **Terms of Reference**

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

### **Composition**

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

## **Appendix 2 – 2018/19 Appointments**

### **Hampstead Heath Consultative Committee**

Karina Dostalova (Chairman)  
Anne Fairweather (Deputy Chairman)

### **Highgate Wood Joint Consultative Group**

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

### **Queen's Park Joint Consultative Group**

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

### **Open Spaces and City Gardens Committee**

John Beyer (Heath and Hampstead Society)

### **Keats House Consultative Committee**

John Tomlinson  
Karina Dostalova (Chairman) to attend in an ex officio capacity

<b>Committee</b>	<b>Dated:</b>
Hampstead Heath, Highgate Wood & Queen's Park Committee	5 June 2019
<b>Subject:</b> Superintendent's Update	<b>Public</b>
<b>Report of:</b> Superintendent of Hampstead Heath	<b>For Information</b>
<b>Report author:</b> Bob Warnock – Open Spaces Department	

## Summary

This report provides an update to Members of the Hampstead Heath, Highgate Wood & Queen's Park Committee on management and operational activities across the open spaces since March 2019. The report format has been updated to align with the Hampstead Heath Management Strategy 2018 - 2028 Outcomes.

## Recommendations

It is recommended that:

- Members give their views on the Humanitarian Aid Workers Memorial, as detailed in para 13.
- Members approve the Queen's Park Day event (appendix 8), as set out in para 62.

## Main Report

### Management Strategy

1. The Management Strategy has been prepared for the website to be downloaded in an accessible PDF format. A printed version of the Management Strategy will be available at the meeting.
2. The Chairman has shared the Management Strategy with the Court of Common Council

### **A: The Heath is maintained as a flourishing green space and historic landscape.**

### City Surveyors Cyclical Work Programme

3. The Superintendent will provide an update on current projects within the City Surveyors Cyclical Work Programme.

### East Heath Car Park (A DP5)

4. The Superintendent will provide and update at the meeting.

### Planning

5. The Superintendent will provide an update on the following planning applications:
  - Jack Straws Castle 2017/2064/P, 2017/2211/L, 2017/2171/P

- North Fairground Site 2017/4346/P
- South Fairground Site
- 55 Fitzroy Park 2018/3672/P
- The Water House, Millfield Lane. 2017/3692/P
- Jack Straws Castle – Change of use application

#### Oak Processionary Moth (OPM)

6. Spraying commenced on site in mid-April. A target-based approach has been used to ensure that trees located near to high footfall areas, playgrounds and facilities are sprayed. A second spray was undertaken at the end of April/beginning of May. Information about OPM has been placed at the main entrances to the Heath.

#### Storm Damage

7. During the week of 10 March, Storm Gareth swept across the Heath, felling 21 trees and damaging a significant number of canopy branches.
8. The following trees and species were lost; 3 veteran oaks, 4 birch trees, 3 hawthorns, 2 sycamores, 2 sorbus, 1 each of robinia, alder, lime, beech, willow, ash and cherry. These trees have been made safe and cleared where they had blocked access.

#### Programmed Tree works

9. The Tree Team are currently in the process of remodelling of the 45-year-old woodland walk in Golders Hill Park to become a Pinetum. This has involved the removal of over large, dead and dying conifers.
10. The Team have an ongoing project to map and record the presence and condition of the Heath's wild service population.

#### The Listening Wood

11. The Tree Team have collaborated with the University College London to deliver a three-month Project. 15 trees across Golders Hill Park and Sandy Heath have been selected and a map has been created to allow members of the public to interact digitally with the trees learning about their history with stories and poetry.  
<https://thelisteningwood.com/about>

#### Veteran Tree Works

12. Further halo clearance has been undertaken around veteran oaks at Sandy Heath, South Meadow and the Vale of Health.

#### Humanitarian Aid Workers Memorial proposal – Kenwood Estate

13. The Superintendent seeks Members views on the proposal (appendix 1) to install a memorial sculpture within the grounds of the Kenwood Estate which will be visible from the Heath. Member of the Kenwood Landscape Forum discussed the proposals at their meeting on Monday 8 April 2019. Members of the Hampstead Heath Consultative Committee received a presentation from Historic England representatives at their walk on 27 April 2019. At the meeting of the Consultative Committee on 29 April 2019 Dr Ashbee of Historic England gave a further presentation outlining the proposals.

### Grazing

14. The City of London Corporation, and partners from Mudchute Farm, The Rare Breeds Survival Trust and the Heath and Hampstead Society have been looking into the feasibility of the re-introduction of grazing on Hampstead Heath. Grazing can benefit nature conservation, but also poses a number of practical challenges such as management, safety and the welfare of the animals and the interaction with people and dogs. Grazing on Hampstead Heath has significant historical context and was still prevalent until the 1950's, helping to shape the current landscape. Research, trials and consultation would be required before grazing could be introduced on a wider scale.
15. A small trial based on grazing 5 sheep within the Tumulus enclosure is being planned for late August and early September of 2019.
16. The Heath & Hampstead Society have agreed to part fund the pilot.
17. A map showing the proposed locations for grazing is attached at appendix 2.

### Licencing (A DP 6)

18. The engagement and consultation exercise in relation to the dog walkers code of conduct and the personal training code of conduct will commence shortly with a series of pop-up events, facilitated by an external consultant.
19. As well as a media/communications strategy, a questionnaire will be developed and the consultant will facilitate a number of workshops with stakeholders, these will support the delivery of the objectives of this project.

## **B: Improved quality of life for visitors.**

### Play Principles

20. In relation to Divisional Plan Project B DP2 to Develop a Play Strategy, the Open Spaces Learning Team have developed Play Principles (appendix 3) to promote inclusive play opportunities for a diverse range of visitors and to guide the future design of the playgrounds.
21. The Play Principles will be guide implementation of the Divisional Plan Project for the Adventure Playground (B DP5) and the Annual Work Programme Projects for the playgrounds at Preachers Hill (HR-PR4) and the Vale of Health (HR-PR5).

### Adventure Playground (B DP5)

22. The Superintendent will provide an update in relation to the installation of new equipment and landscaping works at the Adventure Playground.

### Preachers Hill Playground (HR-PR4)

23. The Superintendent will provide an update and seek Members views on the concept design (appendix 4).

### Vale of Health Playground (HR-PR5)

24. The Superintendent will provide an update and seek Members views on the concept design (appendix 5).

Golders Hill Park Zoo - Phase 1: Wallaby & Donkey Paddock, 2018 – 2019 (B DP 4)

25. The infrastructure works at the paddock are now complete. New fencing has been added to the paddock to allow the donkeys more space when brought in for the evening and to create a separate area for the wallaby.
26. A new stable has been purchased and installed and the Golders Hill Park Gardening Team have assisted in the creation of a dead hedge within the enclosure which offers shelter, screening and enrichment.
27. In early Summer 2019 6 female wallabies will be introduced (an invasive introduced species) and Phase 1 will be completed.

Golders Hill Park Zoo - Phase 2: Deer Paddock, 2019 – 2020 (B DP 4)

28. A new standoff fence has been installed to limit public feeding of the deer and the paddock has been split into two separate paddocks. Three female reindeer will be introduced, and the existing fallow heard will be increased from 4 to 14 female deer.
29. Further works required are required to construct a stable and a hard-standing area. The stable will be subject to a planning application.

Weddings and Civil Ceremonies

30. There are currently ten confirmed and three pending bookings for 2019, with number of viewings booked for 2020 ceremonies.

**C: The Heath is inclusive and welcoming to a diverse range of visitors.**

Mobility scheme

31. The Hampstead Heath mobility buggy scheme operates from the Parliament Hill Fields Lido. Three new buggies which are more suited to the open space environment are now available for hire by Heath users.
32. The booking arrangements have been updated and staff have received training into the issuing of buggies.

Golders Hill Park Accessible Car Park (C DP 1)

33. The questionnaire has been updated following feedback from Members and has been turned into an online survey which was launched over the Easter Weekend and will close on 18 July 2019. Posters (see appendix 6) advertising the consultation have been placed on site around the Park and hard copies of the survey have been made available at the Golders Hill Park café. Links to the survey have also been embedded on the City of London Website.

Golders Hill Park Sensory Walk

34. Sense and The Outdoor Guide have partnered to create a sensory walk in Golders Hill Park. The walk is designed for people with complex disabilities but is open for anyone to join. The walk will be at a slow pace and will give people the time and space to explore nature, whilst being active.



35. The walk will be running as a six-week pilot every Friday starting 7 June 11.00 – 12.00, followed by an option tea or coffee (appendix 7).
36. For more information please visit: <https://theoutdoorguide.co.uk/walks/sensory-walks/golders-hill-park-walk-london/>.

#### Learning Team

37. The Open Spaces Learning Team's application for ongoing funding from the City of London has been approved. This means that the Team will be able to continue to provide inspiring learning opportunities for Children, Young People and Volunteers. The provision will include:
  - School Programme – Hands on exploratory workshops for Primary and Secondary schools.
  - Green Talent – A work experience and skills development programme for young people.
  - Play Programmes – Developing more opportunities for nature-based play, connect to Hampstead Heath, based from the Peggy Jay Centre and Adventure Playground and Clubhouse.
  - Learning volunteering – Creating opportunities to share skills and learn and develop as part of the Team.

#### Sports

38. The Superintendent will provide an update on the licencing arrangements of the Parliament Hill bowling Green.

### **D: Greater number and diversity of people taking care of the Heath.**

#### Hampstead Heath Constabulary

39. The Constabulary Manager has procured Body Worn Video Cameras (BWV) for use by the Hampstead Heath Constabulary.
40. The use of BWV equipment is known to improve safety, reduce crime and anti-social behaviour as well as improving the delivery of services through improved efficiency, and better management of complaints and investigations
41. Following an increase in theft from person offences in the Hampstead and Highgate area, the Hampstead Heath Constabulary have been working in partnership with the Metropolitan Police. A number of offences have been reported on or in close proximity to Hampstead Heath.
42. There has been an increase in patrols, both in vehicle and on foot in those areas where robberies have or are likely to occur. A visible presence and the response have seen a positive decrease in these offences taking place.
43. The Constabulary Manager has been in contact with stakeholders, including the Local Safer Neighbourhood Panels and groups who use the Heath later in the evening, e.g. Sports Groups, to ensure their users are aware of measures to take to remain safe when coming to and from the Heath and whilst using the Heath.

44. To provide additional support during the summer month, especially in relation to the swimming facilities, we are in the process of recruiting Reserve Constables. Over 30 applications have been received and a shortlisting process is now underway to be followed by further selection processes. Plans are already in place for the training and equipping of the new Reserve Constables once appointed. The training will be delivered, in house, by the Constabulary Sergeants using existing training modules. The reserves will be trained on legal powers and local procedures to the same standard as regular constables.

#### Volunteering (D DP 2)

45. The Divisional Volunteering Improvement Group continues to meet quarterly. Key points from their recent meeting include the opportunity for staff from within the Department to receive training on the recruitment and management of volunteering staff, the development of a lone working policy for volunteers, and the collection of data as part of the Departmental Business Plan, data will be impact based measures as well as input based.
46. Recent volunteering activities include Phoenix Futures, Recovery Through Nature Woman's Group, continued wildlife monitoring programmes.
47. On the 8 June 2019 a Community Heath event will take place at Parliament Hill Fields. Community Heath is Heath Hands' community outreach project that gives groups of all backgrounds and abilities the opportunity to get involved in discovering and learning about our green spaces.
48. In 2018, Heath Hands volunteers completed 13,500 volunteering hours.

#### Waste & Recycling (D DP 1)

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

#### Ultra-Low Emission Zone (D DP 8)

50. The Ultra-Low Emission Zone (ULEZ) came into force on 8 April 2019 and covers the same area as the Congestion Charge. Hampstead Heath has a road going fleet of 19 vehicles, comprised of a mixture of vans, pickups, cars and Land Rovers. These vehicles are also utilised across the wider Division.
51. Currently 7 of the fleet vehicles are compliant with ULEZ emissions standards. These are a combination of Euro 6 diesels, Petrol, Hybrids and an Electric van.
52. The ULEZ is being extended out to the North and South Circular on the 25 October 2021, by this date the remaining fleet vehicles will need to be compliant.
53. The the cost of these changes will be spread over the next three financial years and both leasing and purchasing will be considered according to the operational requirements.
54. The Operational Services Team are currently considering the options for installing electrical charging points across the Divisions staff yards and bases, with the aim of moving the majority of the fleet over to fully electric vehicles.

55. In addition, to the road going fleet we have a fleet of mowers, tractors and All-Terrain Vehicles operating across the Division. Whilst these are exempt from the ULEZ, these also need to be replaced and where possible electric powered equipment is being procured to help improve air quality.
56. The procurement of a new Hybrid Electric patrol vehicle is nearly complete. The vehicle, a Mitsubishi Outlander PHEV Model is currently being adapted for use by the Hampstead Heath Constabulary.

#### 30<sup>th</sup> Anniversary

57. The Superintendent invites the Chairman to provide an update on the events being arranged to celebrate this milestone.

#### **Highgate Wood**

58. The Friends of Highgate Roman Kiln (FOHRK) met the Director of Open Spaces at Irish Chambers on 4 April and outlined plans to submit an application to the Heritage Lottery Fund (HLF) by August 2019. Following this meeting the consultant, who has been commissioned to assemble the HLF application, submitted a HLF Project Enquiry letter, providing information on estimated costs, project background, outcomes, parties involved and timescales. The estimated total project costs are currently £325,000 and the HLF application will be bidding for £245,000. The additional £80k will need to be raised by FOHRK as a third-party funder. If the response back from HLF is favourable, the application process can move forward, and the principle bid can be submitted before the end of August 2019. The Highgate Wood Manager is awaiting updated costs for the reconfiguration of the Education Facility, where the Roman Kiln artefact will be displayed.
59. A new Notice Board is on order to replace the one at Onslow Gate, which is now in a poor state of repair. The replacement is a simpler design, constructed from green oak sourced in the Kent/Sussex area, and this will be the first of seven noticeboards to be replaced at the entrance gates into Highgate Wood.
60. OPM spraying was carried out in early May focusing on the Play Area. A target based approach is being taken, with a focus on reducing the ecological impact of large scale spraying on the moth and butterfly population, and increasing the awareness of OPM and the human health risk through contact with the allergenic hairs. We are also involved in a pilot project to identify parasitoid species which have been found in OPM nests at other sites in London, including Hampstead Heath. There is evidence to suggest that these parasitoids are starting to have a significant impact on OPM population numbers, and this could be part of a long-term management strategy for OPM combined with other biological sustainable procedures.

## **Queen's Park**

### Events

61. The Park has a number of events scheduled (appendix 8) to take place over the summer of 2019, which were discussed with the Queen's Park Consultative Group at their meeting on 27 March 2019.
62. The Park Manager is seeking Members approval for the Queen's Park Day event on 15 September 2019 (appendix 8). The event is categorised at Major.
63. A wedding has been booked on the Bandstand for the 8 June 2019.

### Farm Redevelopment

64. This redevelopment of the Farm Project been achieved through an effective collaboration between members of staff from across the Division. A majority of the Project has been delivered in house. The Farm re-opened on the 25 March 2019 to the public. The Park staff delivered a successful launch event for the re-opening of this popular facility on 18 April 2019. Park staff also ran a competition to name three new goats who have recently taken up residency in the farm.

### Woodland Walk Management Plan

65. The Park Manager is continuing to work with a Consultant, to develop further, the Queen's Park Woodland Walk Management Plan. An update on the project was provided at the March Consultative Group meeting. The Queen's Park Manager will provide a further update at the meeting.
66. A midterm review of the Queen's Park Conservation Management Plan 2014 – 2023 will be taking place in 2019. This plan was approved by the Queen's Park Consultative Group in June 2014 and the Hampstead Heath, Highgate Wood and Queen's Park Committee in September 2014. The review will ensure the Plan remains current and relevant, focusing on a review of actions and outcomes.

## **Appendices**

- Appendix 1 – Kenwood Memorial Presentation & Design
- Appendix 2 – Map of proposed grazing sites
- Appendix 3 – Open Spaces Learning Team Play Principles
- Appendix 4 – Concept design for the Preachers Hill Playground
- Appendix 5 – Concept design for Vale of Health Playground
- Appendix 6 – Golders Hill Park Accessible Car Park Consultation Poster
- Appendix 7 – Golders Hill Park Sensory Walk Poster
- Appendix 8 – Queen's Park Event Applications

## **Contact**

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# HUMANITARIAN AID MEMORIAL

KENWOOD HOUSE LANDSCAPE FORUM

MONDAY 8<sup>TH</sup> APRIL 2019

# THE CONCEPT

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- Steering committee of eminent humanitarians established in 2015
- Goal to establish a permanent memorial to humanitarian aid workers – the first such memorial internationally
- A commemoration of lives lost and sacrifices made helping others in desperate need
- A celebration of the spirit of humanity and the dedication of those who continue to help people affected by conflict and disasters
- A location to host an annual World Humanitarian Day event

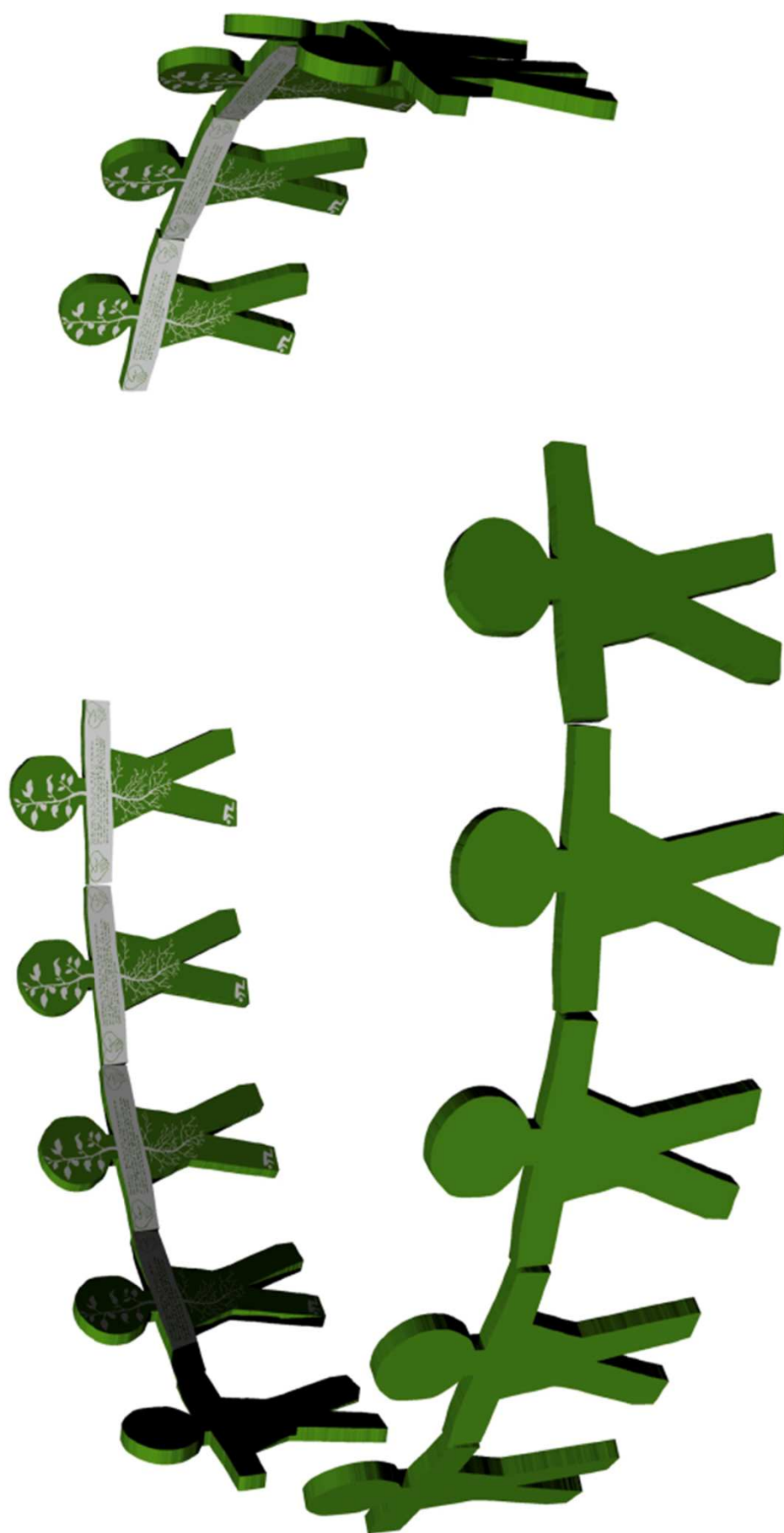
# THE PROCESS

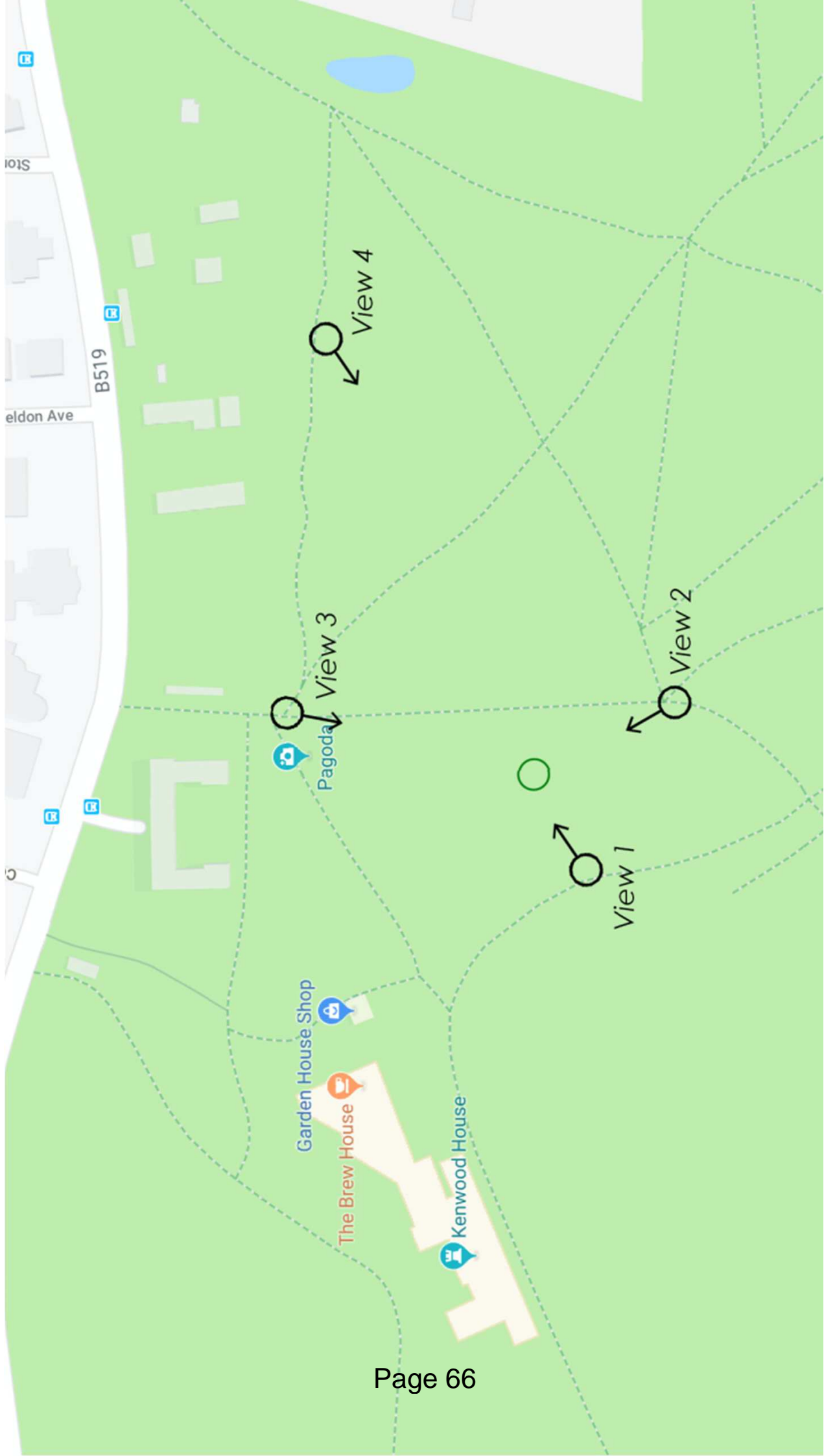
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- A fundraising campaign succeeded in raising £400k in less than 12 months
- Michael Landy RA – an internationally celebrated 'Young British Artist' (Break down, 2001; Art bin, 2010; Acts of Kindness for TFL, 2011) - commissioned to design the memorial
- Criteria for the site agreed – accessible, sizeable, prominent, atmospheric
- A 2-year search identified Stable Field, in the grounds of Kenwood House, as the most suitable site for the memorial

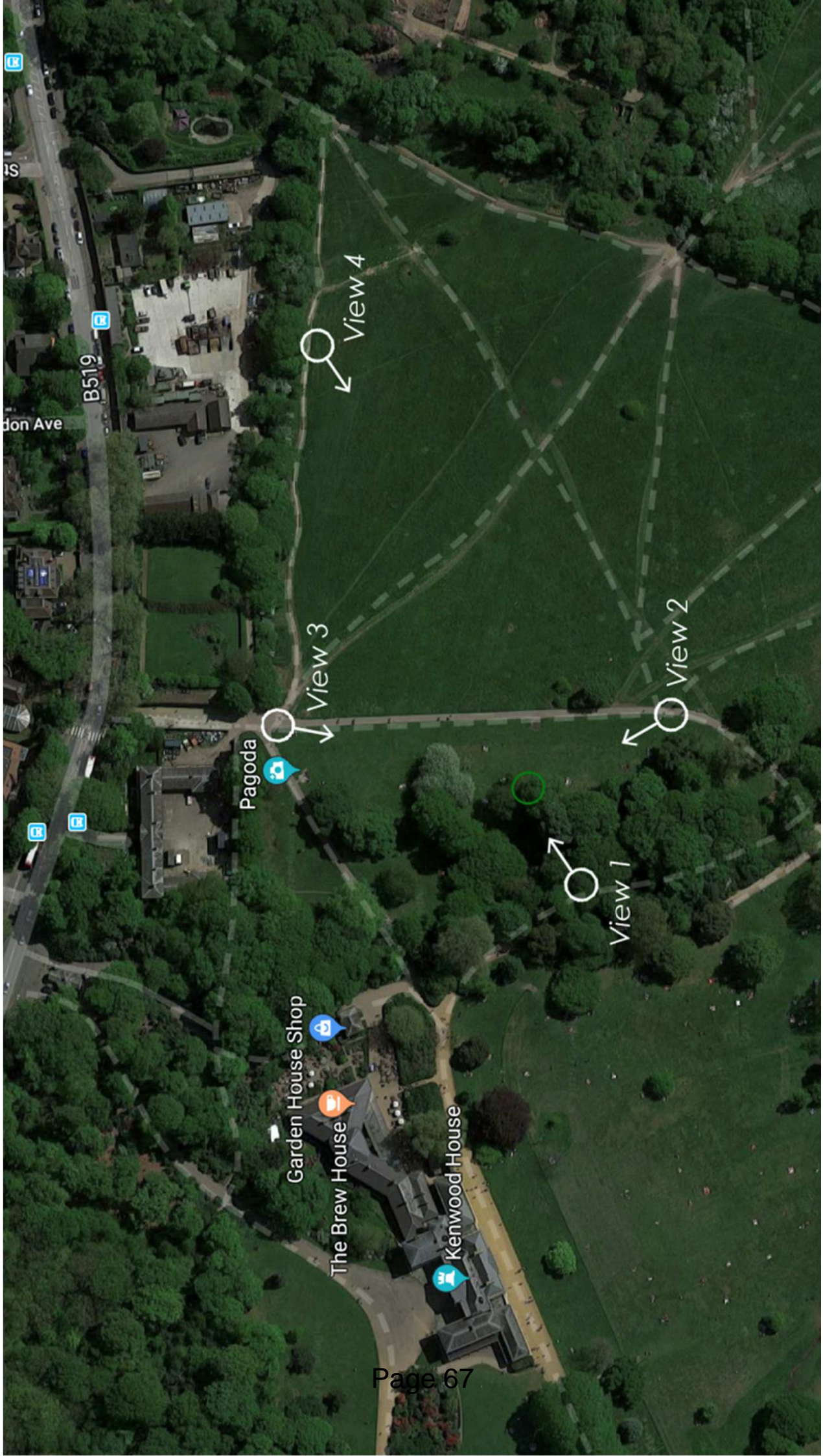
- Landy's design is innovative, interactive, accessible and educational:
  - Innovative – A visual representation of the spirit of *humanity*
  - Interactive - A sculptural space to walk around, through and become a part of
  - Accessible – An open, public space for contemplation
  - Educational – Telling the human stories behind humanitarian aid



























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## Humanitarian Aid Memorial

The UK has a long and noble tradition of public support for people affected by humanitarian crises around the world, backed by world-renowned UK charities and aid organisations. Humanitarian aid workers are deployed in all kinds of conflicts and disasters across the globe - from Afghanistan to the Philippines, from Colombia to Mozambique. The work is often extremely dangerous and aid workers have all too often given their lives helping others in need. Surprisingly, there is no dedicated site in the UK - or elsewhere in the world - for relatives, friends and colleagues to gather and reflect on their loved ones' sacrifices, and to celebrate the work that the tens of thousands of humanitarian workers continue to undertake.

World Humanitarian Day – 17<sup>th</sup> August - has been designated by the United Nations (UN) as a day of commemoration of humanitarian aid workers. The date marks the anniversary of the assassination of Sergio Vieira de Mello, a notable humanitarian, and twenty-one of his colleagues at the UN offices in Baghdad in 2003. In commemoration of World Humanitarian Day in 2014, a group of volunteers organised the first event in the UK to celebrate and remember humanitarian workers – from the UK and around the world. This non-religious, international event took place within the grounds of Westminster Abbey at the Memorial for Innocent Victims of Conflict. It has continued to be held there each year while the search for a permanent site for a memorial goes on. The event has continued to grow in prominence and significance, with hundreds of individuals attending, underscoring the need to secure a dedicated site for the memorial.

In 2015 a Steering Committee of eminent UK-based humanitarians was established to create a permanent memorial to humanitarian aid workers. The Committee's first step was an international fund-raising campaign, directed principally at humanitarian organisations based in the UK and internationally, including non-governmental organisations and UN agencies, as well as humanitarian workers themselves, their families and friends. Within 12 months, the campaign succeeded in raising almost £400,000, thanks to many generous donations, including through a dedicated giving page.

The memorial is intended to recognise and remember not only those who have died trying to help people in need, but all those inspired by humanitarian ideals who continue to work hard and make personal sacrifices to help others around the world. This memorial is to be a celebration of lives well lived, rather than a traditional monument to the dead, encapsulating the best of humanitarian tradition and principles – humanity, independence and impartiality. The memorial is also intended to raise awareness of the history and practice of humanitarian work, offering insight into the successes achieved and the challenges faced in delivering life-saving assistance and support to people affected by conflicts and disasters.

The Contemporary Art Society (CAS) was appointed by the Committee to help commission a contemporary artist to design the memorial. After a rigorous shortlisting process, Michael Landy, RA was commissioned by the Committee. Born and raised in London, Michael's practice encompasses drawing, painting and installation, all of which are unified by an interest in bringing audiences into his works as participants.

Michael has developed the memorial design in collaboration with the Committee and its partners, as well as the CAS. His proposal is for a work of art that creates a space which people can walk around, through and become a part of. It comprises a circle of 15 human-scale figures linked in groups of five, with three spaces between that allow visitors to 'complete the circle'. Inside the circle, humanitarian stories and images are displayed on the figures, visually telling the story of humanitarian aid work for audiences young and old.

The search for a suitable site for the memorial has taken some time, given the requirement for an appropriate setting, including surrounding space to allow for quiet contemplation. The site needs to ensure both the visibility of the memorial and access to it for national and international visitors. It also needs to be able to host an annual commemoration on World Humanitarian Day. Having searched for two years, the Committee entered into discussions with English Heritage about the possibility of siting the memorial in the grounds of Kenwood House. The discussions have focused on the site in the Stable Field, which offers an ideal position for the memorial in terms of atmosphere, history and practicalities, including physical access. The Committee is extremely grateful for the sincere interest and support shown by English Heritage thus far for this worthy memorial and is hopeful that it can also attract support from the local community.





## Possible Grazing sites

— Grazing\_Locations

Created by:  
Adrian Brooker

Date Created:  
10 May 2019

0 40 80 160 240  
Metres

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OS 100023243  
GeoInformation Group 2019



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**Open Spaces Play:** We are child-centred in our approach, and provide fun and creative activities which support and enrich child development. We seek to create inclusive play opportunities which inspire children to connect with green spaces. Through defining the following outcomes and principles we seek to align our vision, policies and practices with findings from relevant research, and to contribute to delivery of the Open Spaces Department Learning Strategy.

Outcomes	Children are free to play, explore, be imaginative and take part in fun and enjoyable experiences	Children are respected and our approach is child-centred	Children feel safe, confident and empowered to learn	Children begin to connect with green spaces	Parents and carers become more aware of the importance of play and are more involved	Space design invites and enables play  4, 5
Principles	<p>Provide a rich range of resources to choose from</p> <p>Provide a mix of self-directed and structured play opportunities, scaffolding according to the needs of the child</p> <p>Understand and respect that children can enter into imaginary worlds, exploring life and make connections between real and imagined experiences ( Bob Hughes taxonomy of play) <sup>1</sup></p> <p>Create opportunities for children to:</p> <ul style="list-style-type: none"> <li>- Have fun</li> <li>- Explore</li> <li>- Spend time doing and discovering</li> <li>- Be creative and imaginative</li> <li>- Assess and take risks</li> </ul>	<p>Uphold the UN convention on children's rights <sup>2</sup> and the Play England play charter <sup>3</sup></p> <p>Accept each child as they are (although certain behaviours are not acceptable in our spaces)</p> <p>Understand and respect children's play cycles and play cues</p> <p>Be present and aware of own impact, choosing when to step back and when to support.</p> <p>Consult children on changes to our play facilities</p>	<ul style="list-style-type: none"> <li>- Follow SSOWs</li> <li>- Be present for children who appear unsure or afraid</li> <li>- Provide activities which are both challenging and achievable</li> <li>- Encourage and respect children's ideas</li> <li>- Be inclusive by providing children with variety and choice</li> <li>- Provide opportunities for children to take ownership of their play through providing choice and respecting their ideas and decisions.</li> <li>- Be welcoming and build initial relationship with visitors</li> <li>- Provide opportunities to work both in groups and individually</li> <li>- Provide opportunities for children to take risks and make judgements</li> </ul>	<ul style="list-style-type: none"> <li>- Maximise the unique opportunities that your site provides</li> <li>- Provide opportunities to be outside, explore and take part in memorable activities</li> <li>- Communicate to children that they can visit the space freely in the future</li> <li>- Role model, discuss and provide opportunities for caring for living things</li> <li>- Find beauty and magic in nature, e.g. hugging a tree, listening to sounds of nature</li> <li>- Give children time to simply connect through their own exploration or having time to sit quietly</li> <li>- Enable children to interact with the site and build memories (e.g. create objects/art to leave on site or take home)</li> </ul>	<p>The value of play is communicated to adults (e.g. conversations, signs, leaflets)</p> <p>There are opportunities for adults to get involved in activities</p> <p>Space design considers opportunities for adult involvement (e.g. different sized tunnels or gateways for adults and children)</p>	<p>The play space will:</p> <ul style="list-style-type: none"> <li>- stimulate the five senses</li> <li>- allow social interaction</li> <li>- allow a range of movements and physical activity through and around the space</li> <li>- harmonise with and enhance the local green space</li> <li>- incorporate planting, trees and greenery</li> <li>- offer graded challenges so children can learn and take risks at their own pace</li> <li>- be located near well-used foot paths</li> <li>- include non-prescriptive play equipment (which</li> </ul>

	<ul style="list-style-type: none"> <li>- Play games</li> <li>- Use their senses</li> <li>- Be surprised</li> </ul>					<ul style="list-style-type: none"> <li>encourages creativity)</li> <li>- enable children of a range of ages and abilities to play together</li> <li>- be accessible to, and usable by disabled children and disabled parents</li> <li>- incorporate natural materials to encourage connection with the natural world</li> </ul>
Learning strategy impact areas	Confidence, wellbeing	Confidence, wellbeing, involvement	Confidence, wellbeing	Connection, wellbeing	Understanding, involvement	Confidence, wellbeing, connection

<sup>1</sup> <https://www.oxfordshire.gov.uk/cms/sites/default/files/folders/documents/childreducationandfamilies/educationandlearning/earlyyearschildcare/workinginearlyyears/outofschool/firstclaim/playtypes.pdf>

<sup>2</sup> [https://downloads.unicef.org.uk/wp-content/uploads/2010/05/UNCRC\\_summary-1.pdf?\\_ga=2.264517455.1171600916.1494337767-1877114635.1494337767](https://downloads.unicef.org.uk/wp-content/uploads/2010/05/UNCRC_summary-1.pdf?_ga=2.264517455.1171600916.1494337767-1877114635.1494337767)) Article 31 states: Every child has the right to relax, play and take part in a wide range of cultural and artistic activities. The UK is a signatory of the United Nation Convention for the Rights of the Child (UNCRC) and the convention is incorporated into UK law.

<sup>3</sup> <http://www.playengland.net/wp-content/uploads/2015/09/charter-for-childrens-play.pdf>

The Play Charter states:

- Children have the right to play
- Every child needs time and space to play
- Adults should let children play
- Children should be able to play freely in their local areas

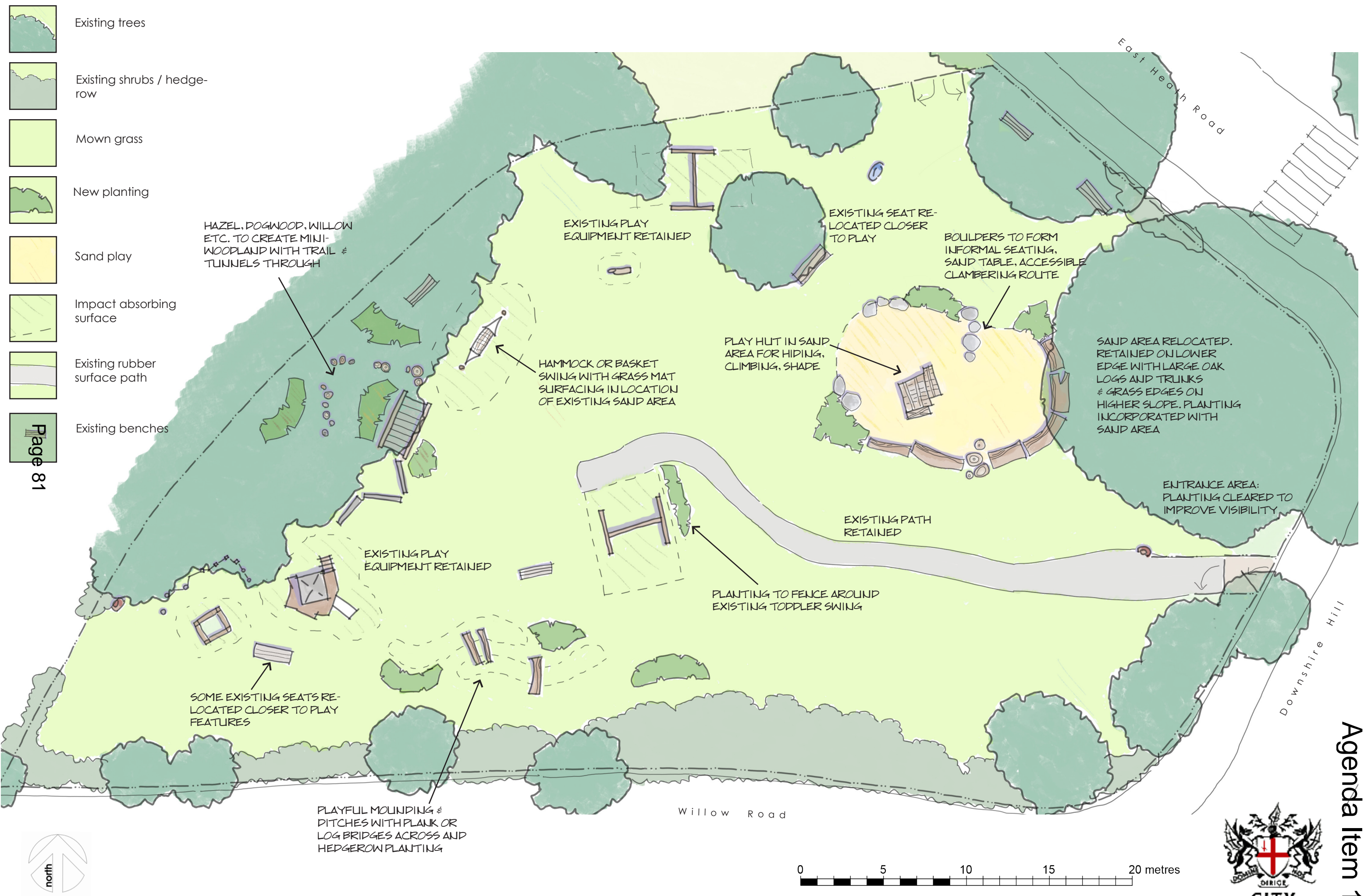
- Children value and benefit from staffed play provision
- Children's play is enriched by skilled playworkers
- Children need time and space to play at school
- Children sometimes need extra support to enjoy their right to play

4 <http://www.playengland.org.uk/media/70684/design-for-play.pdf>

5 <file:///C:/Users/AbigailPT/Downloads/Shaping%20Neighbourhoods%20Play%20and%20Informal%20Recreation%20SPG%20High%20Res.pdf>

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**New group swing**

New equipment that provides fun and challenge for a wide range of ages and abilities, such as a basket swing or hammock which can also provide for shared, sociable plan and for more solitary, calmer moments



Equipment will be in natural colours & materials wherever possible in keeping with the natural setting of Hampstead Heath



**New sand area**

Natural edging to the re-located sand area of logs, boulders and grass are attractive, playable and practical, providing seating, sand tables, clambering and climbing and balancing opportunities with scope for imaginative play. Planting next to the sand area provides shade, close contact with nature whilst playing and softens the area into the space



**Playing in nature**

Low key natural interventions such as low mounds or ditches with routes, bridges across and natural planting to provide endless play opportunities



**Sand play hut**

A small 'hut' within the sand area provides somewhere to hide, a chance to climb and jump, a sand table for sand play or just somewhere to sit



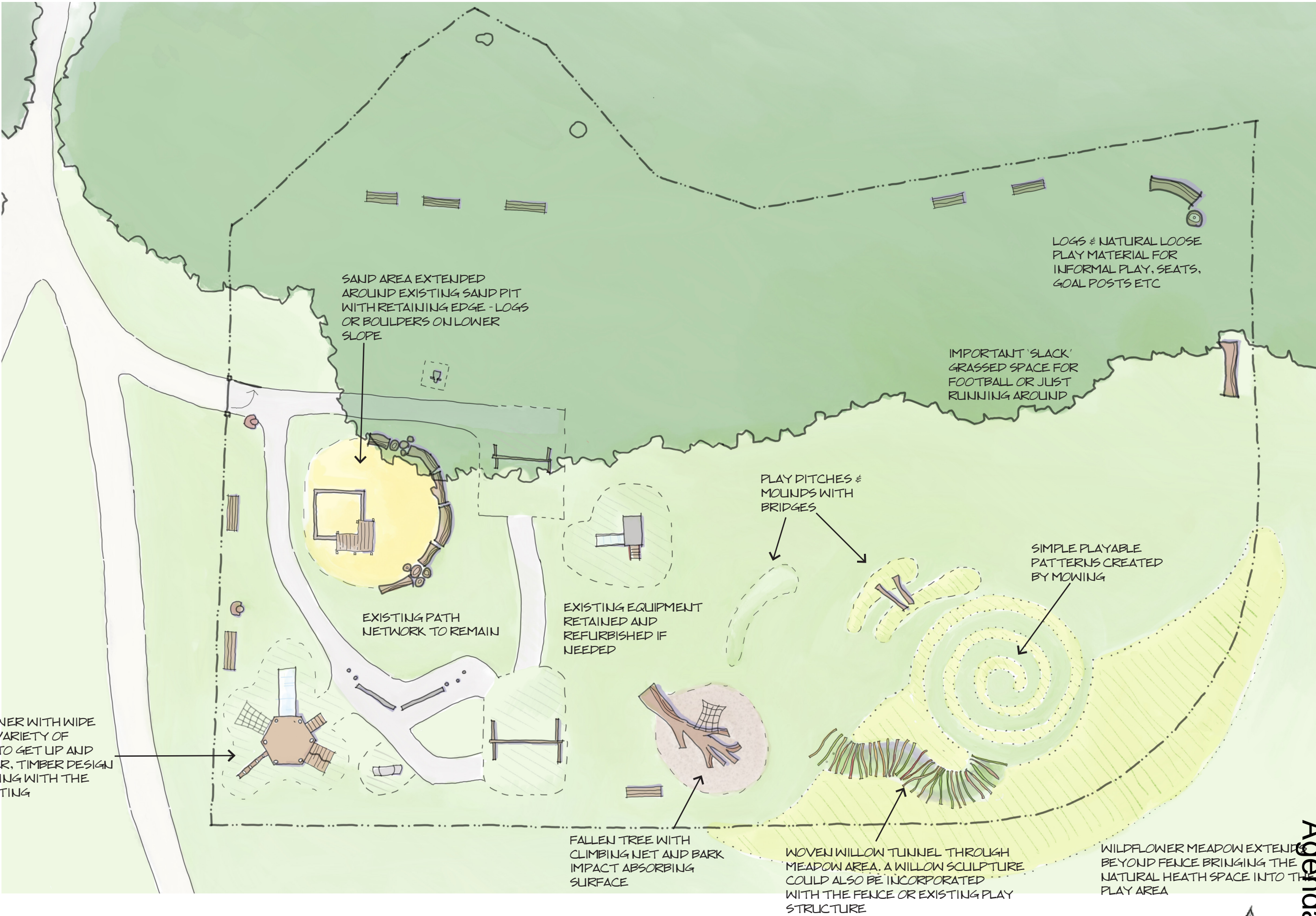
**Planting**

New planting introduced will of native species or varieties of native species that are natural to the Heath, such as hazel, dogwood, willow, elder, wild grasses and flowers





- Existing trees
- Mown grass
- Meadow grass
- Sand play
- Existing rubber surface path
- Impact absorbing surface - grass mat
- Impact absorbing surface - bark
- Existing benches







### Sand play

Extend the current sand play by creating a larger area than the current sand pit, with natural edges of grass and oak logs / trunks that also provide informal seating.

Sand play areas, if well designed, create a different feel to an open space increasing the time people spend in that space and provide a natural gathering spaces for socialising. Sand also has the advantage of being part of the natural geology of the Heath and is a relatively low key visual intrusion in any natural space.



### Natural interventions

Often, low key, natural interventions using existing resources can provide the most absorbing and better quality play experience whilst creating a landscape that is truer to its natural setting



Fallen tree with net using a suitable oak tree from the Heath



### New slide tower

A new slide tower the same height as the existing with 1 metre wide slide so children can slide together or with adults. The tower or platform in a more simple timber design to fit the natural setting and keeping a variety of challenges to go up and down such as ramps, nets, fire pole and easier steps



Low mounds and ditches for endless play



Willow tunnel



### Planting

Introducing new planting brings children into direct contact with nature as they play, creating a more diverse landscape with places to hide and 'disappear' as well as enhance the look and feel of the play area. Planting could be of native or varieties of native species natural to the Heath. Shrubs such as dogwood and willow with colourful twigs in winter and grasses such as varieties of purple moor grass and wavy-hair grass greatly enhance the playability of a space as well as meadow areas of longer grass with wildflowers.





# Hampstead Heath

Registered Charity

## **Golders Hill Park accessible car park consultation**

The City of London is currently investigating how to improve access to the Golders Hill Accessible Car Park for Blue Badge holders.

Currently, the car park is open from Monday to Friday during Park opening hours, and closed on weekends and bank holidays.

In order to plan the necessary improvements, we need to understand the needs of all our visitors.

### **Have your say**

Let us know what you think by completing and returning a copy of our survey before **18 July**. Surveys are available:

- To collect from the Golders Hill Park café
- Online at [www.surveymonkey.com/r/GHPparking](http://www.surveymonkey.com/r/GHPparking)
- By phone on 020 7332 3322

You can also request a print copy to be posted to you by emailing us at [hampstead.heath@cityoflondon.gov.uk](mailto:hampstead.heath@cityoflondon.gov.uk) or phoning us at 020 7332 3322.

Completed surveys can be returned to Heathfield House, 432 Archway Road, London, N6 4JH by post; or in person to Golders Hill Park café.

This is one of  
14 green spaces  
managed by the  
City of London at  
little cost to the  
general public.

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# Golders Hill Park Sensory Walk

**When:** Fridays, starting 7<sup>th</sup> June 11.00 – 12.00 followed by optional tea and coffee

**Where:** Golders Hill Park, London NW3 7HD. The meeting point is the park entrance on West Heath Road, inside the gates by the pond

**Who:** These walks are designed for people who are deafblind or have complex disabilities, but are open for anyone to join

**What:** This walk gives people time and space to explore the outdoors. It has been co-designed with 'The Outdoor Guide' and is a led by GLL Barnet & Sense staff

**Contact:** For more information or to register your attendance please contact Mayana McDermott, [mayana.mcdermott@sense.org.uk](mailto:mayana.mcdermott@sense.org.uk) or call 0207 014 9318

**Bring:** A water bottle, wear comfortable clothing and suitable footwear. If you require 1 to 1 support please invite your carer, a family member or friend. Guide dogs welcome.



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<b>Application Number and Event Name</b>	<b>QPE2 Site, Literary Festival the Squares</b>
<b>Date of Event</b>	<b>29 &amp; 30 June 2019</b>
1. Aligns with QP CMP and Strategic Outcomes	Conserve and enhance the site's community and recreational values, providing facilities and activities which meet visitor needs, whilst conserving the site's other values.
2. Appropriate for the proposed location and complies with the Open Spaces Departmental Events Policy Parts 1 and 2	Zone B Event incl. set up and take down is 3 days Event will take place in area around Bandstand
3. High Quality and includes an event plan which sets out minimum standards for achieving a successful, safe and well-executed event	A weekend of spoken word events featuring authors, journalists and artists in 3 marquees and smaller tents. Event Plan TBC
4. Sustainable and based on a strong business case	This is the second year of the reformatted Literary Festival. A strong planning team aim to deliver a bigger and better event in 2019.
5. Quality and memorable experiences for visitors and participants that connect people with Queen's Park and the local community	From feedback received, it is evident that this was an event enjoyed by the local community in 2018. Visitors would like to see it return in 2019
6. Identifies and delivers added value Social Inclusion	The event is open to all ages, etc with some ticketed and some free events. It's well publicised in the community.
7. Promotes values of shared stewardship and collective responsibility	The event management team of 2018 ensured effective communication with the City of London, taking note of considerations when preparing for and delivering the event. As well as the event planning team, a strong team of volunteers ensured the area remained free of waste and debris.

Application Number and Event Name	QPE3 John Parnham Fun Fairs
Date of Event	24-28 May (2 day break 29-30 May) 22 June 2019 reopen 31 May - 2 June 2019
1. Aligns with QP CMP and Strategic Outcomes	Conserve and enhance the site's community and recreational values, providing facilities and activities which meet visitor needs, whilst conserving the site's other values.
2. Appropriate for the proposed location and	Zone B event incl. set up and take
2. Appropriate for the proposed location and complies with the Open Spaces Departmental Events Policy Parts 1 and 2	Zone B Event incl. set up and take down is 1 day. Event takes place in the Quiet Garden.
3. High Quality and includes an event plan which sets out minimum standards for achieving a successful, safe and well-executed event	A Midsummer Night's Dream', which will be set in the 1920s and feature magic, circus and moonlight. Event Plan TBC
4. Sustainable and based on a strong business case	This is the fourth year of this event. Attendance in previous years has been very good with the event selling over 200 hundred tickets in 2018.
5. Quality and memorable experiences for visitors and participants that connect people with Queen's Park and the local community	From feedback received, it is evident that this was an event enjoyed by the local community in previous years. Visitors would like to see it return in 2019
6. Identifies and delivers added value Social Inclusion	The event is open to all ages, etc. It is ticketed. It's well publicised in the community.
7. Promotes values of shared stewardship and collective responsibility	The event management team of 2018 ensured effective communication with the City of London, taking note of considerations when preparing for and delivering the event. The event team ensured the area remained free of waste and debris.

Application Number and Event Name	QPE4 Queen's Park Day
Date of Event	15 September 2019
complies with the Open Spaces Departmental Events Policy Parts 1 and 2	down is 8 days. Rides will be in park for 10 days but operating for 8 days.
1. Aligns with QP CMP and Strategic Outcomes	Conserve and enhance the site's community and recreational values. Event takes place on Main Field.
3. High Quality and includes an event plan which sets out minimum standards for achieving a successful, safe and well-executed event	Although weather dependant, a welcomed addition to the Park over the Whitsun break. Provider ensures H & S compliance with detailed RA and Insurance.
4. Sustainable and based on a strong business case	This event has been held in the park for a number of years. Compliments are generally positive.
5. Quality and memorable experiences for visitors and participants that connect people with Queen's Park and the local community	From feedback received, it is evident that this was an event enjoyed by the local community in previous years. Visitors would like to see it return in 2019.
6. Identifies and delivers added value Social Inclusion	Suitable for younger children, bringing them in to the open space and encouraging them to explore the outdoor space and its other facilities.
7. Promotes values of shared stewardship and collective responsibility	A well organised event which brings pleasure to younger visitors. Apart from rides which form part of the Queen's Park Day event, this is the only occasion children's rides are in the park.

2. Appropriate for the proposed location and complies with the Open Spaces Departmental Events Policy Parts 1 and 2	Zone A and B Set up and take down is 2 days. Event takes place in Areas A and B across the Park.
3. High Quality and includes an event plan which sets out minimum standards for achieving a successful, safe and well-executed event	Estimated attendance numbers 14,000 - 17,000. The event is well planned with a strong team of volunteers working to deliver the event each year. Event Plan TBC
4. Sustainable and based on a strong business case	Queen's Park Day is a self-funding community event. The event has been running in excess of 30 years and is a well-received community focused event. Queen's Park Day is a traditional village fete – cake and jam competitions, donkey rides and arena events. Stall holders and visitors to the event compliment the organisers on their planning, delivering a well organised event.
5. Quality and memorable experiences for visitors and participants that connect people with Queen's Park and the local community	Feedback received; it is evident that this was an event enjoyed by the local community in previous years. Visitors would like to see it return in 2019
6. Identifies and delivers added value Social Inclusion	This is an event which brings the community together, catering for all ages and all tastes. Individual stalls as well as offering their goods, promote good causes and spread the word about local events.
7. Promotes values of shared stewardship and collective responsibility	An event which is very much focused on the community of Queen's Park. A strong team of volunteers delivers the event, with the support of the City of London and the Queen's Park Team.

Application Number and Event Name	QPE 6 Bandstand Performance.
Date of Event	August 2019 June - August 2019, Dates TBC
1. Aligns with QP CMP and Strategic Outcomes	Conserve and enhance the site's community and recreational values, providing facilities and activities which meet visitor needs, whilst conserving the site's other values.
2. Appropriate for the proposed location and complies with the Open Spaces Departmental Events Policy Parts 1 and 2	Zone A – Bandstand.
3. High Quality and includes an event plan which sets out minimum standards for achieving a successful, safe and well-executed event	A programme of musical entertainment organised by the City of London on the Bandstand over the summer months.
4. Sustainable and based on a strong business case	These performances have been taking place on the Grade 2 listed Bandstand for many years and are a welcomed addition to the Park entertainment programme. These performances are offered free of charge.
5. Quality and memorable experiences for visitors and participants that connect people with Queen's Park and the local community	From feedback received and attendance, it is evident that this was an event enjoyed by the local community in previous years. Visitors would like to see it return in 2019
6. Identifies and delivers added value Social Inclusion	The musical performance is open to all ages and is free of charge. It's well publicised in the community.
7. Promotes values of shared stewardship and collective responsibility	These performances are organised by the City of London.

2. Appropriate for the proposed location and complies with the Open Spaces Departmental Events Policy Parts 1 and 2	Zone C - Field of Hope.
3. High Quality and includes an event plan which sets out minimum standards for achieving a successful, safe and well-executed event	A programme of children's entertainment organised by the City of London on the Field of Hope on Mondays and Fridays in August.
4. Sustainable and based on a strong business case	These performances have been taking place for many years and are a welcomed addition to the Park entertainment programme. These performances are offered free of charge.
5. Quality and memorable experiences for visitors and participants that connect people with Queen's Park and the local community	From feedback received and attendance, it is evident that this was an event enjoyed by the local community in previous years. Visitors would like to see it return in 2020.
6. Identifies and delivers added value Social Inclusion	The entertainment is aimed at the younger audience and is free of charge. It's well publicised in the community.
7. Promotes values of shared stewardship and collective responsibility	These performances are organised by the City of London.

<b>Committee</b>	<b>Dated:</b>
Hampstead Heath, Highgate Wood & Queen's Park Committee	5 June 2019
<b>Subject:</b> High-Level Asset Management Plan – Hampstead Heath 2018-2021	<b>Public</b>
<b>Report of:</b> Superintendent of Hampstead Heath	<b>For Decision</b>
<b>Report author:</b> Declan Gallagher – Open Spaces Department	

## Summary

This proposed High-Level Asset Management Plan for Hampstead Heath has been developed in conjunction with the City Surveyors Department to ensure the effective use and management of buildings and structures across Hampstead Heath.

## Recommendation

It is recommended that:

- Members approve the proposed High-Level Asset Management Plan for Hampstead Heath 2019-2021 (appendix 1) as outlined in para 7.

## Main Report

### Background

1. Asset Management Plans (AMP) have been developed across the Corporate operational estate, in order that the City develops and adopts Corporate Plans and strategies for the management of its property assets.
2. They incorporate Corporate requirements, for example, standing Order 55 relating to the effective and efficient use of all operational assets, utilisation and provide an opportunity to coordinate all current property workstreams affecting the asset, from routine facilities management through to capital maintenance, refurbishment/improvements schemes and the acquisition or disposal of assets.

### Current Position

3. The High-Level AMP at Hampstead Heath 2019-21 is part of phase 1 of the Asset Management Plan Programme, where plans have been developed for 16 of the City's main operational holdings (the other Open Spaces AMP developed being at Epping Forest).
4. The proposed High-Level AMP for Hampstead Heath 2019-2021 (appendix 1) sets out five key priorities:
  - I. Parliament Hill Fields Review.
  - II. Ensure the Heath is inclusive and welcoming to a diverse range of visitors.
  - III. Rationalise facilities at Kenwood Nursery and Golders Hill Staff Yard.

- IV. Conserve and maintain heritage assets.
  - V. Review underutilised buildings and accommodation.
5. Members of the Hampstead Heath Consultative Committee considered the key priorities at their meeting on 29 April 2019.
  6. The proposed High-Level AMP for Hampstead Heath 2019-2021 has been updated following Members feedback and support.
  7. Officers recommend that Members approve the proposed High-Level AMP for Hampstead Heath 2019-2021 (appendix 1).
  8. Currently, Gateway 1 and 2 Project Proposals are being prepared for the Parliament Hill Fields Feasibility Study and the accessibility projects at the Bathing Ponds and Parliament Hill Fields Lido. The Gateway 2 Project Proposals will be presented to this Committee prior to being considered by the Project Sub Committee.

### **Corporate & Strategic Implications**

9. The development of a High-Level AMP for Hampstead Heath 2019-2021 directly supports the Hampstead Heath Management Strategy 2018-2028 Strategic Outcomes A: The Heath is maintained as a flourishing green space and historic landscape, B: Improved quality of life for Heath visitors, C: The Heath is inclusive and welcoming to a diverse range of visitors and D: Greater number of and diversity of People taking care of the Heath.
10. The development of a High-Level AMP for Hampstead Heath 2018-2021 meets the City Surveyor's Business Plan 2017-2020 and also meets the three objectives and outcomes set out in the Open Spaces Business Plan 2019-20 (a) Open spaces and historic sites are thriving and accessible, (b) Spaces enrich people's lives and (c) Business practices are responsible and sustainable.
11. The development of a High-Level AMP for Hampstead Heath 2019-2021 contributes towards the achievement of the three aims set out in the City of London Corporate Plan 2018-23. Contribute to a flourishing society, Support a thriving economy and Shape outstanding environments, in particular the following plan outcomes:
  - (3) People have equal opportunities to enrich their lives and reach their full potential.
  - (4) Communities are cohesive and have the facilities they need.
  - (5) Business are trusted and socially and environmentally responsible.
  - (12) Our spaces are secure, resilient and well maintained.

### **Financial Implications**

12. Currently, the City of London Corporation is undertaking a fundamental review of its services, which is due to be completed in the Autumn. The purpose of this review is to look critically at our current activities in order to generate innovative



ideas for working more effectively, achieve greater alignment of budgets with Corporate Plan objectives, save money, and identify new sources of income.

13. While the fundamental review is underway, the Policy and Resources (P&R) Committee agreed on 11 April 2019, to pause capital projects requiring central funding which have not yet reached Gateway 5 in the projects procedure. In addition, P&R agreed that any additional resource allocation in-year – whether to capital or revenue budgets – would be strictly by exception only.
14. From Autumn 2019, an annual funding cycle aligned with the Corporate Planning and the Medium-Term Financial Planning process.
15. Therefore, the Projects Sub-Committee will only consider gateway reports for schemes with an identified source of funding – whether that is from Local Risk Budgets, reserves, or contingency.

### **Conclusion**

16. The High-Level AMP for Hampstead Heath 2019-2021 will ensure the effective use and management of buildings and structures across Hampstead Heath.

### **Appendices**

- Appendix 1 – Proposed High-Level Asset Management Plan for Hampstead Heath 2019-2021

### **Contacts**

Bob Warnock - Superintendent of Hampstead Heath  
T:020 7332 3322

Warren Back - Senior Principal Surveyor, Corporate Property Group  
T:020 7332 3457

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# High Level Asset Management Plan – Hampstead Heath 2019-2021

## Asset Assessment – RETAIN

### Ambition

Effective management of the built assets forming part of Hampstead Heath is integral to achieving the following: -

- Our vision of a vibrant and thriving City, supporting a diverse and sustainable London within a globally successful UK.
- Meeting statutory obligations and charitable objectives to preserve our Open Spaces and to provide for the recreation and enjoyment of the public.
- Assets that are high quality and support the Vision for Hampstead Heath to be an inclusive and welcoming open space that enhances visitors' quality of life.
- Buildings and facilities that are fit for purpose, sustainable, support effective delivery of services and optimise efficiencies and value for money.

### Finance

City Cash

**Purpose** - to ensure that asset management of buildings at Hampstead Heath is joined up and inclusive, bringing together the strategic vision of the City Corporation, as outlined in the Corporate Plan 2018-2023.

**Alignment** - with Departmental objectives as set out in the Open Spaces Business Plan 2018/19 and the Hampstead Heath

## Key Priorities for Hampstead Heath Asset Management

Priority work streams to meet the Division's strategic priorities as set out in the Divisional Plan. Governance is provided by Hampstead Heath Asset Management Project Group which is chaired by the Superintendent of Hampstead Heath.

### 1. Parliament Hill Fields Review

Undertake a strategic review of the built assets across the Parliament Hill Fields area of the Heath including the Lido, HIVE, Peggy Jay Centre and Adventure Clubhouse, Athletics Track, Bowls and Croquet green, tennis courts, office and associated buildings at the Parliament Hill Staff Yard, cafés and toilet facilities. The review will consider the most appropriate use of the existing facilities to achieve the following objectives:

- Relocation of Heathfield House office accommodation to Parliament Hill Staff Yard, to achieve the objectives of the City of London Corporation Operational Property Review.
- Amalgating staff and volunteer office and welfare facilities to ensure efficient use of the space and to promote cohesion.
- To provide a visitor engagement hub offering information, Heath related retail for a diverse range of visitors, which is accessible and welcoming in order to engage proactively, to foster collective care for the Heath.

# High Level Asset Management Plan – Hampstead Heath 2019-2021

Divisional Plan  
(reviewed annually).

**Strategy** – incorporates the adopted Corporate Property Asset Management Strategy 2017/18 and the Hampstead Heath Management Strategy 2018-2028.

**Performance** – Performance indicators to be developed and a baseline established in the first year of this Plan, with evaluation undertaken annually to report on performance and to incorporate learning into subsequent plans.

**Review** – The AMP will be reviewed by the Asset Management Project Group (AMPG) at quarterly meetings from September 2018. The AMPG will include Business Plan

- Provide accessible space for engagement, discussion and consultation with stakeholders through reprovisioning the existing facilities.
- Provide fit for purpose learning facilities to enable the Open Spaces Department Learning Team to consolidate the learning provision to meet growing demand.
- Provide accessible and fit for purpose leisure and sports facilities to encourage participation in both formal and informal recreation to promote healthy and active lifestyles.
- Ensure all built assets are fully utilised and where possible generate funding to support the Hampstead Heath Charity.
- Project to be developed by undertaking feasibility study.

## **2. Ensure the Heath is inclusive and welcoming to a diverse range of visitors.**

- Provide accessible facilities in line with statutory requirements.
- Provide fit for purpose, sustainable and accessible public toilet facilities.

## **3. Rationalise facilities at Kenwood Nursery and Golders Hill Park Staff Yards.**

- Review the operational buildings and office accommodation to ensure efficient and effective use of the built assets and to minimise maintenance liability and running costs.
- Review the existing facilities to consolidate and improve accommodation for staff and volunteers to promote cohesion and support agile working initiatives.
- Consolidate the waste, recycling and composting facilities to increase the sustainability of the operation.

## **4. Conserve and maintain Heritage assets.**

- Prioritise the restoration, repair and maintenance of the Hill Garden Pergola in consultation with Historic England.

## **5. Under-utilised accommodation.**

- Review underutilised buildings and accommodation across the Heath and determine the social, environmental and economic opportunities for these assets, to align with and achieve the Outcomes of the Management Strategy 2018-2028.



# High Level Asset Management Plan – Hampstead Heath 2019-2021

Stakeholders, Asset Managers and Property Facilities Managers.

**Governance** - The Superintendent of Hampstead Heath is responsible for oversight of this Plan and for seeking the approval of the Hampstead Heath, Highgate Wood and Queen's Park Committee, following consultation with the Hampstead Heath Consultative Committee. Performance against objectives reported into Corporate Asset Sub Committee annually by the City Surveyor's Department.

**Contacts**  
Superintendent - Bob Warnock, Ext 3322.  
Corporate Asset Manager - Warren Back, Ext 3457.  
Property Facilities Manager - Liam Boyle, Ext 3107

## **Cyclical Works Programme – facilities maintenance.**

The Cyclical Works Programme for Hampstead Heath for 2019/20 amounts to £1.998m and significant projects include:

- Parliament Hill Fields Lido Pool Repairs.
- Parliament Hill Fields Lido Paving & Terrace Repairs.
- Hampstead Heath Drainage.
- Heath Extension Public Toilets Refurbishment.
- Heath Extension Staff Yard & Changing Room Refurbishment.
- Hampstead Heath Footpath Repairs.

**Capital Projects** as set out in the Divisional Plan and in accordance with the priorities set out above.

### Projects in Development

- PV Installation projects at the Lido and Kenwood Nursery Yard.
- Accessibility projects at Golders Hill Park accessible car park, the Bathing Ponds and Parliament Hill Fields Lido (C DP1).
- Installation of an electric vehicle charging infrastructure across the Division (D DP8).
- Installation of vehicle security bollards across the Division (C DP).
- Resurfacing of the Athletics Track – (City Surveyors Department Capital Bid).
- Restoration of the Pergola – (City Surveyors Department Capital Bid).

### Gateway 1 / 2

- Develop a Master Plan for optimising facilities at Parliament Hill (B DP7).

### Gateway 5

- Development of the Adventure Playground (B DP5).
- East Heath Car Park resurfacing and drainage - (asset transferring to the City Surveyors Department on completion of the capital works) (A DP5).

# High Level Asset Management Plan – Hampstead Heath 2019-2021

## Business Plan Links

### City Surveyor's Business Plan 2017-2020

- Strategic Property Asset Management – A strategy for Hampstead Heath that aligns Corporate and Business Planning to fully optimise its operational use.
- Property Management – Ensuring buildings and facilities that are fit for purpose, sustainable, meeting service needs and delivering value for money.
- Income Generation – Seek to generate relevant and appropriate opportunities for income generation through events and third-party leasing opportunities.

### Open Spaces Department Business Plan 2019/20

Top level objectives:

- Open spaces and historic sites are thriving and accessible.
- Open spaces enrich people's lives.
- Business practices are responsible and sustainable.

### Hampstead Heath Management Strategy 2018-2028

Outcomes summary:

- The Heath is maintained as a flourishing green space and historic landscape by balancing visitor activities and conservation of the natural, built and heritage values.
- Improved quality of life for Heath users, facilitated by improved physical health and improved mental health and well-being.
- Improved social inclusion through provision of spaces, facilities and activities that are accessible to more diverse users.
- Responsible management is achieved through a culture of shared custodianship and collaboration.

### Divisional Plan Hampstead Heath 2019 – 2022

- Re-provisioning the Waste, Recycling and composting facilities (D DP1).
- Develop the Peggy Jay Centre playground (B DP).
- Develop the sports offer across Hampstead Heath (B DP 6).

**Our overriding Corporate Strategy is to manage the City's operational assets effectively, efficiently and sustainably to deliver strategic priorities and service needs.**

<b>Committee:</b>	<b>Date:</b>
Hampstead Heath, Highgate Wood & Queen's Park Committee	5 June 2019
<b>Subject:</b>	<b>Public</b>
Hampstead Heath, Highgate Wood and Queen's Park Risk Management	
<b>Report of:</b>	<b>For Decision</b>
Director of Open Spaces	
<b>Report Author:</b>	
Martin Falder, Project & Support Officer	

## Summary

This report provides the Hampstead Heath, Highgate Wood & Queen's Park Committee with an update on the management of risks undertaken by the Open Spaces Department and the Hampstead Heath, Highgate Wood, and Queen's Park Division. Risks are reviewed regularly by the Department's Senior Leadership Team as part of the ongoing management of the operations of the Department. It is also reviewed regularly by the Hampstead Heath, Highgate Wood and Queen's Park Management Team.

The Department has previously reported on nine Departmental Risks. On 8 April 2019 The Open Spaces and City Gardens Committee received and agreed the Departmental Risk Management report which identified ten Departmental Risks.

This Committee is responsible for two Registered Charities: Hampstead Heath (charity number 803392) and Highgate Wood & Queen's Park Kilburn (charity number 232986). In accordance with the Charity Commission's Statement of Recommended Practice (SORP), Trustees are required to confirm in the Charity's Annual Report that any major risks to which the charity is exposed have been identified and reviewed and that systems are established to mitigate those risks. Using the Corporate Risk Register guidance, the management of these risks meets the requirements of the Charity Commission.

There are six risks managed by the Superintendent of Hampstead Heath which report to this Committee. Five of the risks are reported amber and one green. None of the risks are reported red.

## Recommendation

Members are asked to:

- Note the Corporate Risk Matrix (Appendix 1).
- Approve the Hampstead Heath, Highgate Wood and Queen's Park Risk Register (Appendix 2).
- Approve the reduction of OSD NLOS 002 from Amber to Green at Appendix 2.
- Approve the increase of NLOS 006 from Green to Amber at Appendix 2.
- Note the risk history report at Appendix 3.

## **Main Report**

### **Background**

1. The Open Spaces Department's Risk Registers conform to the City's Corporate standards as guided by the Risk Management Strategy 2014, and all of our Departmental and Divisional Risks are registered on the Pentana Risk Management System.
2. The Open Spaces Department manages risk through a number of processes including: Departmental and Divisional Risk Registers, the Departmental Health and Safety Improvement Group, Divisional Health and Safety Groups and Risk Assessments. Departmental Risks are reviewed by the Department's Senior Leadership Team on a regular basis and Divisional Risks by Divisional Management Teams.
3. The Charity Commission requires Trustees to confirm in the Charity's Annual Report that any major risks to which the charity is exposed have been identified and reviewed and that systems are established to mitigate those risks. These risks are to be reviewed annually. Each Open Spaces Committee is presented with relevant Risk Registers to fulfil this requirement.

### **Departmental Risks**

4. At 8 April 2019 the Open Spaces and City Gardens Committee received and agreed the Departmental Risk Register which identified ten Departmental risks:
  - OSD 010 – Ultra Low Emission Zone (ULEZ) Fleet Purchase Risk (Amber) (New)
  - OSD 011 – Budget Reduction Summary Risk (Amber) (New)
  - OSD 001 – Health and Safety (Amber)
  - OSD 002 – Extreme weather and climate change summary risk (Amber)
  - OSD 004 – Poor repair and maintenance of buildings (Amber)
  - OSD 005 – Pests and diseases (Red)
  - OSD 006 – Impact of development (Amber)
  - OSD 007 – Maintaining the City's water bodies (Red)
  - OSD TBM 001 – The effect of terrorism on the tourism business at Tower Bridge and Monument (Amber)
  - OSD 009 – Reputational Risk Associated with efficiency improvements arising out of the Open Spaces Act (Amber)
5. The Open Spaces and City Gardens Committee approved the removal of OSD 008 – IT System Failure (Green) from future Committee reporting while this risk remains green.

### **Hampstead Heath, Highgate Wood and Queen's Park Risks**


6. There are six risks identified across Hampstead Heath, Highgate Wood and Queen's Park. These are:
  - OSD NLOS 002: Outbreak of Fire in Woodland / Heathland (green, score 4)
  - OSD NLOS 003: Extreme Weather Events (Amber, score 6)



- OSD NLOS 004: Plant and Tree Disease (Amber, score 8)
- OSD NLOS 006: Ensuring the Health and Safety of staff, contractors, visitors and volunteers (Amber, score 8)
- OSD NLOS 007: Hampstead Heath Water bodies including Bathing Ponds (Amber, score 6)
- OSD NLOS 011: Impact of housing and population and transport increase (Amber, score 12)

7. We currently report on one green risk and five amber risks. There are currently no red risks. The graph below shows the current and target scores of these risks:

Likelihood	Likely (4)		<b>OSD NLOS 004</b>		
	Possible (3)		<b>OSD NLOS 003</b> <b>OSD NLOS 007</b>	<b>OSD NLOS 011</b>	
	Unlikely (2)		<b>OSD NLOS 002</b>	<b>OSD NLOS 006</b>	
	Rare (1)				
OSD NLOS Risks May 2019		Minor (1)	Serious (2)	Major (4)	Extreme (8)
		Impact			

- Bold** - Current Score  
*Italics* - Target Score  
**Bold Italics** - Current & Target Score Aligned  
 - Movement from previous report

**‘Current Risk’ scores that have changed since last reported**

8. Three of the current risks scores have changed:

- NLOS 002 decreased from 6 (Amber) to 4 (Green)
- NLOS 006 increased from 4 (Green) to 8 (Amber)
- NLOS 007 decreased from 8 (Amber) to 6 (Amber).

9. OSD NLOS 002 – Outbreak of Fire in Woodland / Heathland has been reduced from Amber (6) to Green (4) over the winter months. It is expected that this risk will escalate again to amber in the coming summer months to recognise the changing weather. This risk is actively monitored by Officers as a high priority, given the threat that fire poses to open spaces. Learning from last year's fire at Epping Forest has been applied to North London.
10. OSD NLOS 006 – Ensuring the Health & Safety of Staff, Contractors, Visitors and Volunteers has increased from Green (4) to Amber (8). This is due to a reassessment of the risk itself, rather than a notable increase in Health and Safety Risk, in line with the Risk Assessment table provided at Appendix 1. This reassessment brings the score in line with the Departmental assessment of Health and Safety Risk.
11. OSD NLOS 007 – Hampstead Heath Water Bodies including, Bathing Ponds, has been reduced from Amber (8) to Amber (6). This is due to the reviews undertaken at the ponds to reduce the likelihood of serious injury, including an information campaign through social media and additional signage.

### **Target Risk Scores**

12. The target risk score for five of the risks is amber. One of the target scores is green.
13. Two target risk scores have increased:
  - NLOS 006 from 4 (Green) to 8 (Amber)
  - NLOS 007 from 4 (Green) to 6 (Amber)
14. NLOS 006 target score has increased to match the Departmental target score. We recognise and accept Health and Safety Risk at the current level.
15. NLOS 007 target score has increased to match the current score, as we accept this level of risk associated with the ponds, while taking mitigating actions to ensure the level of risk does not further escalate.
16. The four remaining target scores remain at the same level as previously reported.
17. The detail of the individual risks is shown in Appendix 2. This also shows the actions that are being undertaken to reduce the current risk score to the target risk score.

### **Corporate & Strategic Implications**

18. The Departmental and Divisional Risk Registers will help us achieve the Corporate Plan 2018 – 2023 aim to Shape outstanding environments.
19. Specifically this will help deliver the outcomes:
  - We have clean air, land and water and a thriving and sustainable natural environment.
  - Open spaces are secure, resilient and well-maintained.
20. The Departmental Risk Register reflects the risks associated with delivering the Open Spaces Department's Business top line objectives and associated outcomes:

- A. Open spaces and historic sites are thriving and accessible.
- B. Spaces enrich people's lives.
- C. Business practices are responsible and sustainable.

### **Conclusion**

- 21. The need to systematically manage risk across the Department and at a Divisional level is addressed by the production of this Risk Register, as too are the requirements of the Charity Commission. This document will inform the collective risk across the Department's business activities.

### **Appendices**

- Appendix 1 – Corporate Risk Scoring Grid
- Appendix 2 – Hampstead Heath, Highgate Wood and Queen's Park Divisional Risk Register
- Appendix 3 – Matrix to show current and target risks on the Corporate Risk Scoring Grid

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## Appendix 1:

## City of London Corporation Risk Matrix

Note: A risk score is calculated by assessing the risk in terms of likelihood and impact. By using the likelihood and impact criteria below (top left (A) and bottom left (B) respectively) it is possible to calculate a risk score. For example a risk assessed as Unlikely (2) and with an impact of Serious (2) can be plotted on the risk scoring grid, top right (C) to give an overall risk score of a green (4). Using the risk score definitions bottom right below, a green risk is one that just requires actions to maintain that rating.

### Likelihood criteria

	Rare (1)	Unlikely (2)	Possible (3)	Likely (4)
Criteria	Less than 10%	10 – 40%	40 – 75%	More than 75%
Probability	Has happened rarely/never before	Unlikely to occur	Fairly likely to occur	More likely to occur than not
Time Period	Unlikely to occur in a 10 year period	Likely to occur within a 10 year period	Likely to occur once within a one year period	Likely to occur once within three months
Numerical	Less than one chance in a hundred thousand (<10-5)	Less than one chance in ten thousand (<10-4)	Less than one chance in a thousand (<10-3)	Less than one chance in a hundred (<10-2)

### Impact Criteria

Impact Title	Definitions
<b>Minor (1)</b>	Service delivery/performance: Minor impact on service, typically up to one day. Financial: financial loss up to 5% of budget. Reputation: Isolated service user/stakeholder complaints contained within business unit/division. Legal/statutory: Litigation claim or find less than £5000. Safety/health: Minor incident including injury to one or more individuals. Objectives: Failure to achieve team plan objectives.
<b>Serious (2)</b>	Service delivery/performance: Service disruption 2 to 5 days. Financial: Financial loss up to 10% of budget. Reputation: Adverse local media coverage/multiple service user/stakeholder complaints. Legal/statutory: Litigation claimable fine between £5000 and £50,000. Safety/health: Significant injury or illness causing short-term disability to one or more persons. Objectives: Failure to achieve one or more service plan objectives.
<b>Major (4)</b>	Service delivery/performance: Service disruption > 1 - 4 weeks. Financial: Financial loss up to 20% of budget. Reputation: Adverse national media coverage 1 to 3 days. Legal/statutory: Litigation claimable fine between £50,000 and £500,000. Safety/health: Major injury or illness/disease causing long-term disability to one or more people objectives: Failure to achieve a strategic plan objective.
<b>Extreme (8)</b>	Service delivery/performance: Service disruption > 4 weeks. Financial: Financial loss up to 35% of budget. Reputation: National publicity more than three days. Possible resignation leading member or chief officer. Legal/statutory: Multiple civil or criminal suits. Litigation claim or find in excess of £500,000. Safety/health: Fatality or life-threatening illness/disease (e.g. mesothelioma) to one or more persons. Objectives: Failure to achieve a major corporate objective.

### Risk Scoring Grid

		Impact			
Likelihood	X	Minor (1)	Serious (2)	Major (4)	Extreme (8)
	Likely (4)	4 Green	8 Amber	16 Red	32 Red
	Possible (3)	3 Green	6 Amber	12 Amber	24 Red
	Unlikely (2)	2 Green	4 Green	8 Amber	16 Red
	Rare (1)	1 Green	2 Green	4 Green	8 Amber

### Risk Definitions

<b>RED</b>	Urgent action required to reduce rating
<b>AMBER</b>	Action required to maintain or reduce rating
<b>GREEN</b>	Action required to maintain rating

This is an extract from the City of London Corporate Risk Management Strategy, published in May 2014

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# OSD NLOS Detailed Risk Report

Report Author: Martin Falder

Generated on: 24 May 2019



Rows are sorted by Risk Score

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
<p>OSD NLOS</p> <p>Impact of housing and population and transport increase</p>	<p><b>Causes:</b> Planning Authorities obligation to meeting housing demand. Fail to monitor and challenge planning applications. Lack of resource to employ specialist support or carry out monitoring/research. Lack of partnership working with relevant Planning Authorities.</p> <p><b>Event:</b> Large houses, buildings or other developments on land affecting the Open Spaces.</p> <p><b>Impact:</b> Potential increase in visitor numbers and recreational pressure. Increased air, light and noise pollution and consequent potential decline in biodiversity and tranquillity. Further increases in traffic volumes on local road network. Ground compaction and resulting associated effects on tree and plant health. Wear and tear to sports pitches. Lack of budget to facilitate repairs.</p>	<p>Likelihood</p> <p>Impact</p>	12	<p>No change to current risk score.</p> <p>As of April 2019, current planning issues are:</p> <p>The Water House, Millfield Lane. 2017/3692/P - Officers were involved with the Community Working Group</p> <ul style="list-style-type: none"> <li>Parliament Hill William Ellis School 2018/1270/P - Officers were represented on the Community Working Group</li> <li>South Fairground Site - The Public Inquiry has been adjourned until August 2019</li> <li>North Fairground Site 2017/4346/P - The Public Inquiry has been adjourned until October 2019.</li> </ul>	<p>Likelihood</p> <p>Impact</p>	12	31-Mar-2020	

<div>Page 12</div> <div>23-Jun-2016</div> <div>Bob Warnock</div>				<ul style="list-style-type: none"> <li>• Jack Straws Castle 2017/2064/P – The applicant has appealed against non-determination by the London Borough of Camden.</li> <li>• 55 Fitzroy Park 2018/3672/P - The City of London Corporation has submit objections to the Planning application. Division continues to review local planning applications which may impact on the Open Spaces.</li> </ul> <p>Liaison with stakeholders continues to ensure approach to planning applications is consistent should it impact upon City of London managed green space and the environs.</p> <p>Current planning concerns are reported on by the Supt. to the HHCC and the HHMC on a regular basis.</p> <p><b>24 May 2019</b></p>				Constant
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Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
OSD NLOS 011 a	Maintain a close partnership with Planning Authorities. Supt and Officers in contact with the London Borough of Camden, Barnet, Brent and Haringey in regard to planning issues which may impact the open spaces.	Ongoing, division to make representation as necessary.  Stakeholders, e.g. Consultative Group and Hampstead Heath, Highgate Wood and Queen's Park Committee updated as appropriate.	Richard Gentry	18-Feb-2019	31-Mar-2020
OSD NLOS 011 b	Respond to consultation on the local plans to help influence the content of the documents.	Ongoing. Response to planning issues as necessary. No change.  Stakeholders, e.g. Consultative Groups, Hampstead Heath, Highgate Wood and Queen's Park Committee are updated when necessary.	Richard Gentry	18-Feb-2019	31-Mar-2020
OSD NLOS 011 c	A Consultant is monitoring planning activity and will assist the Superintendent with specialist support in regard	Ongoing. Response to planning issues as necessary. Relevant planning applications are monitored. No change.	Richard Gentry	18-Feb-2019	31-Mar-2020



	to resisting planning applications that impact on the Open Spaces.	Stakeholders, e.g. Consultative Groups, Hampstead Heath, Highgate Wood and Queen's Park Committee are updated when necessary			
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Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD NLOS 004 Plant and Tree Disease	<p><b>Causes:</b> Inadequate biosecurity, buying of infected trees, plants or animals, spread of windblown OPM (oak processionary moth) from adjacent sites</p> <p><b>Event:</b> Tree disease including Massaria, Ash Die Back, Oak Processionary Moth. Sites become infected by animal, plant or tree diseases</p> <p><b>Impact:</b> Service capability disrupted, Public access to sites restricted, tree decline, reputational damage, substantial cost of removal of OPM, risk to human health from OPM</p>	<p>Likelihood</p> <p>Impact</p>	8	<p>The current risk score is maintained. Hampstead Heath Tree Team continue to monitor pest and tree disease across the Division.</p> <p>The Division are managing the spread of OPM which is a regional issue having implications on our resources and the media associated with OPM and other pests and diseases.</p> <p>Additional Tree pests &amp; disease we actively managed across the Division;</p> <ul style="list-style-type: none"> <li>• Massaria disease of London plane – Splanchnonema platani</li> <li>• Horse Chestnut - bleeding canker - Pseudomonas syringae pv. Aesculi</li> </ul> <p>Potential upcoming pests and disease threats to trees in London;</p> <ul style="list-style-type: none"> <li>• Chalara die back of Ash - Hymenoscyphus fraxineus (already on site)</li> <li>• Canker stain of Plane – Ceratocystis platani</li> <li>• Xylella fastidiosa – bacterium affecting a wide range of host plants</li> <li>• Phytophthora ramorum – (within Epping Forest affecting larch,</li> </ul>	<p>Likelihood</p> <p>Impact</p>	8	31-Oct-2020	

10-Aug-2015 Bob Warnock				rhododendron)  • Sweet chestnut blight - Cryphonectria parasitica.  • Emerald ash borer - Agrilus planipennis <b>24 May 2019</b>				Constant
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Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
OSD NLOS 004 a	Sourcing of plants / trees through approved suppliers. Review six monthly	Tree provenance is considered, the Division will source and use planting stock consistent with best practice guidance. Ongoing action.	Richard Gentry	19-Mar-2019	30-Apr-2020
OSD NLOS 004 b	Trained arboricultural contractors carrying out spraying of Oak in previously infected areas. Funding secured, although costs may escalate.	An update to the OPM situation was submitted to HHHWQP Committee in March 2019. This continues to be monitored locally and departmentally, with reports submitted as necessary. OPM and other pests have been escalated and are monitored as part of the departmental risk register.	Richard Gentry	01-May-2019	30-Apr-2020

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
OSD NLOS 006 a	Continue with annual H & S site Audits. Sites will carry out audits by peers from within Division. Audits usually take place in August and are signed off later in the year.	This is an ongoing item. H & S audit reports have been signed off for 2018, with details of actions for completion.	Richard Gentry	01-May-2019	31-Mar-2020
OSD NLOS 006 b	Divisional H & S meetings take place. Staff informed, consulted and updated on H & S matters	Divisional H & S meetings continue, attendance is monitored. The Division has input at a Dept level. Ongoing action.	Richard Gentry	01-May-2019	31-Mar-2020

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
<b>OSD NLOS 003 Extreme Weather Events</b>  Aug-2015 Bob Warnock	<b>Causes:</b> Severe wind events, prolonged precipitation or restricted precipitation <b>Event:</b> Severe weather/climate impacts at one or more sites within the Division <b>Impact:</b> Service capability disrupted; Strong winds cause tree limb drop, prolonged heat results in fires, snow disrupts site access, rainfall results in flooding and impassable areas, site closures: severe damage to flora and fauna: risk to life and limb: damage to property	 Likelihood Impact	6	The Hampstead Heath Division continues to manage extreme weather events through a Trigger Event Policy. This Policy continues to be used by Officers in the planning / management of foreseen occurrences which are considered an event on those few critical days each year when normal working practices are not sufficient to cope safely with the increase in risk, e.g. heatwave, extreme wind or rain storms. Most recently, parks and spaces have been temporarily closed due to high winds.  <b>24 May 2019</b>	 Likelihood Impact	6	31-Oct-2019	  Constant

Action no	Action description	Latest Note		Action owner	Latest Note Date	Due Date
OSD NLOS 003 a	Alerts issued to staff via Met Office. Review processes 6 monthly or following an extreme weather event	No change.  Trigger Event Policy embedded in to our way of working.  Met Office Data is reviewed weekly and responded to accordingly by Duty Manager and Duty Supervisor.  Ongoing weekly management through RAID Log process to monitor and manage extreme weather events and to support weekly resource planning process.		Bob Warnock	18-Feb-2019	31-Mar-2020
OSD NLOS 003 b	Site plans reviewed annually or following incident if appropriate. Reviews usually conducted in September and agreed later in the year.	Review of EAP overdue from Sept 2018. Plan would be reviewed after an emergency event.  Outstanding Action is to finalise arrangements with the Guildhall Control Room to assist with the facilitation of an out of hours call out response procedure for Divisional Staff, e.g. call		Richard Gentry	18-Feb-2019	31-Oct-2019

		centre response to out of hours calls.  Overdue - review of emergency Action Plan and Business Continuity Plan- September 2018			
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Bob Warnock							
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Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
OSD NLOS 007 a	Training for lifeguards Training is ongoing activity Review annually	Ongoing -Training needs and requirements are identified in staff performance reviews and 1:1 meetings throughout the year.	Richard Gentry	01-May-2019	31-Mar-2020
OSD NLOS 007 b	Appropriate signage at ponds Weekly - Signage is checked as part of Ranger duties, this includes checking gates are locked and life rings are in place - ongoing	This remains an ongoing issue for monitoring. Signage, specifically at water bodies, is checked by Ranger team as part of their weekly patrols and defects reported for repair or replacement.	Bob Warnock	01-May-2019	31-Dec-2019
OSD NLOS 007 c	Safety equipment accessible at ponds Weekly - Checks are carried out by life guards within their facilities Monthly – Safety equipment is checked as part of Ranger duties. Review six monthly. Date of next review September 2016	Constant – safety equipment is checked by Ranger Team / Lifeguards as part of their weekly patrols and defects reported for repair or replacement.  Extendable reach poles have been purchased for fixed locations and mobile patrol vehicles.  Underwater CCTV equipment has been purchased to survey around each of the swimming facility diving areas.	Bob Warnock	24-May-2019	31-Oct-2019



Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
<b>OSD NLOS 002 Outbreak of Fire in Woodland / Heathland</b>  10-Aug-2015 Bob Warnock	<b>Causes:</b> Extreme hot weather and a lack of rain leads to dry grass and woodland. Visitors improperly using site for barbeques, disposing of cigarettes, campfires. <b>Event:</b> Large-scale fire. <b>Impact:</b> Possible loss of life, serious injury to staff, visitors, contractors and volunteers. Damage to site. Ecological damage caused to environment. Service capability is disrupted: increased demand for staff resource to respond to incidents and maintain safety of site and visitors: loss of species: temporary site closure and associated access: increased costs for reactive management; damage/loss of fragile/rare habitats and species.	 Likelihood Impact	4	Risk has been reduced due to reflect habitat management, staff training, information to visitors and the forward planning undertaken on a weekly basis by the Duty Managers. The risk will be reviewed as we approach the warmer months and the possibility of the risk increasing. <b>24 May 2019</b>	 Likelihood Impact	4	31-Oct-2019	  Decreasing

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Action no	Action description	Latest Note			Action owner	Latest Note Date	Due Date
OSD NLOS 002 a	Staff are made aware of extreme weather events and 'Trigger Events.' Managers and Supervisors receive weather warnings and this information is shared with staff.	Divisional staff have been reminded to complete the online fire safety awareness training. .			Richard Gentry	18-Feb-2019	31-Oct-2019
OSD NLOS 002 b	Review EAP - Review carried out annually or following incident if appropriate. Next review date September 2016	Review and update continues annually or after an emergency event. Trigger Event Policy compliments this plan.			Richard Gentry	01-May-2019	30-Sep-2019

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
<b>OSD NLOS 008</b> <b>Maintenance of Divisional buildings and equipment</b>  <div>Page 122</div> <div>12 Aug-2015</div> <div>Bob Warnock</div>	<b>Cause:</b> Inadequate proactive and reactive maintenance; failure to identify and communicate maintenance issues <b>Event:</b> Operational or public building become unusable <b>Impact:</b> Service capability disrupted; ineffective use of staff resources; damage to corporate reputation; increased costs for reactive maintenance. Delay will have operational impact. Overrun of additional work programme.	<div> <div>Likelihood</div> <div>Impact</div> </div>	2	Client liaison meetings continue with the Propterty Facilities Managers and the Surveyors Dept. this includes a review of the Cyclical Works Programme.  Property Service Desk is responsive to requests to repairs and maintenance.  Surveyor's Dept. preparing Asset Management Plan for Division.  An improved level of service since the introduction of MICAD and the response of SKANSKA to defects and repairs. As a consequence the current risk score and target risk score are maintained at 2.  <b>18 Feb 2019</b>	<div> <div>Likelihood</div> <div>Impact</div> </div>	2	31-Mar-2019	<div> </div> <div>Constant</div>

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
OSD NLOS 008 a	Asset review is being carried out with Surveyor' Dept. Review of assets is an ongoing process	Ongoing - This is currently in progress, The City Surveyor has completed a high level review of Hampstead Heath assets. This is being monitored.	Richard Gentry	19-Mar-2019	31-Mar-2020
OSD NLOS 008 b	Client Liaison meetings are held regularly to discuss issues and raise concerns about Building Repairs and Maintenance and Projects. Regular review process	Ongoing Action.  Client Liaison meetings are taking place.  APFM in regular contact with internal Divisional stakeholders.	Richard Gentry	18-Feb-2019	31-Mar-2020
OSD NLOS	East Heath Car Park Capital Project	Awaiting gateway 5 approval. Planners are in place. This project will begin in the summer.	Richard	19-Mar-	31-Mar-

008 c			Gentry; Bob Warnock	2019	2020
OSD NLOS 008 d	Capital project to refurbish the Queens Park Toilets.	New action, to be updated as the project progresses. Due date is date for review until works progress.	Richard Gentry; Bob Warnock	19-Mar- 2019	01-Jan- 2020






# OSD NLOS Risk History Report

Generated on: 02 May 2019



Code	Title	Creation Date	Current Risk Matrix	Current Risk Score	Target risk score rating	Target Risk Score	Recent Reviews	Risk Score	Historical Status	Likelihood Description	Impact Description	Current Risk Trend Icon	Trend
OSD NLOS 002	Outbreak of Fire in Woodland / Heathland	10-Aug-2015		4		4	11-Apr-2019	4		Unlikely	Serious		Decreasing
							23-Aug-2018	6		Possible	Serious		
							20-Apr-2018	4		Unlikely	Serious		
							27-Oct-2017	4		Unlikely	Serious		
							14-Mar-2017	4		Unlikely	Serious		
OSD NLOS 003	Extreme Weather Events	10-Aug-2015		6		6	01-May-2019	6		Possible	Serious		Constant
							18-Feb-2019	6		Possible	Serious		
							23-Aug-2018	6		Possible	Serious		
							20-Apr-2018	6		Possible	Serious		
							27-Oct-2017	8		Likely	Serious		
OSD NLOS 004	Plant and Tree Disease	10-Aug-2015		8		8	01-May-2019	8		Likely	Serious		Constant

Code	Title	Creation Date	Current Risk Matrix	Current Risk Score	Target risk score rating	Target Risk Score	Recent Reviews	Risk Score	Historical Status	Likelihood Description	Impact Description	Current Risk Trend Icon	Trend
							18-Feb-2019	8		Likely	Serious		
							23-Aug-2018	8		Likely	Serious		
							20-Apr-2018	6		Possible	Serious		
							27-Oct-2017	4		Unlikely	Serious		
OSD NLOS 006	Ensuring the Health and Safety of staff, contractors, visitors and volunteers	10-Aug-2015		8		8	02-May-2019	8		Unlikely	Major		Increasing
							18-Feb-2019	4		Unlikely	Serious		
							23-Aug-2018	4		Unlikely	Serious		
							20-Apr-2018	6		Possible	Serious		
							27-Oct-2017	6		Possible	Serious		
OSD NLOS 007	Hampstead Heath Water bodies including Bathing Ponds	10-Aug-2015		6		6	01-May-2019	6		Possible	Serious		Decreasing
							11-Apr-2019	6		Possible	Serious		
							18-Feb-2019	6		Possible	Serious		
							23-Aug-2018	8		Likely	Serious		
							20-Apr-2018	6		Possible	Serious		
OSD NLOS 011	Impact of housing and population and transport increase	23-Jun-2016		12		12	11-Apr-2019	12		Possible	Major		Constant
							18-Feb-2019	12		Possible	Major		

Code	Title	Creation Date	Current Risk Matrix	Current Risk Score	Target risk score rating	Target Risk Score	Recent Reviews	Risk Score	Historical Status	Likelihood Description	Impact Description	Current Risk Trend Icon	Trend
							23-Aug-2018	12		Possible	Major		
							20-Apr-2018	12		Possible	Major		
							27-Oct-2017	12		Possible	Major		

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<b>Committee(s)</b>	<b>Dated:</b>
Hampstead Heath Highgate Wood and Queens Park Committee	05 June 2019
<b>Subject:</b> Large & Major Event Applications for Hampstead Heath	<b>Public</b>
<b>Report of:</b> Bob Warnock, Superintendent of Hampstead Heath	<b>For Decision</b>
<b>Report author:</b> Paul Maskell, Leisure and Events Manager, Hampstead Heath	

## Summary

As set out in the Hampstead Heath Site-Specific Events Policy Part Two, the Superintendent of Hampstead Heath is seeking Members views in relation to three large or major events; Zippos Circus, The London Youth Games and the South of England Athletics Association Cross Country Championships.

Each of these events has been assessed by the Officer Event Group (appendix 1-3) and considered and supported by the Hampstead Heath Consultative Committee.

## Recommendations

It is recommended that:

- Members of the Hampstead Heath, Highgate Wood and Queen's Park Committee approve the Zippo's Circus event (appendix 1).
- Members of the Hampstead Heath, Highgate Wood and Queen's Park Committee approve the London Youth Games event (appendix 2).
- Members of the Hampstead Heath, Highgate Wood and Queen's Park Committee approve the South of England Athletics Association Cross Country Championships event (appendix 3).

## Main Report

### Background

1. Hampstead Heath has a long history of holding events. These are designed to attract new audiences and promote the health and well-being of our visitors.
2. The Hampstead Heath Site-Specific Events Policy Part Two, which was approved in September 2018, sets out the framework for making decisions about events at Hampstead Heath.

3. In order to facilitate this policy framework, the Leisure and Events Manager, the Operational Services Manager and the Highgate Wood Conservation & Trees Manager form the Officer Event Group (OEG) meet monthly to consider event applications.
4. The OEG considers the following criteria when assessing the suitability of events:
  - Aligns with the Heath Vision and strategic outcomes for Hampstead Heath.
  - Is appropriate for the proposed location and complies with the Open Spaces Departmental Events Policy Parts One and Two.
  - Is high quality and includes an event plan which sets out minimum standards for achieving a successful, safe and well-executed event.
  - Is sustainable and based on a strong business case.
  - Offers quality and memorable experiences for visitors and participants that connect people with Hampstead Heath and local community.
  - Identifies and delivers added value for social inclusion.
  - Promotes the Heath Vision values of shared stewardship and collective responsibility.
5. The approved Hampstead Heath Site-Specific Events Policy Part Two sets out the scale of events requiring approval from Committee (table 1). These event proposals have already been consulted as per the policy.

<b>Event Scale</b>	<b>Daily anticipated attendance</b>	<b>Duration</b> including set-up and break-down	<b>Approval</b>	<b>Minimum period</b> for receipt of application prior to proposed event date	<b>Application Deadline</b>
Minor	1 – 50	Up to a day	Superintendent	3 weeks	None - rolling application process
Small	51 – 500			8 weeks	
Medium	501 – 2000	Up to 2 days		4 months	
Large	2001 – 5000	Up to 3 days	Hampstead Heath, Highgate Wood & Queen's Park Committee	6 months	1 September 1 December 1 March
Major	5001 plus	4 or more days		12 months	

**Table 1: Event Scale**

Zippos Circus – 22 to 28 October 2019 (9 days – Major Event)

6. The proposed location is the East Heath Fairground site. The applicants have applied to hold shows over 6 days along with two days for setup and one day to break down. The applicant has confirmed that horses will not be part of the event

programme. However, the only animals included in the programme are budgerigars.

#### London Youth Games - 16 November 2019 (4 days – Major Event)

7. The young people participating in this event are drawn from all 32 London Boroughs. The proposed event comprises of a cross country run with the start and finish within zone B at Parliament Hill. The course covers a range of different distances across the wider area of the Heath, Zone C. This is a single day event but requires two setup days and one break down day.

#### South of England Cross Country Championships - 25 January 2020 (4 days – Major Event)

8. This is a prestigious regional event that comprises of a series of racers for children under 13 to senior men and women. The proposed event comprises of a cross country run with the start and finish within zone B at Parliament Hill. The course covers a range of different distances across the wider area of the Heath, Zone C. This is a single day event but requires two setup days and one break down day.

### **Corporate & Strategic Implications**

9. The Hampstead Heath Events Programme directly supports the Hampstead Heath Management Strategy 2018-2028 Strategic Outcomes A: The Heath is maintained as a flourishing green space and historic landscape, B: Improved quality of life for Heath visitors, C: The Heath is inclusive and welcoming to a diverse range of visitors and D: Greater number of and diversity of People taking care of the Heath.
10. The Hampstead Heath Events Programme 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.
11. These Events also contribute towards the achievement of the three aims set out in the City of London Corporate Plan 2018-23. Contribute to a flourishing society, Support a thriving economy and Shape outstanding environments, in particular the following Corporate Plan outcomes:
  - (3) People have equal opportunities to enrich their lives and reach their full potential.
  - (4) Communities are cohesive and have the facilities they need.
  - (10) We inspire enterprise, excellence, creativity and collaboration.

### **Financial Implications**

12. The Events Policy details the framework for event cost recovery. The associated charges for holding events are set out in the annual Fees & Charges Report for Hampstead Heath which is reviewed and approved by Members on an annual basis.

## **Conclusion**

13. These proposed events promote health and well-being, while being fully in keeping with the aims of the Events Policy. Should they be approved by Members they will form part of the Hampstead Heath Events Programme and contribute to achieving the Management Strategy Outcomes.

## **Appendices**

- Appendix 1 – Zippos Circus 22 to 28 October 2019
- Appendix 2 – London Youth Games 16 November 2019
- Appendix 3 – South of England Cross Country Championships 25 January 2020

### **Background Papers**

- HH, HW, QP Committee report: Hampstead Heath Site-Specific Events Policy Part Two – September 2018

## **Contact**

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# Hampstead Heath

Registered Charity

## Event application for Zippo's Circus

<b>Location</b>	East Heath
<b>Event days:</b>	22 <sup>nd</sup> October to 28 <sup>th</sup> October 2019
<b>Set-up days</b>	2
<b>Actual event days</b>	6
<b>Clear-up days</b>	1
<b>Total days required:</b>	9

### Context

The Officer Event Group (OEG) meets once a month to discuss event applications. This Group is made up by the Leisure, Events and Communications Manager, The Operational Services Manager and the Highgate Wood, Conservation and Trees Manager. The OEG review all applications for the year 2019 to ensure applications meet the specific requirements of the City of London Corporation (Open Spaces) Act 2018 and specifically to manage event applications for Open Spaces Departmental Events Policy Part One and the Site-Specific Policy Part Two. The OEG met on 6 February 2019 to review the Circus Event Application. Below are the OEG assessment and recommendation for Members consideration.

### Requirements

#### **A. Does the event align with the Heath Vision and Strategic Outcomes?**

The proposed Circus Event contributes to the Hampstead Heath Management Strategy: Outcome B "The Heath enriches lives". Zippos Circus is an event that appeals to a wide range of Heath users. OEG also outlined that many circus spectators might be first time visitors, and this may encourage them to discover more of the Heath and learn about the natural world.

Outcome C "The Heath is inclusive and welcoming to a diverse range of visitors" - Zippos Circus is an inclusive and safe space that brings people together to view a traditional circus show with the backdrop of the Heath, allowing non-Heath users to access to the Heath.

#### **B. Is the event application high quality including an event plan which sets out minimum standards for achieving a successful, safe and well-executed event?**

Zippos Circus have submitted their comprehensive Operations Manual which includes risk assessments and method statements. The City of London Corporation commissioned Human Applications to undertake a review of information provided by Zippos Circus in 2018. The review looked at assessment control and mitigation of risks associated with animal rights protestors including both passive and assertive methods. Two days were spent on site gathering data from City and Zippos employees, Zippos Circus employees to

assess the suitability of the health, safety, security and welfare arrangements.

The general impression taken from the interviews was that Zippos Circus is a well-liked, responsible organisation who places a great deal of emphasis on executing the highest standards to help maintain a traditional circus show. This was further confirmed by the efforts that Zippos Circus took to satisfy the initial requirements laid down by the City. This included:

1. Ensure the Operations Manual include employee (and artistes) safe practice for dealing with protesters and activists.
2. Ensure that all reasonably foreseeable and significant risks are identified and are subject to a full risk assessment.
3. Ensure that all relevant controls measures are described within the risk assessment.
4. Develop a policy for managing violence and aggression that captures any actions to be taken the trigger points for escalation and roles and responsibilities.
5. Review the extent of the boundary in which Zippos Circus will maintain responsibility and control to include line of sight to the horse exercise paddock.
6. Revise the site plan to account for emergency egress through the secure fenced accommodation area.
7. Ensure that any relevant changes to the current emergency processes are captured in the Operations Manual.
8. Review the current methods of communication and identify where formalisation is appropriate.
9. Consider using the notice board to display key H&S communications.
10. Establish a formal relationship with the Metropolitan Police independently of City of London.
11. Ensure all relevant documentation is reviewed prior to issuing an event licence.

The City of London will continue to monitor the implementation and effectiveness of these recommendations.

The risks assessments have been developed using the HSE's 5 steps to risk assessment. It is our view that all the reasonably foreseeable and significant risks associated with dealing with animal rights protestors and activists have now been identified.

**C. Is the event appropriate for the proposed location and does it comply with the Open Spaces Departmental Events Policy Parts One and Two?**

The event locations are grouped into three broad zones and are considered by the OEG on an assessment of the suitability of the requested destination, including the local character of the location, the potential impacts on the site and on the experience of Hampstead Heath visitors and neighbours. Zippos Circus create a hard-standing tent viewing area and therefore are located within Zone A on East Heath Fairground Site.

<b>D. Is the event sustainable and based on a strong business case?</b>
<p>Zippos Circus has been operating continuously for 30 years, it has proved economically sustainable and a good income generator for the Heath. It has a touring season from March until October every year visiting around thirty Local Authority Parks and Open Spaces the majority of which have been welcoming Zippos Circus annually for decades. For the past ten years in addition to the touring season Zippos has been the chosen provider/producer of circus and allied entertainment for the high-profile Winter Wonderland event in Hyde Park from late November to early January. Through providing completely new, quality, affordable circus productions every year aimed at family audiences as well continual investment in infrastructure and by keeping abreast of all up to date marketing opportunities, Zippos Circus has become an industry leader and a household name. The Circus is confident that through both capital investment and working practices, they have minimised any negative impact from specific environmental issues the three main issues include noise pollution, waste disposal and environmental impact. They undertake periodic reviews of their operating arrangements and their Operations Manual and Event Management Plan are updated accordingly.</p>
<b>E. Does the event offer quality and memorable experiences for visitors and participants that connect people with Hampstead Heath and the local community?</b>
<p>The local community has been a great supporter of the Circus and last year saw record numbers for the first night of the week's performances. In addition, the Superintendent received approximately 30 emails from circus visitors who expressed their enjoyment and appreciation.</p>
<b>F. Does the event identify and deliver added value for social inclusion?</b>
<p>Zippos Circus plays to mixed audiences attracting visitors from the local community. Zippos continues to offer complimentary tickets for children with disabilities.</p>
<b>G. Does the event promote the Heath Vision values of shared stewardship and collective responsibility?</b>
<p>Zippos Circus works hand in hand with Hampstead Heath Management Team to deliver an event that enriches the Heath, is welcoming and accessible. They also have a track record of responsible management towards the care and maintenance of the Heath.</p>
<b>Additional Information</b>
<p>Zippos Creative Director has confirmed that horses will not form part of the 2019 programme.</p>



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# Hampstead Heath

Registered Charity

## Event application for the London Youth Games

<b>Location</b>	Parliament Hill Zone B Parliament Hill & Zone C the wider area of Hampstead Heath
<b>Event days:</b>	16 November 2019
<b>Set-up days</b>	2
<b>Actual event days</b>	1
<b>Clear-up days</b>	1
<b>Total days required:</b>	4

### **Context**

The Officer Event Group (OEG) meets once a month to discuss event applications. This group is made up by the Leisure, Events and Communications Manager, The Operational Services Manager and the Highgate Wood, Conservation and Trees Manager. The OEG review all applications for the year 2019, to ensure applications meet the specific requirements of the City of London Corporation (Open Spaces) Act 2018 and specifically to manage event applications for Open Spaces Departmental Events Policy Part One and the Site-Specific Policy Part Two. The OEG met up on 28 March 2019 and went through the 8 Criteria to consider how effectively the proposal aligns. Below are the OEG findings which will be presented to the Consultative Committee for their consideration and views.

### **Requirements**

#### **A. Does the event align with the Heath Vision and Strategic Outcomes?**

Having activities and events contributes to one of the themes of the Hampstead Heath Management Strategy:

Outcome B "The Heath enriches lives". London Youth Games (LYG) is the largest series of youth sports participation events in the country. It also aligns with contributing to a flourishing society impacting on Priority 4 which looks to improve the physical health and mental health and emotional well-being of – in this instance - our young people. OEG also outlined that many of the youth runners and spectators might be first time visitors, and this may encourage them to discover more of the Heath and learn about the natural world.

Outcome C "The Heath is inclusive and welcoming to a diverse range of visitors" – The LYG provide an inclusive and safe space that brings people together to participate in what is considered to be the "home of cross country running".

#### **B. Is the event application high quality including an event plan which sets out minimum standards for achieving a successful, safe and well-executed event?**

The LYG has been visiting the Heath for over 20 years and they have comprehensive risk assessments and method statements for the event. They liaise with the South of England

Cross Country Association to ensure the National Standards for timekeeping, stewarding and safeguarding are adhered to.
<b>C. Is the event appropriate for the proposed location and does it comply with the Open Spaces Departmental Events Policy Parts One and Two?</b>
The event locations are grouped into three broad zones and are considered by the OEG on an assessment of the suitability of the requested destination, including the local character of the location, the potential impacts on the site and on the experience of Hampstead Heath visitors and neighbours. LYG create a fenced start and finish within Zone B and the course then includes areas within Zone C, encompassing the wider area of the Heath. The event course is scouted by the Clerk of the course and is assessed for risk by both the Clerk of the course and Hampstead Heath Ranger Supervisor. They assess the course for ecological and grounds maintenance impacts and the Heath's Ecologist makes a site visit to assess the route of the course. Following the event the Heath staff assess the course to consider what reinstatement works are necessary.
<b>D. Is the event sustainable and based on a strong business case?</b>
The LYG has been operating continuously – with one break - for over 20 years, it has proved economically sustainable, but for the last two years it has been without a sponsor. The LYG works closely with the Heath to minimise any negative impact from environmental issues such as encroachment on specific wildlife and impact compaction on the cross-country routes. They place great emphasis of waste and recycling with each of the Boroughs taking an active role in helping to protect the Heath.
They will continue to ask teams to use public transport to access the event.
<b>E. Does the event offer quality and memorable experiences for visitors and participants that connect people with Hampstead Heath and the local community?</b>
The LYG has over 3,000 runners and spectators. The start and finish are regarded as sporting iconic views and are memorable for the great number of young people participating on the Heath. The sight of young runners improving their physical and mental wellbeing enriches the life of the Heath and our local community and is a key goal of contributing to a flourishing society.
<b>F. Does the event identify and deliver added value for social inclusion?</b>
LYG is the only one of the series of events that attracts representation from all the London Boroughs, as part of its attraction it appeals to significant BAME groups and a good mixture of different sexes.
<b>G. Does the event promote the Heath Vision values of shared stewardship and collective responsibility?</b>
LYG works hand in hand with Hampstead Heath Management Team to deliver an event that enriches the Heath and is welcoming. They also manage its build in a way that increases collective ownership and takes personal responsibility for managing the event itself and the environment outside, i.e. clearing up waste and keeping the site spotless.
<b>Additional Information</b>
The LYG is regarded as one of the most important youth competitions in Great Britain. The Cross-Country races are mass participation events that appeal to many different and varied communities. It showcases young people and promotes health and wellbeing. Therefore, the chance to promote youth wellbeing and to encourage physical activity is seen by the OEG as a positive outcome.





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# Hampstead Heath

Registered Charity

## **Event application for the South of England Athletic Association team and Individual Cross-Country Championships**

<b>Location</b>	Zone B - Parliament Hill Zone C - The wider area of Hampstead Heath
<b>Event days:</b>	South of England Athletic Association Team and Individual Cross-Country Championships (SEAA) held on Saturday 25 <sup>th</sup> January 2020.
<b>Set-up days</b>	2
<b>Actual event days</b>	1
<b>Clear-up days</b>	1
<b>Total days required:</b>	4

### **Context**

The Officer Event Group (OEG) meets once a month to discuss event applications. This Group is made up by the Leisure, Events and Communications Manager, the Operational Services Manager and the Highgate Wood, Conservation and Trees Manager. The OEG review all applications to ensure they meet the specific requirements of the City of London Corporation (Open Spaces) Act 2018 and specifically to manage event applications in accordance with the Open Spaces Department Events Policy Part One and the Hampstead Heath Site-Specific Policy Part Two. The OEG met on 28 March 2019 to review the South of England Athletics Association Cross Country Championships Event Application. Below are the OEG assessment and recommendation for Members consideration.

### **Requirements**

#### **A. Does the event align with the Heath Vision and Strategic Outcomes?**

Having activities and events contributes to one of the strategic outcomes within the Hampstead Heath Management Strategy - Outcome B "The Heath enriches lives". The SEAA Cross Country Championships is a prestigious regional event that holds a series of races for children under 13 through to senior Men and Women. It is an event that appeals to young athletes taking their first steps in a competitive environment.

The event supports the objectives of Priority 4 in relation to improved physical health, mental health and emotional well-being. The OEG also noted that for many of the youth runners, spectators and older runners the event can mark their first visit to Hampstead Heath, and this may encourage them to discover more of the Heath and learn about the natural world. This supports Outcome C "The Heath is inclusive and welcoming to a diverse range of visitors".

<p><b>B. Is the event application high quality including an event plan which sets out minimum standards for achieving a successful, safe and well-executed event?</b></p>
<p>The SEAA has been visiting the Heath for over 50 years. SEAA are managed under UKA and English Cross-Country Association rules and must apply to UK Athletics to receive a permit to race. Their procedures ensure that national standards for timekeeping, stewarding and safeguarding are adhered to.</p> <p>The Risk Assessments are clear and comprehensive. The OEG acknowledge that all the reasonably foreseeable and significant risks associated with organising a major Cross-Country event have now been identified.</p>
<p><b>C. Is the event appropriate for the proposed location and does it comply with the Open Spaces Departmental Events Policy Parts One and Two?</b></p>
<p>The event locations are grouped into three broad zones and are considered by the OEG on an assessment of the suitability of the requested destination, including the local character of the location, the potential impacts on the site and on the experience of Hampstead Heath visitors and neighbours. SEAA create a fenced start and finish within Zone B and the course then includes areas within Zone C, encompassing the wider area of the Heath. The event course is scouted by the Clerk of the course and is assessed for risk by both the Clerk of the course and Hampstead Heath Ranger Supervisor. They assess the course for ecological and grounds maintenance impacts and the Heath's Ecologist makes a site visit to assess the route of the course. Following the event the Heath staff assess the course to consider what reinstatement works are necessary.</p> <p>Post event the course is reviewed by our specialist staff to inform the restoration works. This will involve fencing off areas to promote their recovery. The SEAA provide financial support to fund chain harrowing undertaken by shire horses immediately following the event to aid restoration.</p>
<p><b>D. Is the event sustainable and based on a strong business case?</b></p>
<p>The OEG is supportive of the Events Business Case. The event organisers promote the use of public transport for participants and spectators and support the Heath's waste &amp; recycling strategy.</p> <p>The event has proved economically sustainable and receives National and Regional grants to hold the event. The SEAA works closely with the Superintendent to minimise the negative impact of the event, in relation to ground disturbance, compaction and impact on visitors.</p>
<p><b>E. Does the event offer quality and memorable experiences for visitors and participants that connect people with Hampstead Heath and the local community?</b></p>
<p>The SEAA application is based on 4,000 runners and spectators. The start and finish are regarded as iconic sporting challenges and are memorable for the great number of young people charging up and down Parliament Hill. The event has previously attracted a large audience from the local community and has been well received by visitors.</p>
<p><b>F. Does the event identify and deliver added value for social inclusion?</b></p>
<p>The SEAA event includes runners from varied backgrounds and is inclusive in its make-up in relation to ability, gender and age.</p>



<b>G. Does the event promote the Heath Vision values of shared stewardship and collective responsibility?</b>
SEAA works hand in hand with Hampstead Heath Management Team to deliver an event that enriches the lives of Heath users and is welcoming. SEAA manage the event responsibly and have a successful operating model for delivering this event.
<b>Additional Information</b>
SEAA is regarded as one of the most important cross competitions in the South of England. The Cross-Country races are mass participation events that appeal to many different and varied communities. It showcases running and promotes health and wellbeing.









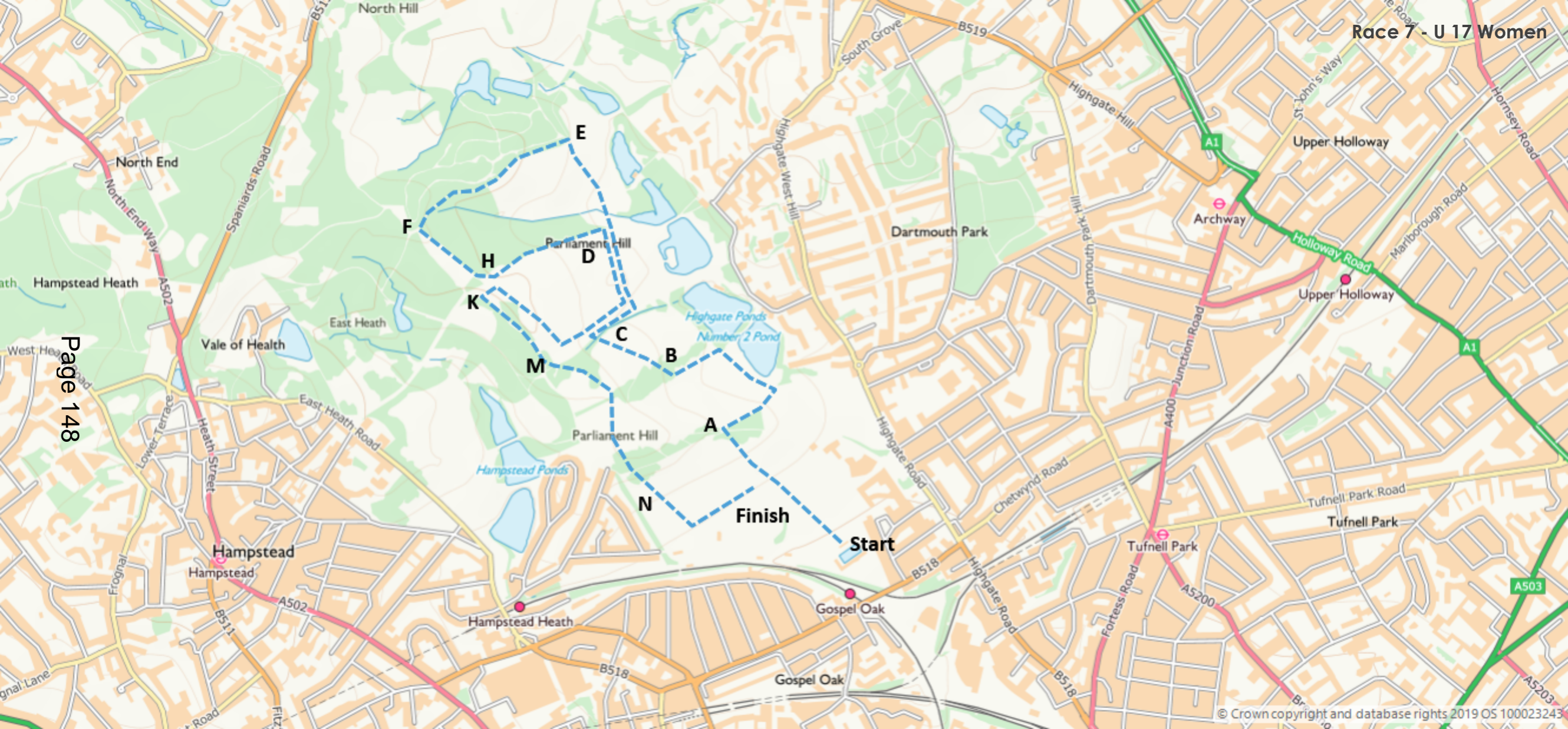






Race 5 - U 17 Men  
Race 6 - U 20 Women



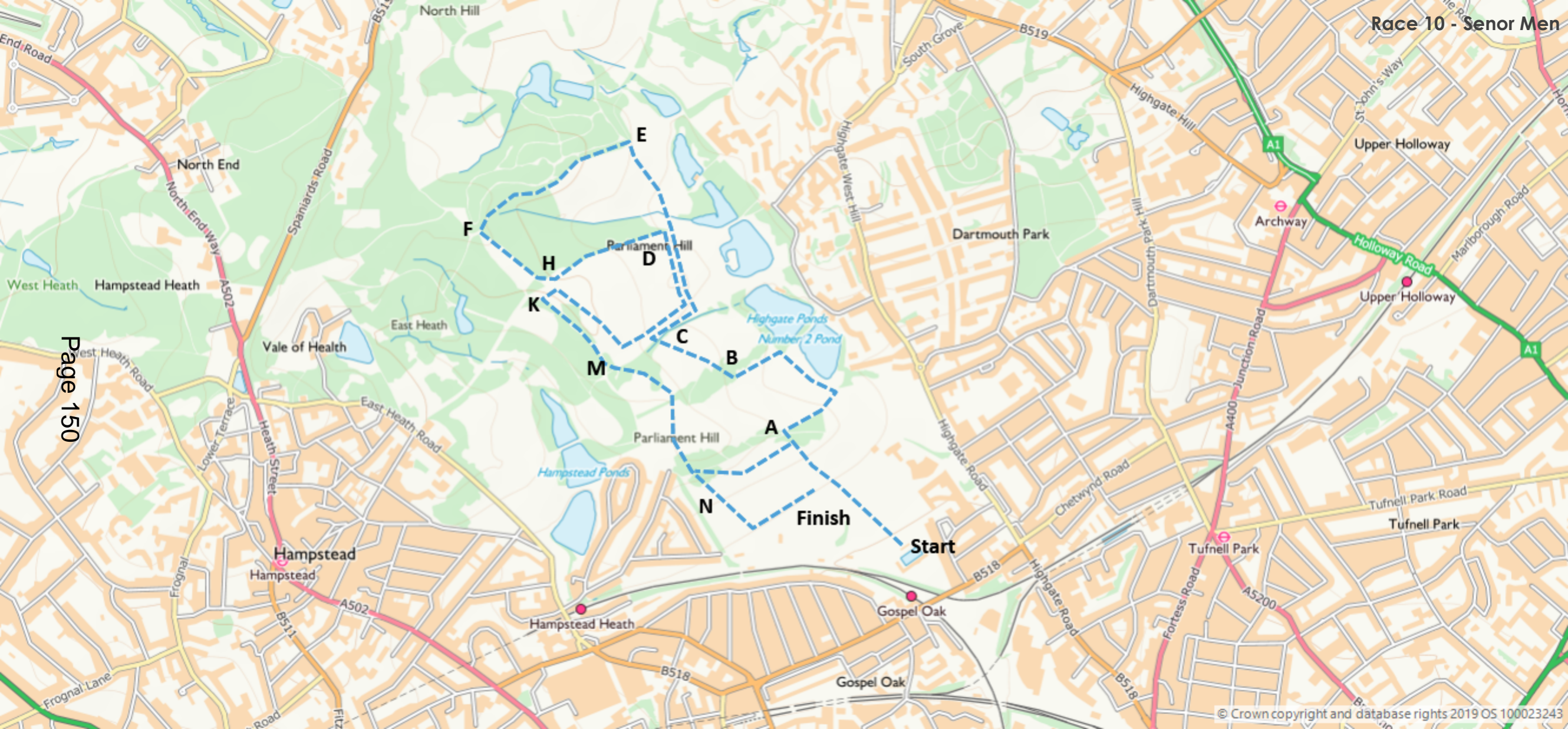




Race 8- U 20 Men  
Race 9 - Senior Women







<b>Committee:</b> Hampstead Heath, Highgate Wood & Queen's Park Committee	<b>Date:</b> 05 June 2019
<b>Subject:</b> Queen's Park Café Tender Timeline	<b>Public</b>
<b>Report of:</b> Bob Warnock – Superintendent of Hampstead Heath	<b>For Decision</b>
<b>Report author:</b> Richard Gentry – Constabulary & Queen's Park Manager	

## Summary

This report sets out the proposed tendering process for the Queen's Park Café.

The Queen's Park Café is currently operated by Urban Leisure Group (ULG). However, on 3 April 2019, ULG served notice to terminate their lease, giving the City of London Corporation the required six months' notice. ULG will continue to trade in the Café until 2 October 2019.

## Recommendation(s)

It is recommended that:

- Members agree to tender the lease for the Queen's Park Café, as described in paras 9 & 10.
- Members agree the proposed tendering process and timeline, as set out in Para 11.

## Main Report

### Background

1. On 15 November 2017 the Hampstead Heath, Highgate Wood and Queen's Park Committee approved the granting of delegated authority to the Town Clerk (in consultation with the Chairman and Deputy Chair of the Hampstead Heath, Highgate Wood and Queen's Park Committee) to award a three-year lease for the Queen's Park Café to the Urban Leisure Group (ULG).
2. ULG commenced trading on 3 February 2018 and the Queen's Park Manager has undertaken regular Café performance monitoring meetings with the ULG and established an effective working relationship with them.
3. On 27 March 2019 the Chairman, Director, Superintendent and Queen's Park Manager met with the ULG to provide feedback and discuss the process for re-tendering, once the existing three-year lease had expired.

4. At this meeting ULG highlighted a number of operational issues the business was facing.
5. On 3 April 2019, ULG notified the City of London Corporation of their decision to terminate their lease. ULG gave the City Corporation six months' notice that they will cease trading and terminate the lease on 2 October 2019.

### **Current Position**

6. ULG was awarded a three-year lease because, at the time of the award, it was only possible to let the Queen's Park Café for a maximum term of three years, in accordance with Section 76 of the Public Health Acts Amendment Act 1907.
7. According to Section 6 of the City of London Corporation (Open Spaces) Act 2018, it is now possible to offer a lease of up to fifteen years, or twenty-one years in exceptional circumstances, allowing greater continuity of service, investment in the facilities and development of the business.

### **Proposals**

8. It is therefore proposed to use the powers contained within the City of London Corporation (Open Spaces) Act 2018 to offer a longer lease, in order to secure financial investment in the Café facility.
9. The Superintendent proposes that the new lease for the Queen's Park Café be for a period of at least seven years, with suitable break clauses and the option to extend for an additional three years, subject to satisfactory performance and service delivery.
10. Members' views are sought regarding the length of lease offered.
11. The most recent Café consultation at Queen's Park was conducted over the winter of 2016/17. It is proposed to undertake a similar engagement and consultation exercise with users to determine the outcomes that will inform the tendering process. Consequently, the following timetable is proposed:
  - May 2019 – The Queen's Park Manager appoints a consultant to undertake an engagement and consultation exercise with users.
  - June 2019 – Commence engagement and consultation, which will include:
    - Pop-up sessions outside the Queen's Park Café.
    - Online user and non-user survey.
    - Focus Group Meeting at Queen's Park.
  - July 2019 – Consultant to prepare a report setting out the learning and proposed outcomes, service standards and performance indicators to inform the tendering process.

- July/August 2019 – The Queen’s Park Consultative Group will be convened to give feedback on the learning from the consultation and to discuss the proposed tendering methodology for the Café.
- 11 September 2019 – Taking into account the Queen’s Park Consultative Group’s feedback, the Superintendent will seek Members of the HHHWQP Committee’s agreement for the proposed tendering methodology. The report will also set out the proposal for Members of the Hampstead Heath, Highgate Wood & Queen’s Park Committee to grant delegated authority to the Town Clerk (in consultation with the Chairman and Deputy Chair of the Committee) to award the lease, following the completion of the tendering process for the Queen’s Park Café.
- 16 September 2019 – Commence the Tendering Exercise (6 weeks), in parallel with that for the Highgate Wood Pavilion Café.
- 3 October 2019 – Temporary catering arrangements to be provided at Queen’s Park. This will be subject to a procurement exercise and Members will be updated on the proposals for this in September.
- October 2019 – City Surveyors to complete planned Cyclical Work Programme works.
- 28 October 2019 – Tendering period closes. Commence tender validation and evaluation.
- 22 November 2019 – Tender evaluation report published for the Queen’s Park Consultative Group.
- 4 December 2019 – Convene a special meeting of the Queen’s Park Consultative Group to discuss and provide feedback on the catering concept and menu offer of the highest-scoring bids, including menu pricing. This information will be anonymised.
- 6-12 December – Superintendent and Queen’s Park Manager will conduct interviews with the highest bidders.
- 18 December 2019 – Complete Tender Evaluation Report and submit to the Town Clerk.
- 20 December – Delegated authority to the Town Clerk (in consultation with the Chairman and Deputy Chair of the Committee) to award the lease.
- January 2020 – Lease agreed; lease mobilisation agreed.
- January/February 2020 – New tenant carries out works prior to the opening of the premises.

## **Corporate & Strategic Implications**

12. Highgate Wood & Queen's Park, Kilburn is a registered charity, for which the City of London is the Trustee. The purpose of the charity is the preservation of Highgate Wood & Queen's Park for the exercise and recreation of the public. The HHHWQPC manages Queen's Park on behalf of the City of London and must take decisions in the best interests of the charity.
13. The provision of Café facilities provides income that contributes to the maintenance of the open space, and the Café must be let on the best terms that can reasonably be obtained for the charity, in order to comply with the duties of the Trustee. However, the Café is also fundamentally part of the experience provided to users and the HHHWQPC may consider the wider social and environmental benefits that it brings to the open space.
14. In letting the Queen's Park Café under section 6 of the City of London Corporation (Open Spaces) Act 2018, Members must have regard to the desirability of ensuring that the service or facility is provided to a satisfactory standard throughout the duration of the lease. Before granting a lease, the HHHWQPC must consult such persons or bodies as it thinks appropriate. Part II of the Landlord and Tenant Act 1954 (which provides security of tenure for commercial tenancies) does not apply.
15. The letting of the Café at Queen's Park contributes towards the achievement of the three aims set out in the City of London Corporate Plan 2018-23: Contribute to a flourishing society, Support a thriving economy and Shape outstanding environments, in particular the following Corporate Plan outcomes:
  - (4) Communities are cohesive and have the facilities they need.
  - (5) Businesses are trusted and socially and environmentally responsible.
  - (10) We inspire enterprise, excellence, creativity and collaboration.
  - (12) Our spaces are secure, resilient and well maintained.
16. It 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.
17. A communications plan will be prepared to keep visitors informed throughout the tendering process.
18. The rental income received from the letting of the Café will be reinvested in the management of Queen's Park.

## **Property Implications**

19. The current lease to ULG was awarded on a 60% quality, 40% price basis, and decisions on the evaluation criteria for the award of the new lease will be governed by the consultation exercise detailed at paragraph 11 above.

## **Financial Implications**

20. Due to the early termination of the lease there will be a loss of café rental income over the winter period. A temporary catering offer will help to address the reduction of income. However, further income generation opportunities will be sought along with local risk efficiencies and savings.

## **Conclusion**

21. The unexpected withdrawal of the current leaseholder of the Queen's Park Café provides the opportunity to repeat the tendering process along previously successful lines, with the opportunity of a longer-term lease now being offered allowing greater continuity of service, investment in the facilities and development of the business.

## **Appendices**

- None

## **Richard Gentry**

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<b>Committees</b>	<b>Date</b>
Policy and Resources Committee (for decision)	04/07/2019
Public Relations and Economic Development Sub-Committee (for information)	11/06/2019
Hampstead Heath Committee (for information)	05/06/2019
Education Board (for information)	23/05/2019
Epping Forrest and Commons Committee (for information)	20/05/2019
Community and Children's Services Committee (for information)	08/05/2019
Hampstead Heath Consultative Committee (for information)	29/04/2019
Health and Wellbeing Board (for information)	26/04/2019
<b>Subject</b> The City of London Corporation's Sport and Physical Activity Strategy for 2019-23.	<b>Public</b>
<b>Report of</b> Kate Smith – Head of Corporate Strategy and Performance	
<b>Report Author</b> Sufina Ahmad – Corporate Strategy Manager	<b>For decision</b>

## Summary

This paper presents at Appendix One the proposed final version of the City of London Corporation's (City Corporation) Sport and Physical Activity Strategy for 2019-2023. The vision is that: *London and the UK are world-class sport and physical activity destinations, supporting the economy, communities and individuals.* The key outcomes and activities include the City Corporation working with others to deliver successful major sporting events for London and the UK, sport engagement activities that strengthen community cohesion, and work that ensures people have access to and participate in sport and physical activity.

The Corporate Strategy and Performance Team (CSPT) developed this strategy following a decision in December 2018 at Policy and Resources Committee to invest in sport engagement work. It is based on research and discussions with internal officers in the following departments, who will also support its delivery: Town Clerk's, Community and Children's Services, Remembrancer's, Built Environment and Open Spaces. External colleagues from Sport England and London Sport also offered their input. The strategy aligns to our Corporate Plan for 2018-23, specifically outcomes 2, 3, 4, 7 and 10. Policy and resources Committee is asked to approve the strategy and Public Resources and Economic Development Sub Committee is asked to endorse it.

## Recommendations

Public Relations and Economic Development Sub-Committee/Hampstead Heath Committee/Education Board/Epping Forest and Commons Committee/Community

and Children's Services Committee/Hampstead Heath Consultative Committee/Health and Wellbeing Board is asked to:

- i. Note and endorse the proposed final version of the Sport and Physical Activity Strategy – subject to any changes discussed in the meeting being incorporated.

Policy and Resources Committee is asked to:

- ii. Approve the proposed final version of the Sport and Physical Activity Strategy – subject to any changes discussed in the meeting being incorporated.

## **Main Report**

### **Background**

1. In December 2018, Policy and Resources Committee approved a paper setting out a strategic approach to sport engagement activities by the City Corporation, which included the decision to invest in a Sports Engagement Manager, based in the Corporate Affairs Team. Consequently, it was felt that the City Corporation would benefit from a strategy document on sport and physical activity. The CSPT was asked to develop this strategy, which it did through desk-based research and meetings with the following internal and external colleagues:
  - a) Sam Hutchings – Town Clerk's
  - b) Eugenie de Naurois – Town Clerk's
  - c) Nick Bodger – Town Clerk's
  - d) Daniel McGrady – Community and Children's Services
  - e) Andrea Laurice – Built Environment
  - f) Gerry Kiefer – Open Spaces
  - g) Xenia Koumi – Community and Children's Services
  - h) Sam Bedford – Community and Children's Services
  - i) Simon Cribbens – Community and Children's Services
  - j) Greg Knight – Community and Children's Services
  - k) Steve Garrett – Sport England
  - l) Emily Neilan – London Sport.

### **Current Position**

2. The strategy, in terms of its vision, outcomes, activities and success measures are summarised on the second page of Appendix One. The content has been inspired by the City Corporation's existing work supporting major sporting events, major mass participation sporting events, campaigns and commissioned work to encourage people from all backgrounds to participate meaningfully in sport and physical activity. It also draws from the strategic sport and physical activity work that is being carried out by the Department for Digital, Media, Culture and Sports, Sport England, London Sport, Public Health England, the Greater London Authority and the World Health Organisation.
3. For the purpose of this strategy, the City Corporation has defined sport and physical activity as follows:

*Sport relates to any and all individual or team sports and physical activity is any bodily movement that requires the expenditure of low, moderate or high levels of energy, this can include activities such as walking, dancing, playing and other recreational pursuits. Exercise is a sub-category of physical activity, and it is defined as something that is planned, structured and repetitive, and aims to improve or maintain one or more components of physical fitness.*

4. The City Corporation's vision is that '*London and the UK are world-class destinations for sport and physical activity, supporting the economy, communities and individuals*'. The City Corporation will work with relevant local, regional and central governments, infrastructure bodies including Sport England and London and Partners, national governing bodies for sport, businesses, civil society organisations and individuals and communities directly to deliver the work outlined in the strategy.
5. The three key outcomes the City Corporation aims to achieve are:
  - a) London and the UK are world-class global destinations for major sporting events.
  - b) Community cohesion is strengthened through sport and physical activity.
  - c) People have access to and participate in sport and physical activity.
6. The City Corporation will achieve these outcomes by building on our existing work and supporting the development and delivery of bids for major sporting events that benefit communities and the economy in London and the UK, alongside events, campaigns and activities that encourage individuals and communities to access and participate in sport and physical activities, including those activities that bring communities together positively.

## **Recommendation**

7. This Committee is asked to review, discuss and approve/endorse the Sport and Physical Activity Strategy today. If there are any changes required following today's discussions, then these will be incorporated before the strategy is shared externally with stakeholders.
8. It is also recommended that in the future, the direction of travel outlined in this strategy would be integrated into the wider City Corporation Health and Wellbeing Strategy, rather than continuing to require a separate strategy.

## **Implementation**

9. If this strategy is approved, it is proposed that the Sports Engagement Manager, currently being recruited to, would lead on ensuring that it is delivered, by working in partnership with colleagues from Town Clerk's (Corporate Affairs, Cultural and Visitor Development, Events and Economic Development teams), Community and Children's Services (Commissioning, Public Health and Community Engagement teams), Remembrancer's (Events team), Mansion House, Built Environment (Strategic Transportation team) and Open Spaces (Central Management team) to:

- a) Look at the effectiveness and impact of existing and planned activities.
- b) Ensure that all activities relating to the strategy align to at least one of the three identified outcome areas and therefore the Corporate Plan.
- c) Determine the effectiveness of all activities against the to be agreed qualitative and quantitative success measures for each activity.
- d) Recommend if the activities should be continued as they are, repurposed, or stopped.
- e) Deliver activities within the resources available – monitoring impact and spend to inform corporate planning.
- f) Design and implement the action plan for the strategy.

## **Corporate and Strategic Implications**

### **10. Corporate and Strategic Implications:**

This strategy will support the following outcomes and associated high-level activities within the City Corporation's Corporate Plan for 2018-23:

**Outcome 2:** People enjoy good health and wellbeing

**Outcome 3:** People have equal opportunities to enrich their lives and reach their full potential.

**Outcome 4:** Communities are cohesive and have the facilities they need.

**Outcome 7:** We are a global hub for innovation in financial and professional services, commerce and culture.

**Outcome 10:** We inspire enterprise, excellence, creativity and collaboration.

This strategy also supports the work outlined in the following corporate strategies: Joint Health and Wellbeing, Social Wellbeing, Mental Health, Education, Visitor Destination, Corporate Volunteering and Transport.

- 11. **Security Implications:** The City Corporation will ensure that security needs are met when delivering major sporting events, involving Health and Safety, Security and City of London Police colleagues as needed.
- 12. **Financial and Resourcing Implications:** Existing budgets and the Hospitality Working Group budget will be used to deliver the activities outlined in this strategy. The work will be coordinated by the Sports Engagement Manager – which is a new permanent resource – alongside existing officer resource.
- 13. **Equalities Implications:** All activities will need to comply with the priorities set out in the City Corporation's Equalities and Inclusion Action Plan, ensuring that the diverse needs of individuals and communities this work is aimed at are met.
- 14. **Legal Implications:** Any legal agreements or partnerships that the City Corporation considers or enters in to, particularly as part of major sporting events, will need to be signed off by the Comptroller and City Solicitor's department – ensuring that early steer and sign off is sought wherever possible.

## **Conclusion**

15. This Committee is asked to approve/endorse the proposed final version of the Sport and Physical Activity Strategy for 2019-23, which utilises the City Corporation's role across different sectors and geographical areas in pursuit of a vision that *'London and the UK are world-class destinations for sport and physical activity, supporting the economy, communities and individuals.'* If approved, its delivery will be led on by the Sports Engagement Manager with a range of colleagues from different internal departments.

## **Background Papers**

Enhancing Sport Engagement – Policy and Resources Committee, 13/12/2018

## **Appendices**

Appendix One – Proposed Final Version of Sport and Physical Activity Strategy, 2019-23.

### **Sufina Ahmad**

Corporate Strategy Manager

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**Appendix One – Proposed Final Version of Sport and Physical Activity Strategy, 2019-23**

**Sport and Physical Activity Strategy – Proposed Final Version, 04.04.19**

**Strategy Authors:** Sufina Ahmad, Corporate Strategy Manager and Ioana Tamas, Graduate Trainee

**Sport and Physical Activity Strategy, 2019-23.**

**Foreword by the Chair of Policy and Resources and Town Clerk**

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To be added, post approval at officer and Member Committees.

**Deputy Catherine McGuinness**  
Chair of Policy and Resources  
Committee

**John Barradell**  
Town Clerk and Chief Executive

**April 2019**

### Our definition of sport and physical activity

Sport refers to activities that require physical exertion and involve individuals or teams, and physical activity is any bodily movement that requires the expenditure of low, moderate to high levels of energy, e.g. walking or dancing. Exercise is a sub-category of physical activity.

### Why sport and physical activity matters to us

The City Corporation aims to contribute to a flourishing society, support a thriving economy and shape outstanding environments, as set out in our Corporate Plan (CP). We want to raise London and the UK's profile globally: driving and inspiring engagement with and participation in sport and physical activity and contributing to London and the UK's attractiveness for individuals, communities and business. This drives improvements in physical and mental health, individual development, social and community development and economic development.

### Who we will work with

We will continue to work with individuals and communities across London and the UK, including our residents and workers in the Square Mile – focussing on those that are 'inactive' and less likely to engage with sport and physical activity. The Sports Engagement Manager alongside colleagues from across the organisation will work with relevant local, regional and central governments, sport infrastructure bodies, businesses, civil society organisations, national governing bodies of sport and individuals and communities to deliver the work outlined in this strategy.

#### Our Vision

*London and the UK are world-class destinations for sport and physical activity, supporting the economy, communities and individuals.*

#### Our Outcomes

*London and the UK are world-class global destinations for major sporting events .*

**Links to CP Outcomes 7 and 10**

*Community cohesion is strengthened through sport and physical activity.*

**Links to CP Outcomes 3 & 4**

*People have access to and participate in sport and physical activity.*

**Links to CP outcomes 2 & 3**

#### Our Activities

- Support the development and delivery of bids and partnerships for major sporting events.
- Deliver events and activities to celebrate and promote major sporting events.
- Offer signposting and information services to visitors.
- Promote London and the UK's major sporting events offer nationally and internationally.

- Promote major sporting events to local communities to drive engagement with sport and physical activity.
- Develop and deliver inclusive events during major sporting events.
- Attract mass participation sporting events are delivered for the benefit of local communities and local schools.
- Champion resident-led ideas for sport and physical activity.

- Promote active travel.
- Commission sport, exercise and physical activity services for our residents.
- Deliver public health led campaigns on sport and physical activity for our residents, workers and pupils.
- Make best use of our own assets to encourage sport and physical activity.
- Raise awareness of the benefits of sport, exercise and physical activity across our activities, institutions and assets.

#### Our Success Measures

This strategy will result in an increased number of major sporting events in London and the UK, driving economic benefits and delivering improvements in physical and mental health for individuals and communities, including our residents, workers and pupils in the Square Mile, through increased access to and participation in sport and physical activity. Finally we will support Londoners to be more active.

## Introduction and vision

---

The City of London Corporation (City Corporation) is the governing body for the Square Mile, dedicated to a vibrant and thriving City, supporting a diverse and sustainable London within a globally-successful UK. This strategy outlines our vision, approach and commitment to sport and physical activity until 2023. It is an externally-focussed strategy that complements the strategic priorities set out in Central Government's '*Sporting Future*' Strategy; Sport England's '*Towards an Active Nation*' Strategy; Public Health England's '*Everybody Active, Every Day*' Briefing; and the Greater London Authority's (GLA) '*Sport for All of Us*' Strategy.

Our definition of sport and physical activity is based on the definitions used by Sport England and the World Health Organisation. Sport relates to any and all individual or team sports and physical activity is any bodily movement that requires the expenditure of low, moderate or high levels of energy. This can include activities such as walking, dancing, playing and other recreational pursuits. Exercise is a sub-category of physical activity, and it is defined as something that is planned, structured and repetitive, and aims to improve or maintain one or more components of physical fitness.

According to 2017/18 figures published by the Department for Digital, Culture, Media and Sport on physical activity among the UK's population, 25% of people aged 16 years and over in England are categorised as physically inactive. Specific groups are more likely to be physically inactive compared with the wider population, including women and people from black, Asian and minority ethnic (BAME) backgrounds.

We are keen for this strategy to encourage and inspire individuals from all backgrounds and abilities to be active every day, as per the UK Chief Medical Officer's recommendations. We are defining an inactive person as someone who has done less than 30 minutes of moderate intensity activity per week – which is the definition used by Sport England in its '*Active Lives Survey*'. The Chief Medical Officer's definition of an 'active' person is someone who is physically active for more than 150 minutes a week, in sessions of at least 10 minutes.

Central Government is clear that investment in sport and physical activity brings significant benefits to individuals and communities in the UK through improvements in the following outcome areas:

### **1. Economic development –**

Sport and physical activity can create jobs, promote growth, drive exports and increase levels of inward investment. The sport sector contributes £39 billion to the UK's Gross Domestic Product and it plays a significant role in supporting the UK Government's GREAT Britain Campaign, which promotes the UK abroad in a number of areas including our tourism offer.

### **2. Social and community development –**

Sport and physical activity can bring people together, often from different backgrounds, highlighting the positive aspects of their community and the place where they live, resulting in greater levels of community cohesion.

### **3. Physical health –**

Sport and physical activity can reduce the risks associated with a range of common health conditions, including musculoskeletal disorders (MSDs), cancer, dementia, strokes, heart disease and diabetes. In addition to the health benefits, tackling symptoms associated with common physical and mental health (see below) conditions, also helps to reduce costs to businesses associated with sickness absence among the workforce.

### **4. Mental health –**

Sport, exercise and physical activity can increase self-confidence and contribute to the reduction of symptoms relating to a range of mental health conditions, such as stress, anxiety and depression.

### **5. Individual development –**

Sport and physical activity can positively contribute to improving educational attainment and learners' behaviours and attitudes, as well as support the development of characteristics and skills, for example team working, communication and problem solving.

These outcome areas align to our organisational strategic aims, as set out in our Corporate Plan for 2018-23, to contribute to a flourishing society, to support a thriving economy and to shape outstanding environments.

In London, the GLA, Sport England and London Sport are working in partnership to make London ***the most physically active city in the world***. There are two major priority areas within our own Sport and Physical Activity Strategy which resonate with this work and which we wish to prioritise:

#### **1. Major Sporting Events**

London is globally recognised for its ability to host inspiring major sporting events, resulting in increased levels of positive social and community development, as well as improvements in the local, regional and national economy – especially through increased levels of inward investment and increased numbers of visitors.

#### **2. Increased levels of sport and physical activity**

All Londoners can access and participate in sport and physical activity, resulting in improvements in their physical and mental health, individual development and community cohesion.

Furthermore, we feel that investment in sport and physical activity is essential right now, in the face of:

- Economic uncertainty and risks of stagnation alongside cost of living increases.
- Political uncertainty relating to UK trade agreements and our ability to develop partnerships abroad.

- Changing perceptions of London as a welcoming and attractive place to be for residents, workers, visitors and businesses, as highlighted through London's ranking in the Global Brand Index.
- Challenges to community cohesion – exacerbated in London due to the levels of transience across different population demographics and well evidenced in strategies and research by the Greater London Authority.
- Reductions in public sector spending on sport and physical activity.
- Higher prevalence of mental and physical health conditions for people that are inactive, as evidenced by Public Health England and Sport England.
- An ageing population and the health and social challenges that this brings, including increasing levels of loneliness and isolation, as evidenced by Public Health England and Sport England.

Going forward, **our vision** is that:

*London and the UK are world-class destinations for sport and physical activity, supporting the economy, communities and individuals.*

## **What we will do**

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The outcomes and activities that we have identified for this strategy are based on our existing expertise and work in this space, which relates to co-designing and co-delivering major sporting events and mass participation sporting events; encouraging recreation and physical and sporting activities across our 11,000 acres of open spaces; and designing and delivering commissioned and public-health led activities for residents and workers in the Square Mile. Activities relating to these areas or work include, but are not limited to:

1. Technical support, such as volunteer training, road closures and route planning and an extensive hospitality offer for major sporting events and mass participation sporting events.
2. Campaigns and activities to encourage sport and physical activity among the City's worker population, such as those delivered through the Business Healthy programme and the Active City Network.
3. Commissioned services that encourage sport and physical activity for our residents in the Square Mile.
4. Open Spaces designed and maintained to encourage physical recreation, as well as access to sporting facilities such as playing fields, athletics tracks, tennis courts etc.

We have therefore outlined the following three outcomes and associated activities in order to fulfil our vision –

**Outcome 1: London and the UK are world-class global destinations for major sporting events.**

This means that we will prioritise the following types of activities:

- a) Contribute proactively to all stages of bid development and delivery for London and the UK to host major sporting events.
- b) Facilitate the development of cross-sectoral partnerships, collaborations and promotional materials to support with bids for major sporting events. These should align with – and seek to support where possible – existing strategic goals and aspirations set out in our Corporate Plan, including for example our commitments to responsible business practices, health and wellbeing, the promotion of sugar reduction and healthier eating and ensuring the City remains a global destination for financial and professional services, commerce and culture.
- c) Deliver exceptional events and activities for major sporting events in our iconic venues, through welcome receptions and dinners, celebrations with athletes, Freedom of the City ceremonies etc.
- d) Provide support to others in delivering outdoor major sporting events, including route decision-making, road closures, traffic diversions, parking enforcement etc.
- e) Facilitate and/or support volunteer training programmes during major sporting events.
- f) Offer signposting and information services to visitors at major sporting events.
- g) Promote London and the UK's major sporting events offer during international and national trade visits undertaken by our staff, the Chair of Policy and Resources and the Lord Mayoralty.
- h) Promote the positive benefits of London and the UK's major sporting events to the media at a local, national and international level.

To deliver this outcome, we will work in partnership with the relevant local, regional and central governments, infrastructure bodies, such as Sport England and London and Partners, businesses, national governing bodies and civil society organisations involved in the major sporting event that is being bid for.

## **Outcome 2: Community cohesion is strengthened through sport and physical activity.**

This means that we will prioritise the following types of activities:

- a) Co-design of bids for major sporting events to include provision for a range of inclusive events, including 'fringe' events that positively engage and benefit local communities, including our residents, workers and local schools, including the City of London family of schools.
- b) Support the design and delivery of mass participation sporting events for local communities, including our residents and workers.



- c) Champion resident and worker-led ideas in the Square Mile, as well as ideas from other local communities we work with, e.g. through our Open Spaces, that encourage sport and physical activity.
- d) Engage City businesses in sporting activities as supporters and contributors, e.g. through funding, volunteers etc.

To deliver this outcome, we will work in partnership with local communities, our residents in the Square Mile, event organisers and visitors to our Open Spaces. This work will particularly seek to target:

- Individuals within communities that are completing less than 30 minutes of moderate intensity activity per week, who are therefore considered 'inactive'.
- Communities in London that are less likely or able to engage with sport and physical activity, e.g. disabled people, older people etc.

### **Outcome 3 People have access to and participate in sport and physical activity.**

This means that we will prioritise the following types of activities:

- a) Promote and support active travel, i.e. cycling and walking, for all abilities throughout the Square Mile.
- b) Adopting an evidence-based commissioning approach, using feedback from residents and insights collected through the Sport England '*Active Lives Survey*'.
- c) Delivery of public health-led campaigns for residents and workers in the Square Mile that result in increased access to and participation in sport and physical activity.
- d) Utilisation of City Corporation-owned assets, such as our cultural venues, our estates and our open spaces to encourage sport, physical activity and recreation for residents and workers.
- e) Continue to remove barriers to engaging in outdoor recreation activities, such as walking, cycling and jogging across City Corporation-owned open spaces.
- f) Raise awareness of the importance of sport and physical activity across our various activities, institutions and assets.

To deliver this outcome, we will work in partnership with our residents and workers in the Square Mile. This outcome seeks to support mainly:

- Residents and workers that are completing less than 30 minutes of moderate intensity activity per week and are therefore considered 'inactive'.
- Residents, workers, visitors and pupils that are less likely or able to engage with sport and physical activity, e.g. disabled people, older people, those with caring responsibilities etc.

The work relating to the outcomes and activities outlined above will be led on by the Sports Engagement Manager, but it is expected that support will be offered by colleagues based in Corporate Affairs, Media, Cultural and Visitor Development, Mansion House, Events, Built Environment, Community and Children's Services, Public Health and Open Spaces.

### **Implementation and measures of success**

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This strategy builds on the current work that we are doing around sport and physical activity for the benefit of individuals and communities across London and the UK, and our residents and workers in the Square Mile specifically. The workstreams relating to this strategy will be periodically reviewed by an internal group of officers from the following departments:

- Town Clerk's Department – Corporate Affairs, Cultural and Visitor Development and Events teams.
- Department of Community and Children's Services – Commissioning, Public Health and Community Engagement teams.
- Remembrancer's Department – Events Team.
- Department of Built Environment – Strategic Transportation team.
- Open Spaces Department – Central Management team.

Colleagues from our Economic Development Office and the Lord Mayoralty's Office will attend the group when needed.

Areas of work that the group will discuss include, but are not limited to, the following:

1. Looking at the effectiveness and impact of existing and planned activities.
2. Ensuring that all activities relating to the strategy align to at least one of the three identified outcome areas and therefore the Corporate Plan.
3. Assessing the effectiveness of all activities against the to be agreed qualitative and quantitative success measures for each activity.
4. Recommending if the activities should be continued as they are, repurposed, or stopped.
5. Delivering activities within the resources available – monitoring impact and spend to inform corporate planning.
6. Designing and implementing the action plan for the strategy.

The internal working group will be facilitated by a Sports Engagement Manager, based within the Corporate Affairs Team, who will support the delivery of this strategy generally and outcomes one and two of this strategy specifically.

Success for this strategy includes delivering:

1. Increased numbers of major sporting events in London and the UK, resulting in more opportunities for economic, social and/or community development.
2. Improvements in physical and mental health for individuals and communities, including our residents and workers in the Square Mile, through increased access to and participation in sport and physical activity.
3. Supporting Londoners to be more active.

## **Links to our Corporate Plan**

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Our vision as the governing body of the Square Mile, as set out in our Corporate Plan for 2018-23, is a *‘vibrant and thriving City, supporting a diverse and sustainable London within a globally-successful UK’*. We aim to do this by *contributing to a flourishing society, supporting a thriving economy and shaping outstanding environments*. This strategy will support the following outcomes and associated high-level activities within the Corporate Plan:

- **Outcome 2:** People enjoy good health and wellbeing  
We will:
  - Promote equality and inclusion in health through outreach to our working, learning and residential communities and better service design and delivery.
  - Raise awareness of factors affecting mental and physical health.
  - Provide advice and signposting to activities and services.
  - Provide inclusive access to facilities for physical activity and recreation.
- **Outcome 3:** People have equal opportunities to enrich their lives and reach their full potential.  
We will:
  - Provide access to world-class heritage, culture and learning to people of all ages, abilities and backgrounds.
  - Cultivate excellence in academia, sport and creative and performing arts.
- **Outcome 4:** Communities are cohesive and have the facilities they need.  
We will:
  - Bring individuals and communities together to share experiences and promote wellbeing, mutual respect and tolerance.
  - Support access to suitable community facilities, workspaces and visitor accommodation.
- **Outcome 7:** We are a global hub for innovation in financial and professional services, commerce and culture.  
We will:
  - Strengthen local, regional, national and international relationships to secure new opportunities for business, collaboration and innovation.
  - Promote London for its creative energy and competitive strengths.
- **Outcome 10:** We inspire enterprise, excellence, creativity and collaboration.  
We will:

- Create and transform buildings, streets and public spaces for people to admire and enjoy.
- Protect, curate and promote world-class heritage assets, cultural experiences and events.

This strategy also supports the work outlined in the following corporate strategies: Joint Health and Wellbeing, Corporate Volunteering, Social Wellbeing, Mental Health, Education, Visitor Destination and Transport. All work delivered through this strategy will also comply with the priorities set out in our Equalities and Inclusion Action Plan.

## **Conclusion**

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We are pleased to make a commitment to sport and physical activity through this strategy that builds on our values and commitment to individuals, communities and stakeholders across the Square Mile, London and the UK. Investing in sport and physical activity related work has the potential to deliver positive social and economic outcomes for all. To deliver this strategy successfully we recognise that we must collaborate with others and learn from the work that we do in this space, in order to address the challenges and opportunities identified in this strategy.

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<b>Committee(s)</b>	<b>Dated:</b>
Hampstead Heath, Highgate Wood & Queen's Park Committee	5 June 2019
<b>Subject:</b> Revenue Outturn 2018/19 – Hampstead Heath, Highgate Wood and Queen's Park	<b>Public</b>
<b>Report of:</b> The Chamberlain & the Director of Open Spaces	<b>For Information</b>
<b>Report author:</b> 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 £256,000 for the services overseen by your Committee compared with the final agreed budget for the year as set out below.

	<b>Final Agreed Budget</b> £000	<b>Outturn</b> £000	<b>(Increase)/ Decrease</b> £000
<b>Local Risk</b>			
Director of Open Spaces			
<i>Expenditure</i>	(7,230)	(7,181)	49
<i>Income</i>	1,963	1,923	(40)
City Surveyor	(483)	(508)	(25)
<b>Total Local Risk</b>	<b>(5,750)</b>	<b>(5,766)</b>	<b>(16)</b>
<b>Cyclical Works Programme</b>	<b>(1454)</b>	<b>(1156)</b>	<b>298</b>
<b>Central Risk</b>	<b>917</b>	<b>918</b>	<b>1</b>
<b>Recharges</b>	<b>(1,449)</b>	<b>(1,476)</b>	<b>(27)</b>
<b>Total</b>	<b>(7,736)</b>	<b>(7,480)</b>	<b>256</b>

The Director of Open Spaces had a better than budget position of £9,000 (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.

The only significant variation is within the Cyclical Works programme where there was a better than budget position of £298,000, further detail can be found in paragraph 4.

## 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 approved budget for Hampstead Heath, Highgate Wood & Queen's Park services overseen by your Committee received in November 2018 was £7.780M. 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 £7.480M, a favourable budget variance of £256,000 compared with the final agreed budget. This was a result of a better than budget position within the Cyclical Works Programme.
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.

**Hampstead Heath, Highgate Wood, and Queen's 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
<b>LOCAL RISK</b>						
<b>Director of Open Spaces</b>						
<b>Hampstead Heath</b>	Expenditure	(5,779)	(6,134)	(6,108)	26	
	Income	1,362	1,779	1,772	(7)	
<b>Hampstead Heath – STEM and Policy</b>						
<b>Education</b>	Expenditure	(24)	(41)	(30)	11	
	Income	-	-	-	-	
<b>Queens Park</b>						
	Expenditure	(609)	(620)	(628)	(8)	
	Income	110	118	88	(30)	
<b>Highgate Wood</b>						
	Expenditure	(425)	(435)	(415)	20	
	Income	58	66	63	(3)	
<b>Total Director of Open Spaces Local Risk</b>		<b>Expenditure</b>	<b>(6,837)</b>	<b>(7,230)</b>	<b>(7,181)</b>	<b>49</b>
<b>Total Director of Open Spaces Local Risk</b>		<b>Income</b>	<b>1,530</b>	<b>1,963</b>	<b>1,923</b>	<b>(40)</b>
<b>City Surveyor</b>						
City Surveyors Local Risk			(263)	(483)	(508)	(25)
<b>Total City Surveyor Local Risk</b>			<b>(263)</b>	<b>(483)</b>	<b>(508)</b>	<b>(25)</b>
<b>TOTAL LOCAL RISK</b>			<b>(5,570)</b>	<b>(5,750)</b>	<b>(5,766)</b>	<b>(16)</b>
<b>Cyclical Works Programme</b>			<b>(2,922)</b>	<b>(1,454)</b>	<b>(1,156)</b>	<b>298</b>
<b>CENTRAL RISK</b>						
Hampstead Heath		930	928	928	-	
Queen's Park		(16)	(16)	(16)	-	
Highgate Wood		5	5	6	1	
<b>TOTAL CENTRAL RISK</b>			<b>919</b>	<b>917</b>	<b>918</b>	<b>1</b>
<b>RECHARGES</b>						
Insurance		(110)	(94)	(97)	(3)	
Support Services		(521)	(627)	(628)	(1)	
Surveyor's Employee Recharge		(283)	(307)	(311)	(4)	
I.S. Recharge		(308)	(329)	(338)	(9)	
Recharges Within Fund (Directorate Democratic Core, and Learning)		(53)	(70)	(87)	(17)	
Recharges Across Fund (Structural Maintenance - Inspections)		(7)	(22)	(15)	7	
<b>TOTAL RECHARGES</b>			<b>(1,282)</b>	<b>(1,449)</b>	<b>(1,476)</b>	<b>(27)</b>
<b>OVERALL TOTAL</b>			<b>(8,855)</b>	<b>(7,736)</b>	<b>(7,480)</b>	<b>256</b>

## **Reasons for Significant Variations**

4. The City has the programme of additional repairs and maintenance works, primarily to address the bow wave of outstanding works for its operational properties. 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 approved budget for these three-year programmes was £13.420m 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 approved budget for these programmes overseen by your Committee was £1.454m, of which £1.156m was spent and the £298,000 unspent balance will be carried forward to 2019/20.

## **Local Risk Carry Forward to 2019/20**

5. 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.
6. Overspends are carried forward in full and are met from the agreed 2019/20 budgets.
7. The Director's better than budget position of £9,000 (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 Cash.

## **Appendices**

- Appendix A – Movement between the Original 2018/19 Budget and the final 2018/19 agreed Budget

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## Appendix A

### **Movement from the 2018/19 Original Budget to the 2018/19 Final Approved Budget**

<b>Hampstead Heath, Highgate Wood and Queens Park</b>	<b>£000</b>
<b>Original Net Local Risk Budget (Director of Open Spaces &amp; City Surveyor)</b>	<b>(5,570)</b>
<b>Director of Open Spaces</b>	
Apprentices	(10)
STEM & Policy Education C/F Balance	(16)
Local Risk contribution towards Adventure Playground capital project	90
Distribution of Director's resources to fund a Health & Safety Officer post (3 months)	7
Holiday Back Pay	(8)
Contribution Pay	(23)
<b>City Surveyor:</b>	
Members approved at Corporate Asset Sub Committee on 11 <sup>th</sup> July 2018 a report from the City Surveyor requesting additional budget following the BRM asset verification exercise by SKANSKA – this resulted in additional funding for the Hampstead Heath, Highgate Wood & Queens Park Committee.	(220)
<b>Final Agreed Net Local Risk Budget (Director of Open Spaces &amp; City Surveyor)</b>	<b>(5,750)</b>

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<p><b>Committee(s)</b>  <u>For decision:</u>  Establishment Committee  Policy and Resources Committee</p> <p><u>For information:</u>  Community and Children's Services Committee  Culture, Heritage and Libraries Committee  Barbican Centre Board  Health and Wellbeing Board  Hampstead Heath, Highgate Wood &amp; Queen's Park Committee  Open Spaces and City Gardens Committee</p>	<p><b>Date(s):</b>    30 April 2019  2 May 2019</p> <p>8 May 2019  13 May 2019  22 May 2019  4 June 2019  5 June 2019  15 July 2019</p>
<p><b>Subject:</b>  Gender Identity Policy</p>	<p><b>Public</b></p>
<p><b>Report of:</b>  Town Clerk and Chief Executive</p>	<p><b>For Decision:</b>  Establishment Committee and Policy and Resources</p> <p><b>For Information:</b>  All other committees</p>
<p><b>Report author:</b>  Simon Cribbens, Assistant Director, Commissioning and Partnerships, DCCS  Tracey Jansen, Assistant Director, HR Business Services, Town Clerk's Department  Marcus Roberts, Head of Strategy and Performance, DCCS</p>	

## Summary

This report presents a City Corporation policy on gender identity, and the findings from independent analysis of an online survey conducted in 2018.

## Recommendation

Members of Establishment Committee and Policy and Resources Committee are asked to:

- Consider the survey findings
- Approve the Gender Identity Policy.

Members of the Community and Children's Services Committee, the Culture Heritage and Libraries Committee, Barbican Centre Board, the Hampstead Heath Consultative Committee, the Open Spaces and City Gardens Committee and the Health and Wellbeing Board are asked to

- Consider the survey findings
- Note the Gender Identity Policy and its implications for them.



## **Main Report**

### **Background**

1. In July 2018, Establishment Committee asked that officers undertake a piece of work to develop an over-arching policy on gender identity for the City Corporation, covering both the Corporation's workforce and access to services.
2. The Equality Act 2010 says that someone must not be discriminated against if their gender identity is different from the gender assigned at birth (this is referred to as 'gender reassignment' and is identified as a 'protected characteristic'). To be protected under the Act it is not necessary to have undergone specific treatment; changing gender attributes is understood as a personal process, and not a medical one.

### **Gender Identity Policy**

3. Adopting the proposed Gender Identity Policy (see Appendix 1) will ensure that the Corporation has a clear and consistent approach to gender identity in service delivery and in the workplace.
4. The policy that we are proposing is:
  - A clear statement of our duties under the Equality Act 2010
  - Supported by the findings of a Gender Identity Survey (see below and Appendix 2)
  - Informed by an Equality Impact Assessment, which concludes that the Gender Identity Policy should be implemented (see Appendix 3).
5. Its adoption will mean that:
  - Transgender staff are not subject to less favourable treatment at work;
  - Corporation management and staff receive training and support to enable them to address transgender issues appropriately in the workplace;
  - Transgender people are not discriminated against in the provision of Corporation services and are able to access services provided for the gender with which they consistently identify now;
  - Transgender people may still be excluded from single-sex services in rare circumstances where this could be demonstrated to be a proportionate means to a legitimate end and fully compliant with the Equality Act 2010.

### **Gender Identify Survey**

6. An online survey was conducted to support the development of the policy by capturing the views of city residents, workers, visitors and other stakeholders (Appendix 2). The survey was open from 25 July to 14 September 2018. Analysis of responses was undertaken by an independent consultancy (Smart Consult), and completed in March 2019.

7. A substantial majority of the 21,191 valid responses were in favour of the propositions on gender identity set out in the survey – including that transgender people should be able to access services relating to the gender with which they identify now - with between two and four times as many respondents strongly supporting or agreeing with the key propositions as said that they opposed or strongly disagreed with them. This was also the balance of opinion among City residents who responded.
8. Among the minority who opposed the proposals many claimed that ‘sex’ was biologically given, itself a protected characteristic under the Equality Act 2010, and that this was a justification for preventing or limiting trans access to single sex spaces. The importance of safeguarding was also a recurrent theme.

### **Implementation of the Policy**

9. Establishment Committee will oversee the Gender Identity Policy. The Equality and Inclusion Board, chaired by the Town Clerk, will be responsible for ensuring it is effectively implemented.
10. Chief Officers will ensure they are compliant with the Gender Identity Policy and will be asked to report annually on their progress. Departmental Leadership Teams will satisfy themselves that managers are appropriately supported to implement the policy, with Human Resources ensuring that appropriate guidance and training is available for managers and other staff.

### **Corporate & Strategic Implications**

11. The Gender Identity Policy will contribute to the deliver of key outcomes in the City Corporation’s Corporate Plan 2018-23:
  - People are safe and feel safe
  - People enjoy good health and wellbeing
  - People have equal opportunities to enrich their lives and reach their full potential
  - Communities are cohesive and have the facilities they need
  - We have access to the skills and talents we need.
12. The policy will contribute to delivering the City Corporations Equality Objectives for 2016-20.

### **Legal Implications**

13. The Gender Identity Policy will enable the City Corporation to discharge the Public Sector Equality Duty under the Equality Act 2010 with respect to gender identify.

### **Appendices**

- Appendix 1 - Gender Identity Policy
- Appendix 2 - Gender Identity Survey: Report
- Appendix 3 - Equality Impact Assessment

**Background Papers**

Equality and Human Rights Commission - statement on sex and gender reassignment: legal protections and language 30 July 2018

<https://www.equalityhumanrights.com/en/our-work/news/our-statement-sex-and-gender-reassignment-legal-protections-and-language>

Equality and Human Rights Commission – Gender Reassignment Discrimination (online resource) <https://www.equalityhumanrights.com/en/advice-and-guidance/gender-reassignment-discrimination>

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# Gender Identity Policy

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## Introduction

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1. The issue of gender identity has relevance and importance for services across the City Corporation and for our members and staff. This policy is intended to support a consistent and coherent approach both in service delivery and in the workplace.
2. This policy contributes to the delivery of the City Corporation's Corporate Plan 2018-23. It contributes to the following key outcomes:
  - People are safe and feel safe
  - People enjoy good health and wellbeing
  - People have equal opportunities to enrich their lives and reach their full potential
  - Communities are cohesive and have the facilities they need
  - Businesses are trusted and socially and environmentally responsible

## Equality and Inclusion Policy

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3. The City Corporation is committed to delivering excellent customer service. We recognise the different needs of our customers and actively work to minimise potential issues of exclusion and to challenge discrimination. We aspire to be a leader in equality and inclusion, serving a wide range of communities including our members, staff, residents, businesses and workforce.

4. The City Corporation also aims to provide an inclusive, respectful and discrimination-free work environment for staff. We will use best practice in employment in accordance with legislation to ensure that employees feel respected and able to give their best. As far as possible, we want our workforce to be broadly representative of all sections of society.
5. The City Corporation's Equality Objectives for 2016-20 are to:
  - Increase community engagement and improve cohesion within our communities so that people feel safe;
  - Support the City's most disadvantaged groups and develop our understanding of communities;
  - Improve the way we listen to our communities and respond to their feedback to improve services; and
  - Promote staff development and career progression to ensure equality of opportunity for the promotion and development of a workforce that reflects the make-up of our communities.
6. The City Corporation is required to have due regard to the Public Sector Equality Duty (s.149 Equality Act 2010) and in particular:
  - To eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act;
  - To advance equality of opportunities between persons who share a relevant protected characteristic and persons who do not share it; and
  - To foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

## **Gender Identity: Our Services**

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7. The protected characteristics under the Equality Act 2010 are: age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity.
8. The term 'gender reassignment' applies to a person who is proposing to undergo, is undergoing or has undergone a process (or part of a process) to reassign their sex by changing their physiological or other attributes. This is a personal process, and not a medical one, and may or may not involve medical interventions (e.g. surgery or hormone treatment).
9. The Equality and Human Rights Commission advises that the term 'gender reassignment' is outdated or misleading, and the preferred umbrella term is 'trans'. The City Corporation recognises that gender identity is complex and varied (e.g. some people identify as genderfluid), and this will be reflected in our approach.
10. The Equality Act requires that people with the protected characteristic of gender reassignment are not discriminated against in the provision of single-sex services and are able to access services aligning with their gender identity. In a few circumstances, services may lawfully discriminate if excluding trans people is a proportionate means to achieving a legitimate aim. The explanatory notes in the Equality Act provide single-sex

counselling services for survivors of sexual violence as an example of where lawful discrimination could take place.

11. The City of London Corporation is committed to trans inclusivity and to open dialogue with the people who use our services. We will consider any 'legitimate aim' on a case by case basis, only deviating from a presumption of inclusivity where this can be evidenced to fully comply with the Equality Act. Any action taken by the City Corporation to legally discriminate by excluding trans people would need to be rigorously justified under the Equality Act, taking account of all the circumstances of the case and informed by an Equality Impact Assessment.

## **Gender Identity: Our workforce**

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12. The City Corporation is committed to promoting equality and fairness in our employment practices. It is opposed to all unlawful discrimination, harassment and victimisation.
13. This policy should be read in conjunction with the City Corporation's Managers' [Guide to Transgender Equality](#) which provides a broad introduction for managers and guidance on supporting an individual who is transitioning, time off and use of facilities. A Trans Awareness course is available for staff online.
14. The Equality Act gives protection against less favourable treatment of employees in relation to an absence that is because of their gender reassignment. Our policy for staff makes clear that time off for medical or other treatment should be treated no less favourably than time off for illness or medical appointments. In addition, it states that a trans employee must be able to use the toilet or changing room of their expressed gender identity without fear of harassment.

## **Responsibilities**

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15. Chief Officers will be responsible for the provision, design and development of their services / departments to ensure compliance with the Equality Act. All Departments within the City Corporation will report on their progress on Gender Identity through the Equality and Inclusion Annual Report, which is publicly available on the City Corporation's website.
16. Departmental Leadership Teams are required to refer to the Managers Guide on Transgender Equality and ensure that all managers access and implement appropriate training.
17. The City Corporation's Human Resources Department will ensure that the Manager's Guide to Transgender Equality and this policy are included in mandatory equality training for managers and will facilitate appropriate training packages for staff.

## **Conclusion**

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18. The City Corporation takes its responsibilities under the Public Sector Equality Duty very seriously, and aspires to be a leader on equality and inclusion issues, including the implementation of our Equality Act responsibility for trans inclusion.

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# City of London Gender Identity Survey: Report April 2019



FOR COMMITTEE

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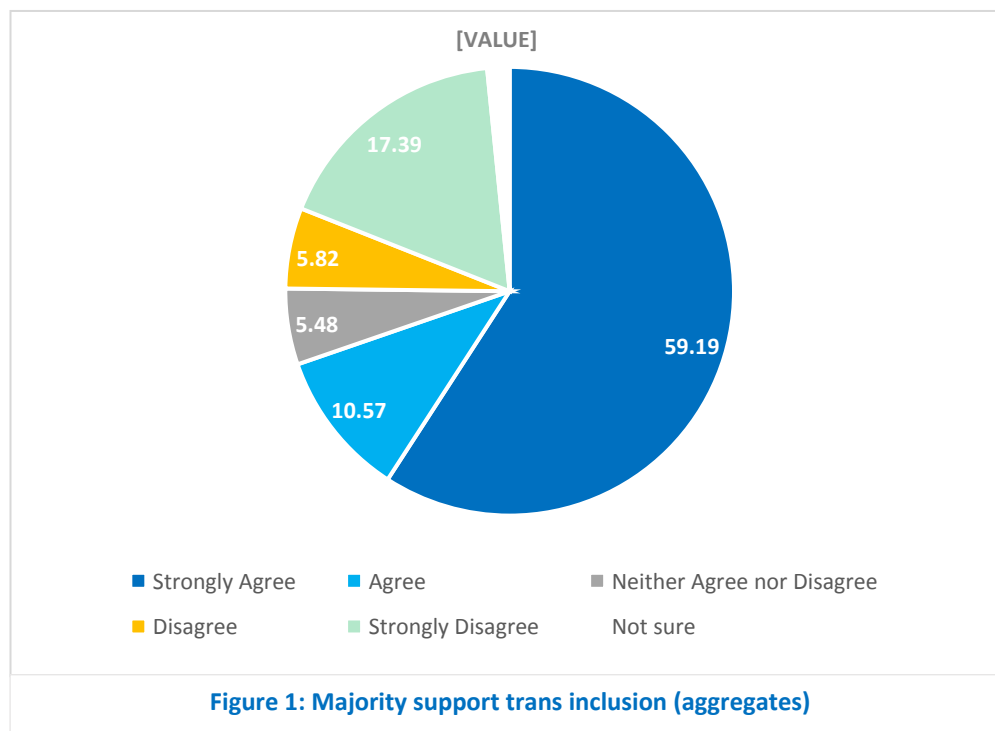
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## Executive Summary

### Survey findings

- For all stakeholder groups there was a clear majority in favour of the principles and propositions on gender identity that were set out in the survey, with between two and four times as many respondents strongly supporting or agreeing as said they opposed or strongly disagreed.



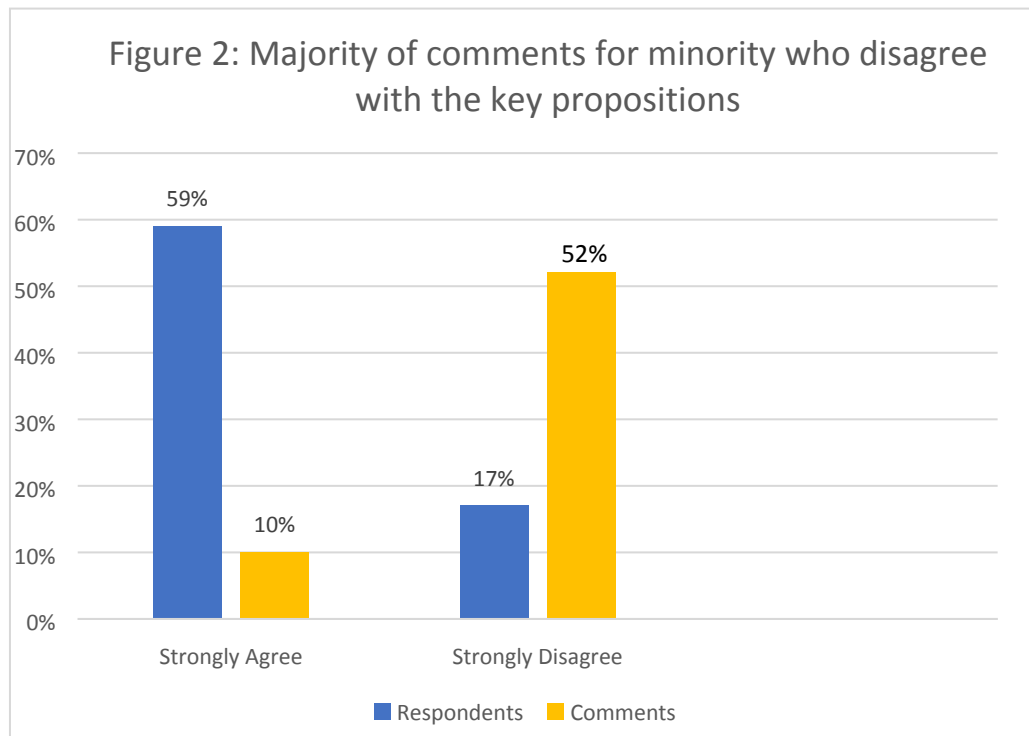
### Responses

- There were 21,191 valid responses to the survey. 1,564 respondents identified as 'City Resident' and a further 3,148 as 'City Resident and Worker' (22% of responses in total). Analysis using postcode information to narrow this down to 'Square Mile' residents suggests that 318 responses were from 'City Residents' and 657 from 'City Residents and Workers'. Most of the rest of this self-identified group were Londoners.
- The demographic profile of respondents was similar across all groups, with women in the majority, and most respondents (a) aged 18 to 54 years and (b) of white British ethnicity.

### Free text analysis

- While most respondents were supportive, those opposed to the proposals were much more likely to use free text facilities, and this is reflected in the balance of comments provided, which does not reflect the balance of opinion on the issues reflected in the survey.
- Many of these respondents took the opportunity to question the consultation process itself, with a recurrent theme being the use of language (particularly 'gender' and 'sex').

- The importance of appropriate safeguarding was a recurrent theme.
- A consistent message in the responses was the importance of respect, acceptance, ensuring the voices of all of those affected are heard and the need to involve and consider the views of all, particularly the most vulnerable.



## Key Findings

### 1. Introduction

- 1.1 This report was commissioned by the City of London Corporation (City Corporation) to provide an independent analysis of the findings of a Gender Identity Survey.
- 1.2 The survey ran on the Survey Monkey Platform from 25 July to 14 September 2018. It was widely publicised to provide those who accessed City services, both within and outside the Square Mile, with the opportunity to respond – whether as residents, visitors or workers. It also sought views from relevant experts and interested organisations.
- 1.3 The Survey was an action of the City Corporation's Establishment Committee, which is responsible for all workforce and inclusion matters. It was designed to assist the City Corporation to develop an overarching Gender Identity Policy, and to discharge its duties under the Equality Act 2010.
- 1.4 The survey was constructed in four parts:
  - About You – including association to the City Corporation
  - Gender identity – Basic Principles
  - Gender Identity – Access to Services
  - Demographic and Equalities information.

In total there were 18 multiple response questions, of which 12 allowed for free text comments (see Appendix 1 for a full list of questions).
- 1.5 The survey generated nearly 40,000 responses of which 21,191 were valid responses (see below for criteria for validity).

## 2. Approach to Analysis

### Respondents

- 2.1 There were 39,650 responses, with the large majority from members of the public. Almost half of these responses did not address any of the questions on gender identity. Once these were excluded there were 21,191 valid responses, which formed the basis for this evaluation.<sup>1</sup> For the purposes of this report this group are referred to as ‘all respondents’<sup>2</sup> Respondents were grouped according to whether they were responding as an individual, expert on gender identity or organisation representative.

**TABLE 1: BREAK DOWN OF RESPONDENTS BY STAKEHOLDER STATUS**

Respondent	Valid	Invalid	Total
An individual member of the public	19,333	17,467	36,800
A relevant expert in respect to gender identity	1,671	851	2,522
A representative of a specific organisation	167	133	300
Not Stated	20	8	28
<b>Grand Total</b>	<b>21,191</b>	<b>18,459</b>	<b>39,650</b>

- 2.2 The overall response from self-defined experts were regrettably of limited value, as many did not have genuine expertise (for example, many cited basic biological qualifications as constituting ‘expertise’ on physical sex differences). It did, however, include responses from people with relevant academic, professional and lived experience, which have been considered as part of the free text analysis. Expert opinion was considered as part of the wider research that was undertaken to inform the policy. The same broadly applies to organisational responses.
- 2.3 1,564 respondents identified as ‘City Resident’ and a further 3,148 as ‘City Resident and Worker’ (22% of responses in total). Postcode information suggests that in fact 318 responses were from ‘City Residents’ and 657 from ‘City Residents and Workers’, while others who self-identified as such were residents of Greater London.

### Coding

- 2.4 The survey was a mixture of:
- Closed questions – multiple response questions with defined answers (e.g. agree, disagree), these received statistical analysis.
  - Open questions - free text comments.

<sup>1</sup> The 46% (18,459) response which were deemed invalid were respondents who primarily answered the introduction About You section which sought to identify the respondent’s stakeholder status. The one question some of this group answered was Q10 which enquired about their interest in the survey. 5% (989) responded with answers to this question ranging from transgender rights, to protecting women’s spaces, feminism, equality, interest in the subject, being a visitor to London and social media promotion.

<sup>2</sup> To ensure that only relevant responses were included for analysis, and findings were not adversely skewed, the eligibility criteria for inclusion was determined as respondents who had answered one of the questions posed (in Section 2 and Section 3) rather than limited their contribution to commenting on Question 10<sup>2</sup>. This group of valid responses is identified as the core cohort. For the purpose of this report they are referred to as all respondents.

As part of this analysis the open questions were coded into key themes and grouped by frequency using a text analytics approach.

- 2.5 While all questions were coded in this way, where the assertion is made in this report that a respondent agrees with the ‘basic principles’, this refers to those who answered Question 13 affirmatively<sup>3</sup>. Similarly, when there is reference to agreement with the access to City Corporation Services, this refers to those who answered Question 14 affirmatively<sup>4</sup>. Quotes from respondents have been used to help illustrate some of the key themes. The respondent’s stakeholder status and any other demographic information - for instance self-reported gender identity - is used here.

#### Other considerations

- 2.6 This was an open survey, so the respondents are a self-selecting group.
- 2.7 *GDPR*. The City Corporation excluded any data that could potentially identify individuals from the dataset that was provided for analysis by Smart Consult:
- Full Postcode information – first two characters were supplied for geographical analysis
  - Position within organisation of people submitting on behalf of an organisation.
- 2.8 *Age Bands*. This was a free text question, which has been aggregated into standard age bands as part of the analysis.
- 2.9 *Percentages*. These have been rounded for this report, which is why there are respondent categories recorded as 0% when there were some responses from these stakeholder groups.
- 2.10 *Terminology*. A glossary of acronyms and terms used within the survey and analysis can be found at the end of this report.
- 2.11 *Quotations and free text comments*. Comments that are abusive, discriminatory and/or contrary to the Equality Act 2010 have not been used in this report. An Excel document containing free text comments received in response to the survey is available on request from the City Corporation.

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<sup>3</sup> Q.13. Do you agree or disagree with the following statement...?

A person who consistently identifies in a gender which is different to the one they were assigned at birth should be able to access services commonly provided to the gender with which they now identify?

<sup>4</sup> Q.14. Do you support or oppose the following proposal...?

Where access to services or facilities are restricted by gender, the City Corporation has it in mind that the restriction should relate to the gender with which the service user consistently identifies now, regardless of whether that is the gender they were assigned at birth.



### 3. Key Messages: All responses

#### Stakeholder Groups

- 3.1 There were 21,191 valid responses to the survey, which were categorised according to their association to the City of London as outlined in Table 3. This broadly replicates the ratios of people who live, visit and work in the City. The resident population is relatively small at 7,500 people; over 500,000 people commute daily for work purposes. There are over 10 million tourists each year.

**TABLE 2: BREAKDOWN OF RESPONDENTS BY RELATIONSHIP TO CITY OF LONDON**

Respondent	Total	Percentage %
City Resident (self-identified)	1,564	7%
City Resident & Worker (self-identified)	3,148	15%
Worker	2,900	14%
Service User	3,800	18%
Visitor	692	3%
Member of Public	15	0%
Interested Participant	7,301	34%
Organisation Rep	161	1%
Expert	1,590	8%
Not stated	20	0%
<b>Grand Total</b>	<b>21,191</b>	<b>100%</b>

**TABLE 1 RESPONDENTS BY STAKEHOLDER STATUS**

- 3.2 Interested Participant are the largest stakeholder group to respond to the survey. Over a third of the total number of respondents do not live or work in the City of London, or use Corporation services. The most common demographic features of respondents identified them as White British, female and aged between 18 and 54.
- 3.3 Those with no link to the City of London provided a number of reasons why they had chosen to complete the survey:
- The survey was accessible to all, so believed they should respond.
  - Policies that are implemented in London may affect those that live in other cities in the UK.
  - Because they had transgender friends.
  - Members of the transgender community were contacted by their friends to participate.
  - They responded to social media promotion.
- 3.4 While 22% of respondents stated that they lived in the City of London, this did not seem plausible given the small overall resident population. Postcode analysis was conducted and reduced this to 5%. The responses from respondents identifying as City Residents were comparable to other stakeholder groups in terms of levels of support for the key propositions.

#### Key findings: Overall results

- 3.5 There was a clear majority in favour of the principles and propositions on gender identity that were set out in the survey, with between two and four times as many respondents strongly

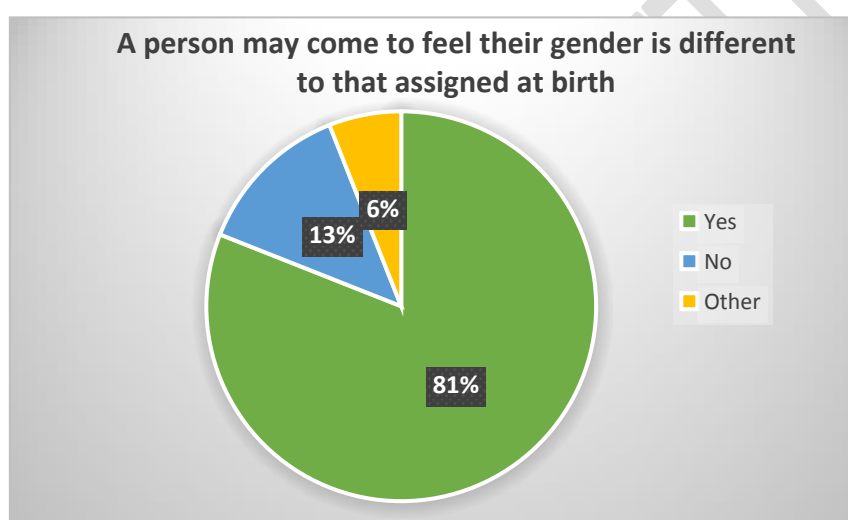
supporting or agreeing as said they opposed or strongly disagreed. This was the case for all six questions and for all the key stakeholder groups, including City Residents.

- 3.6 Most respondents had strongly held opinions, either in favour or against the principles and proposals, with between 70% and 82% saying they ‘strongly agreed’ or ‘strongly disagreed’.

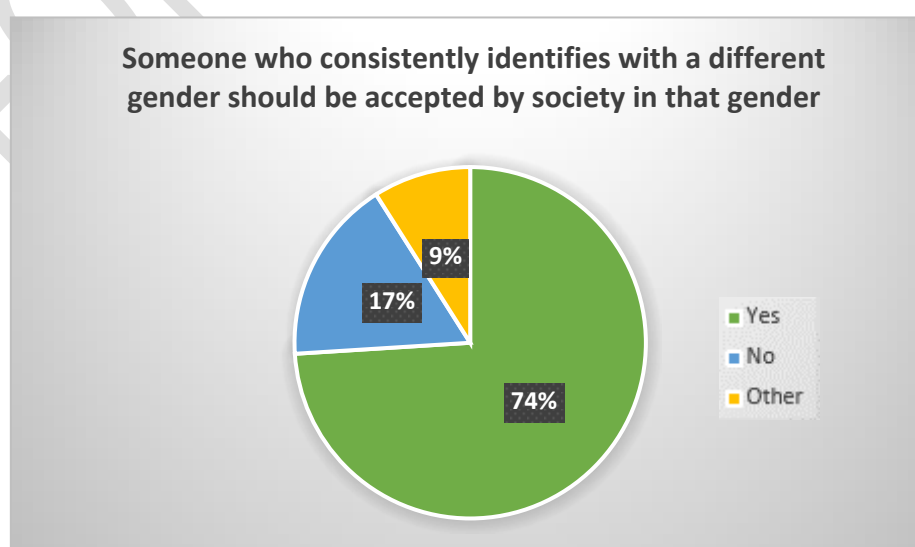
### **Gender Identity: Principles**

- 3.7 Overall, on aggregate, three quarters of respondents (74%) agreed with the general principles, while one in five (19%) disagreed.

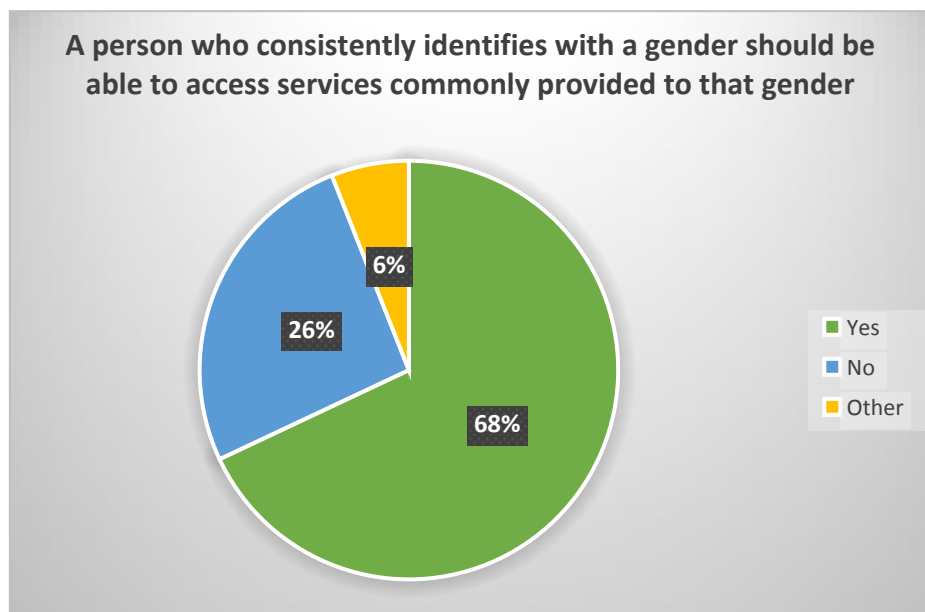
- 81% of respondents agreed that a person may come to feel their gender is different from that assigned to them at birth, with 65% strongly agreeing. 13% disagreed, with 9% strongly disagreeing.



- 74% agreed that a person who consistently identifies in a gender which is different to the one they were assigned at birth should be accepted by society in their stated gender identity, with 64% strongly agreeing. 17% disagreed, with 11% strongly disagreeing.



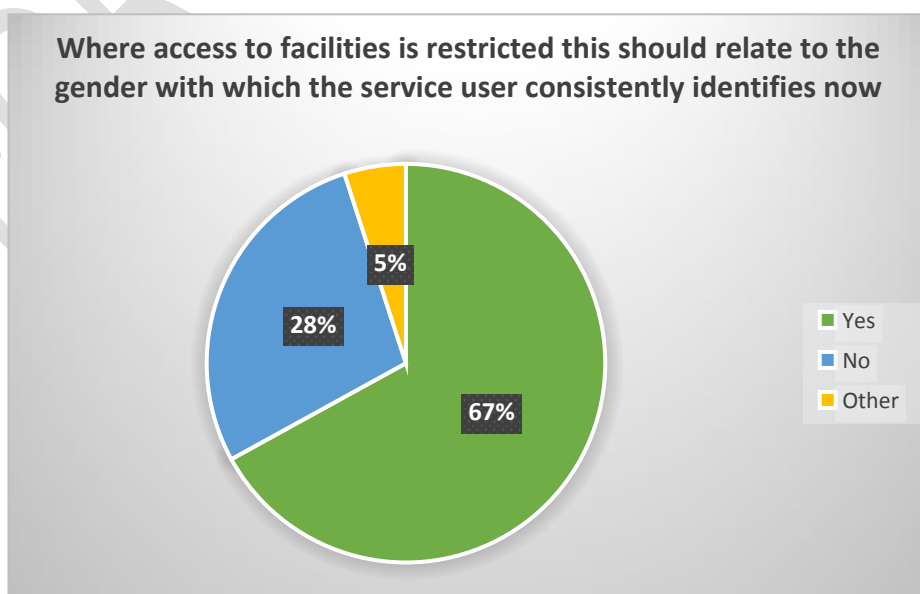
- 68% agreed that a person who consistently identifies in a gender which is different to the one they were assigned at birth should be able to access services commonly provided to the gender with which they now identify, with 61% strongly agreeing. 26% disagreed, with 18% strongly disagreeing.



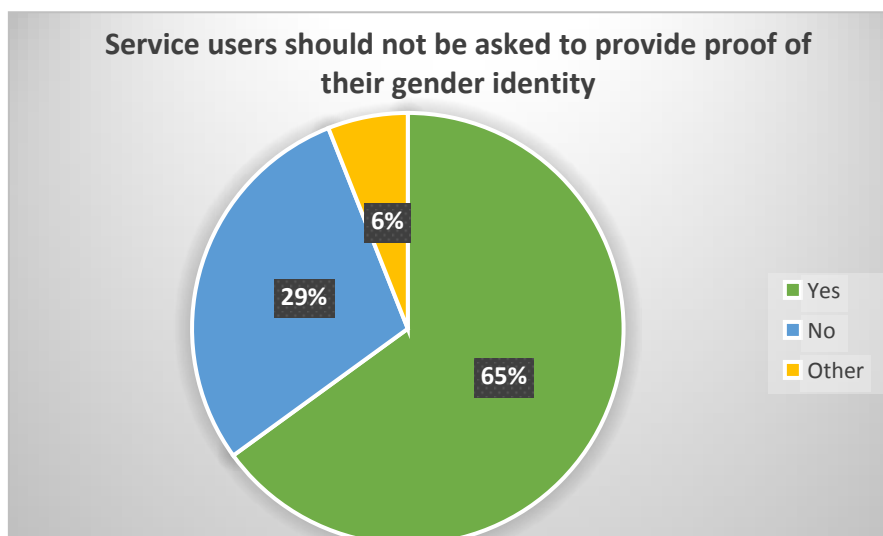
#### **Gender Identity: Access to City Services**

**3.8 Overall, on aggregate, two thirds of respondents (65%) supported the proposals on access to City Corporation Services, while over a quarter (28%) opposed them.**

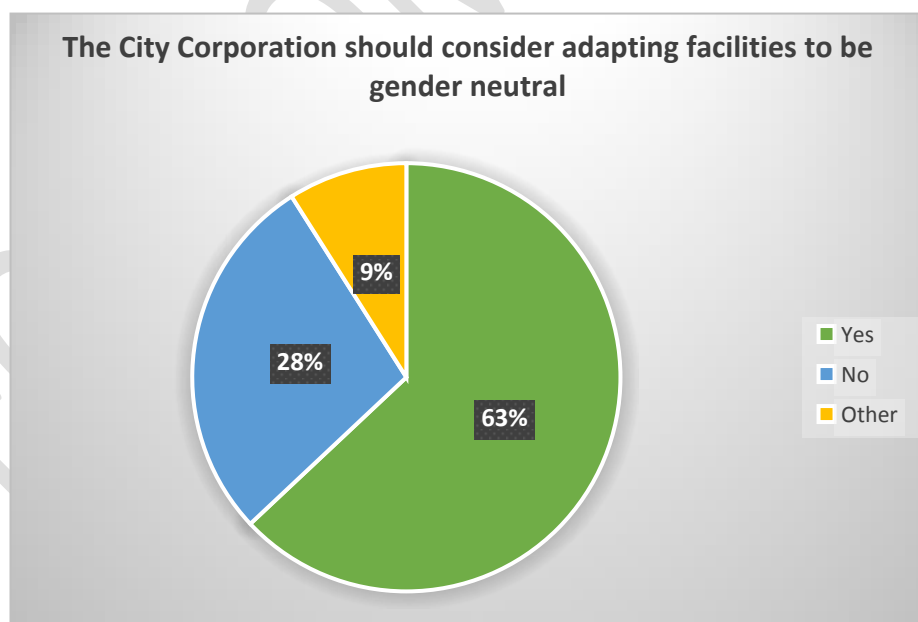
- 67% supported the proposal that where facilities are restricted by gender, those restriction should relate to the gender with which the service user consistently identifies now, with 60% strongly supporting this. 28% were against this, with 22% strongly opposed.



- 65% supported the proposal that service users should not be asked to provide ‘proof’ of their gender identity at single gender services and facilities but would rely on each service user to self-identify their gender, with 56% strongly agreeing. 29% were against this, with 23% strongly opposed.



- 63% agreed that the City Corporation should consider adapting facilities to be gender neutral, i.e. to enable anyone to use them regardless of their gender identity, with 49% strongly agreeing, 28% were against this, with 21% strongly opposed.



### Free text comments

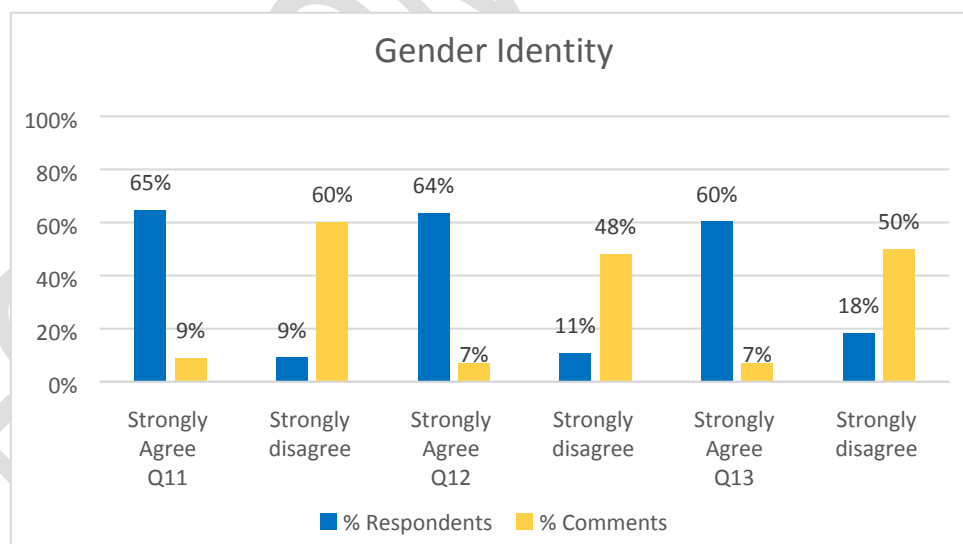
- 3.9 Each of these questions included a free text box to enable respondents to comment. Overall, the response rate to the survey was exceptionally high at 99% of valid responses. However, the MEAN average of respondents who provided free text comments on Gender Identity (Q11-13)

was 22%. Half of respondents provided further comments on the questions on Access to Corporation services (Q14, 16-17).

**3.10** It is usually beneficial in surveys to use closed questions (quantitative) in conjunction with free text questions (qualitative), to improve understanding of respondents' views and provide greater insight. However, in the case of this survey, this is problematic for two main reasons:

- I. The open nature of the survey attracted a high volume of response from people with well-established points of view on a controversial and polarizing issue. Some comments were off topic and flippant or presented offensive, abusive and vulgar views. These comments were often, but not exclusively, from respondents with no clear link to the City of London (e.g. non-UK, interested participants). Abusive comments were coded as such, but were retained in the dataset.
- II. While most respondents agreed with the key propositions in the survey, this is not reflected in the balance of free text comments. On the contrary, those who supported the principles and approach supplied few, if any, free text comments, while respondents who strongly opposed them were much more likely to add comments. It is a common issue that people are much more likely to provide critical than supportive comments. This is illustrated by the tables below which show the disparity between comments given dependent on whether the respondent strongly agreed or strongly disagreed. For example, of the 60% who strongly agreed that 'people should be able to access services commonly provided to the gender with which they now identify' (Q13) only 7% provided comments. Half of the 18% who strongly disagreed with this provided a comment.

**TABLE 4 COMPARISON OF RESPONDENTS' AGREEMENT TO PERCENTAGE OF COMMENTS RECEIVED - GENDER IDENTITY**

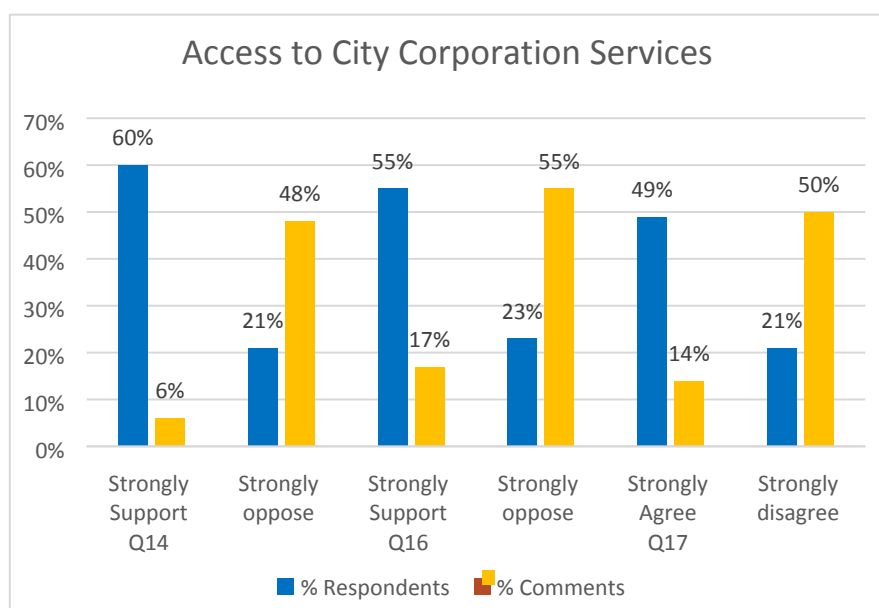


*Q.11. Do you agree or disagree with the following statement...? A person may come to feel that their gender is different from that assigned to them at birth?*

*Q.12. Do you agree or disagree with the following statement...? A person who consistently identifies in a gender which is different to the one they were assigned at birth should be accepted by society in their stated gender identity*

*Q.13. Do you agree or disagree with the following statement...? A person who consistently identifies in a gender which is different to the one they were assigned at birth should be able to access services commonly provided to the gender with which they now identify?*

TABLE 5 COMPARISON OF RESPONDENTS' AGREEMENT TO PERCENTAGE OF COMMENTS RECEIVED - ACCESS TO SERVICES



*Q.14. Do you support or oppose the following proposal...? Where access to particular services or facilities are restricted by gender, the City Corporation has it in mind that the restriction should relate to the gender with which the service user consistently identifies now, regardless of whether that is the gender they were assigned at birth.*

*Q.16. Do you support or oppose the following proposal...? The City Corporation proposes not asking service users to provide 'proof' of their gender identity at single gender services and facilities but would rely on each service user to self-identify their gender.*

*Q.17. Where the City Corporation provides services or facilities accessed according to the gender of the service user (for example male and female public lavatories), it should consider adapting those facilities to be gender neutral, i.e. to enable anyone to use them regardless of their gender identity?*

- 3.11** Most respondents who provided free text comments raised issues about the consultation process itself – i.e. the dissemination, construct and format of the survey. A recurrent theme was challenge to the use of 'sex' and 'gender' within the survey, and the use and definition of these terms. Some felt that the consultation was inconsistent with the Equality Act 2010 in the way it used the terms 'sex' and 'gender', a claim that was considered and rejected by the City Corporation. Others felt that more should have been done to restrict responses to London residents. Respondents raised questions about the cost of implementing a gender identity policy. A common theme was the importance of respect and acceptance for all and the voices of all being heard, particularly vulnerable and equalities groups.

*I object to the implication that I was 'assigned' a gender at birth. Genders are socially constructed roles based on sexist stereotypes to the (mainly) disadvantage of women.*

**Interested Participant, White British, Male, Heterosexual/Straight, 52**

- 3.12** A common view among those who did not support the proposals was that biology is a given. Gender was portrayed as a social construct, a learned social phenomenon that shapes assumptions about behaviour, clothing, feelings and identity. It was felt that acceptance of other's gender identity should not be at the expense of other vulnerable groups. A minority stated that acceptance should be contingent on transition – which is inconsistent with the legal

requirements of the Equality Act 2010. At the same time, there was a broad consensus that everyone deserves to be treated with equal respect, and on the need to adapt services so that they work for everyone, so long as people's rights are protected.

- 3.13 On access to City Corporation services some respondents said that they or others would feel awkward, uncomfortable or 'at risk' sharing services with people who were not biologically the same. There were also concerns about the potential for a gender identity policy to be abused by men who may harm women and girls. Others highlighted the risks to transgender people where they were required to continue to use services based on the gender assigned to them at birth. On proof of gender identity, some proposed restricting access to services depending on 'biological sex', which would be inconsistent with the Equality Act 2010, other than in exceptional circumstances. Others questioned the possibility of 'proof', given the complexities of gender identity. Some commented on the difficulties of relying on appearances, and the subjective nature of this approach, which could leave security personnel and other staff in an awkward situation.

*'Transgender people just want to be treated like human beings. We are not dangerous, contagious, or doing anything to bother anyone. Not allowing us access to the recourses we need such as proper bathrooms is hurtful both on an individual level and to a large group of the people you serve.'*

**Expert, White, Agender, Bisexual, 22**

- 3.14 Some respondents offered practical proposals for the design of inclusive services and facilities. Supplying individual cubicles and stalls in gender neutral toilets was one of the most frequent suggestions of this kind, and it was noted that these are available in many settings (e.g. educational institutions and airplanes). A number said that gender-neutral toilets with lockable cubicles and without urinals would be comfortable for most people, but a small minority canvassed for the inclusion of urinals to keep change to the minimum. Similar suggestions were made regarding the provision of changing areas/ cubicles in swimming areas.

*I think gender neutral toilets should indicate whether they contain stalls, urinals or both and indicate gender neutral on the door or have no gender marker. Which is a working model I've seen on many occasions and has eradicated confusion and discomfort. I think that in general people like to have the option of cubicles anyway in terms of varying levels of personal comfort with their bodies and for trans women and non-binary folks this can be advantageous for safety as well, to avoid potential harassment or microaggressions from transphobic people which sadly is common in our society at present - which can be a traumatic situation and cause undue anxiety.*

**Visitor, Chinese Polish, Queer, 31**



## Summary of key issues raised

	ISSUE	FOR	AGAINST	COMMON GROUND
GENDER IDENTITY ACCESS	<i>Restrictions should be based on gender identity</i>	<ul style="list-style-type: none"> <li>Safety risks for trans people</li> <li>Transgender rights</li> <li>Wellbeing and inclusion of transgender people</li> </ul>	<ul style="list-style-type: none"> <li>People must complete transition first*</li> <li>Restrict access based on biological sex*</li> <li>Prioritise dignity of women and girls</li> <li>Single sex provision is itself an equalities</li> </ul>	<ul style="list-style-type: none"> <li>Safety risks</li> <li>Respect for human rights</li> </ul>
GENDER IDENTITY: BASIC PRINCIPLES	<i>A person may feel their gender is different than assigned at birth</i>	<ul style="list-style-type: none"> <li>Transgender people exist and should be recognised</li> <li>Gender identity can be fluid</li> </ul>	<ul style="list-style-type: none"> <li>Sex should be defined biologically</li> <li>Gender is not 'assigned' but 'given' by sex*</li> </ul>	<ul style="list-style-type: none"> <li>Importance of correct definition of sex and gender</li> </ul>
	<i>Acceptance by society in that gender</i>	<ul style="list-style-type: none"> <li>Impact of gender dysphoria</li> <li>Transgender people should be accepted</li> <li>Transgender experience of victimisation and exclusion</li> </ul>	<ul style="list-style-type: none"> <li>This may impact on other vulnerable groups</li> <li>Acceptance should not be forced or an expectation</li> <li>Acceptance should be contingent on complete transition*</li> </ul>	<ul style="list-style-type: none"> <li>Gender as a social construct</li> </ul>
	<i>Access to services should be based on the individual's gender identity</i>	<ul style="list-style-type: none"> <li>This will improve equality</li> <li>This will improve the health and wellbeing of transgender people</li> </ul>	<ul style="list-style-type: none"> <li>Access should be based on biological sex*</li> <li>Transgender people are a small minority and 'can't program' for this group*</li> <li>This would exclude others for religious and cultural reasons</li> </ul>	<ul style="list-style-type: none"> <li>This should not be in ways that infringe the rights of other people</li> <li>Adapt services for everyone</li> <li>Put safeguards in place to protect vulnerable groups</li> </ul>

Note that free text comments were disproportionately from those who disagreed with/opposed the principles and proposals in the survey

### Basic Principles

\* These comments are inconsistent with the legal requirements of the Equality Act 2010.

TO CIT >			issue	
	<i>Safeguarding Measures (free text)</i>		<ul style="list-style-type: none"> <li>There should be separate pools for males and females</li> </ul>	<ul style="list-style-type: none"> <li>Prioritise safeguarding vulnerable groups</li> <li>Diverse options</li> <li>Importance of individual privacy</li> <li>Separate cubicles (for/against)</li> <li>Urinals (for/against)</li> </ul>
	<i>Proof of gender identity</i>	<ul style="list-style-type: none"> <li>No need for proof</li> <li>Proof should be only in instances of doubt/concern</li> <li>Proof of identification is discriminatory</li> </ul>	<ul style="list-style-type: none"> <li>Identity documents should be provided</li> <li>Self-identification should be discouraged</li> <li>Self-identification is subjective</li> </ul>	<ul style="list-style-type: none"> <li>Risks of assault</li> <li>Protect vulnerable groups</li> </ul>
	<i>Gender Neutral Facilities and Services</i>	<ul style="list-style-type: none"> <li>Hygiene issues</li> </ul>		<ul style="list-style-type: none"> <li>Gender neutral facilities are a feasible option</li> <li>Gender neutral facilities are less stigmatising</li> <li>Protection of vulnerable groups</li> </ul>

### Access to Corporation Services

\* These comments are inconsistent with the legal requirements of the Equality Act 2010.

## 4. Key findings City Residents, Workers and Service Users

### City Residents: Response

- 4.1 City residents will have identified as either ‘living in the City of London’ or ‘living and working in the City of London’. 1,564 respondents self-identified as a City resident and 3,184 as a City resident and worker. However, analysis by postcode suggested that most of these respondents lived in Greater London, rather than the Square Mile (see Table 6a and 6b below), and that a little under 1,000 respondents were residents on the narrower and intended definition.

TABLE 6A: SELF-IDENTIFIED CITY RESIDENTS BY HOME POSTCODE

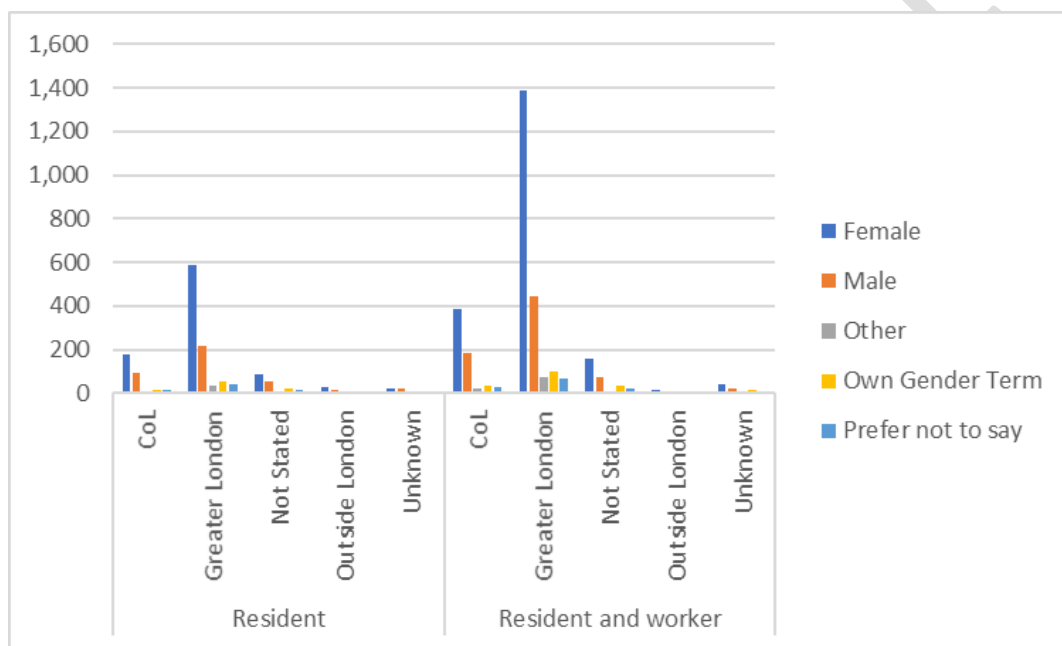


TABLE 6B: CITY RESIDENT NUMBERS BASED ON POSTCODE ANALYSIS: GRAPH

Respondent	Female	Male	Other	Own Term	Prefer not to say	Grand Total	% Total Respondents
City Resident	181	93	12	17	15	318	2%
City Resident & Worker	386	183	21	37	30	657	3%
<b>Grand Total</b>	<b>567</b>	<b>276</b>	<b>33</b>	<b>54</b>	<b>45</b>	<b>975</b>	<b>5%</b>

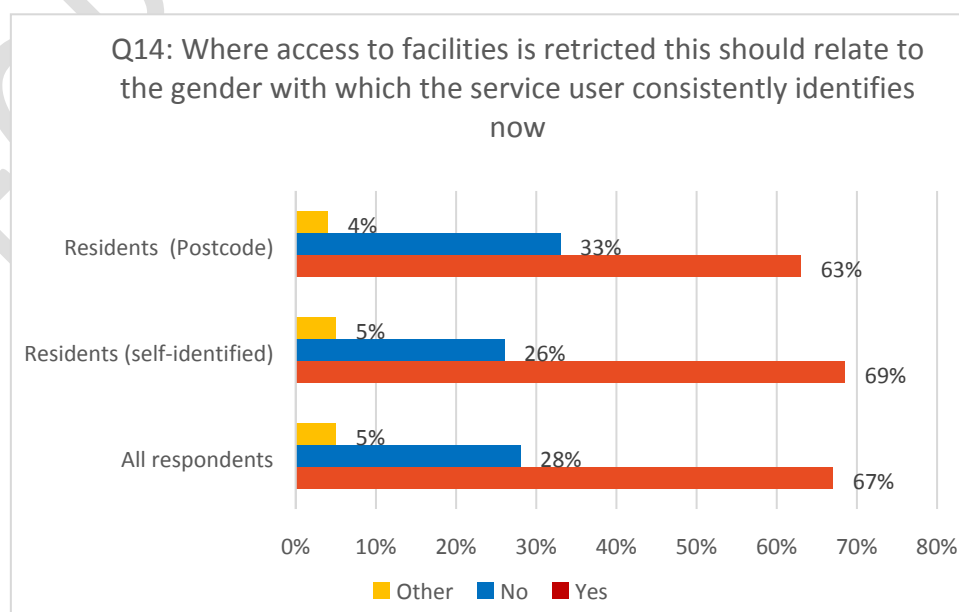
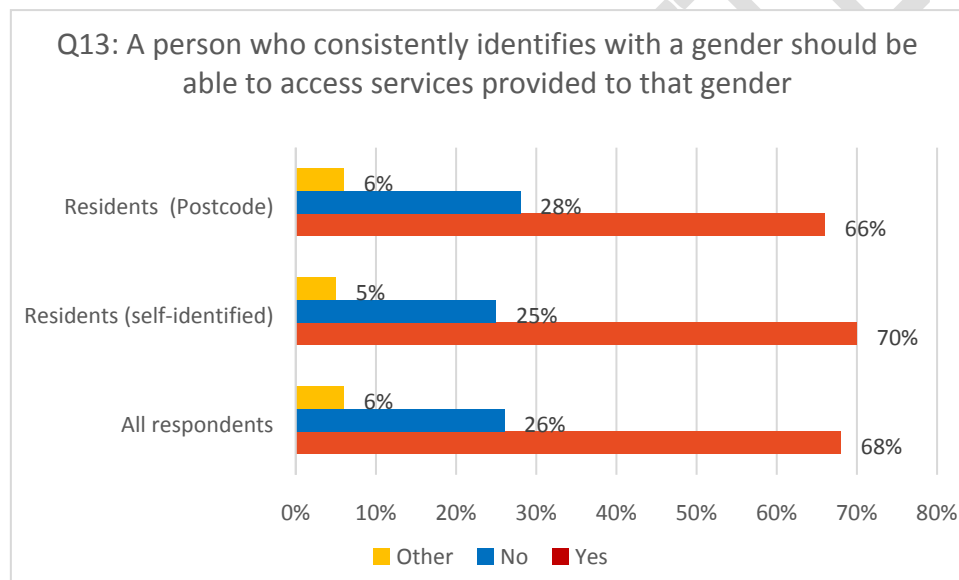
TABLE 2 CITY RESIDENTS, AS IDENTIFIED BY HOME POSTCODE

- 4.2 The demographic profile of this group is comparable to that for respondents generally, with 58% identifying as female, 56% as White British and 43% in the age range 25-34 (but, note, that 24% of City Residents did not provide information about their age).<sup>5</sup>

### City Residents: Views on Gender Identity

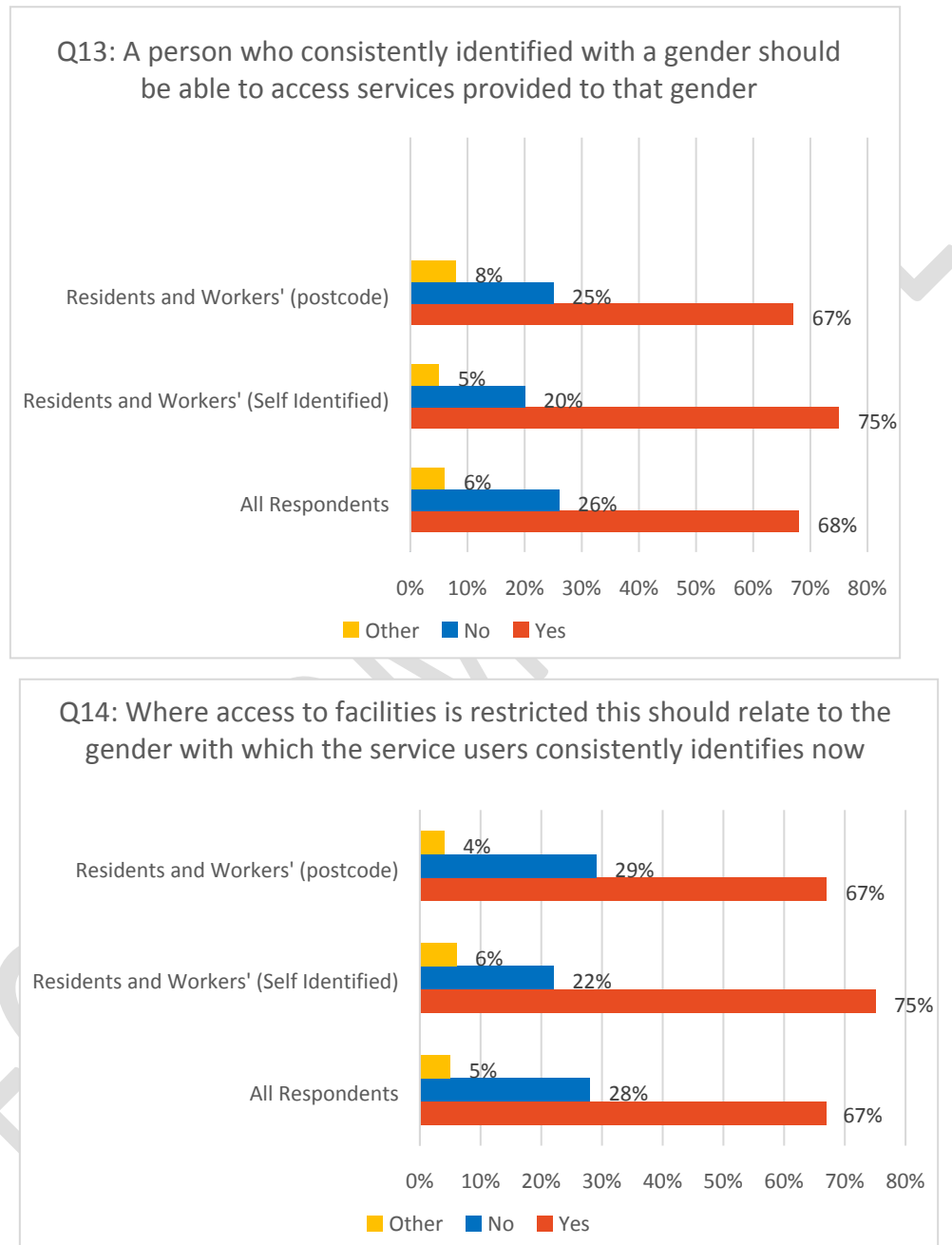
- 4.3 The views of City Residents were broadly in line with other stakeholders, with an aggregate of two thirds (65%) supporting the basic principles, contrasted with 15% who strongly disagreed with them. Two thirds of City residents strongly agreed that restrictions on access to services ‘should relate to the gender with which the service user consistently identifies now, regardless of whether that is the gender they were assigned at birth’.
- 4.4 Those who self-identified as City residents were marginally more likely to be supportive of the key propositions than respondents overall. Those identified as City residents following postcode analysis were a little less likely to be supportive, but with a majority in favour of the proposals.

#### ‘Resident’ response compared to All Respondents – Q13 and Q14



4.5 The same overall pattern was reflected in the responses of those who self-identified as ‘Residents and Workers’ and following a postcode analysis of the responses from this group.

‘Resident and Worker’ response compared to all responses – Q13 and Q14



4.6 As with respondents in general, City residents who opposed the principles and/or proposals on access to services were much more likely to comment in the free text boxes. A sample of resident comments on access to City services on the basis of current gender identity is provided below.

**For** **Against**

<p><i>I am happy to share services for women with those not born into female bodies. I think their safety would be more compromised in male spaces than mine would be by having trans women (women) in a female space with me.</i></p> <p><b>City Resident and worker, White British, Female, Heterosexual - Straight, 31</b></p>	<p><i>I am a man (and nothing will change that) and I use male facilities - I do not expect to see ANYBODY of the opposite sex within those facilities regardless of whether they "identify as male" or not. And I'm sure most women (including my wife) don't want to see men in their facilities.</i></p> <p><b>City Resident and worker, White British Male, Heterosexual - straight</b></p>
<p><i>Not doing so [i.e. enabling access] would be unsafe for the person in question (i.e. women being forced to use men's facilities simply because they were assigned male at birth).</i></p> <p><b>City Resident and worker, Asian or Asian British: Pakistani, Female, Heterosexual - Straight, 34</b></p>	<p><i>I will no longer be able to use women only pool and changing area if men are allowed in. My nieces are not allowed to be uncovered around men and will not be able to learn to swim. Muslim girls are put at risk and discriminated against by this change.</i></p> <p><b>City Resident, Asian or Asian British: Pakistani, Female, Heterosexual-straight</b></p>
<p><i>I am "passing" meaning that others see me as a woman. For me to enter the men's room would be disruptive if not dangerous!</i></p> <p><b>Resident, Mixed - Asian and White, Female</b></p>	<p><i>This is opening-up opportunities and safe spaces for women to any man who claims to self-ID as a woman. Statistics show that women are at risk of male violence. This includes genuine transwomen - these transwomen with GRC and cis women need safe places and not to have misogynistic self-ID advocates trying to erode their rights and safe spaces.</i></p> <p><b>Resident and Worker, Female, (Ethnicity not stated)</b></p>

4.7 Almost all City Residents answered Q15<sup>6</sup> which requested that respondents note any safeguards that would be required if the policy under consultation was adopted.

4.8 City Residents noted the safeguards in the question (individual cubicle and gender-neutral toilets) and felt that these were reasonable options. Most of those who commented felt that gender neutral spaces would be the best option for inclusiveness (see para 3.14 above). Supplying individual cubicles and stalls in toilets was the most common practical suggestion for City Residents, along with changing areas/cubicles in swimming areas.

<sup>6</sup> Q15 If this policy were adopted, what safeguards, if any, do you believe the City Corporation should put in place to preserve the dignity of all service users? *For example, at swimming facilities, should changing areas have individual cubicles to allow users to dress unseen by others? And where toilets are offered on gender neutral basis, should urinals be removed, and only individual stalls be made available?*

### Service users: Response

4.9 18% (3781) of all respondents said that they used City Corporation Services (in addition, of course, it is a reasonable assumption that many of those identifying as City Residents or City Workers and Residents will also be users of City services).

4.10 A common challenge was that the survey had not provided a list of services which might be affected by the consultation, and had left it to respondents to establish this information for themselves. Comments ranged from it should not be the expectation of the respondent to list services and it was likely that the services they did use would be affected, to general terms such as 'Various', or 'All'.

4.11 Where respondents provide further information on their service use, by far the largest number focused on their use of swimming facilities - Hampstead Heath Ponds, Kenwood Ponds, the Parliament Hill Lido, Highgate/Female/Women's ponds/ Men's ponds/ changing rooms. This was followed by: arts centres, galleries and museums notably Barbican but also Guildhall; Public Toilets (Bathroom, Restrooms, lavatories and urinals); Green spaces (Epping Forest/Parks) and Transport services (Trains/Tube/Bus).



## 5. Conclusion

### 5.1 A substantial majority of respondents to the survey supported its six key propositions:

- ✓ a person may come to feel that their gender is different from that assigned at birth
- ✓ in these circumstances, they should be accepted in their stated gender identity
- ✓ in these circumstances, they should be able to access services commonly provided to the gender with which they now identify
- ✓ that, where access to services or facilities are restricted by gender, those restrictions should relate to the gender with which the service user consistently identifies now
- ✓ That the City Corporation should not require service users to provide 'proof' of their identity at single gender services and facilities but rely on each service user to self-identify their gender
- ✓ That the City Corporation should consider adapting facilities to be gender neutral.

This should be reflected in the development of the City Corporations approach to Gender Identity.

### 5.2 A significant minority of respondents did not support these propositions, and their views too should be considered. This group were much more likely to provide comments, and their views are therefore disproportionately represented in analysis of free text responses. Key messages were:

- The importance of language and clarity in the use of language (e.g. 'sex' and 'gender')
- The need to consider and address safeguarding risks.
- The need to balance the rights and interests of the transgender community against those of other protected groups under the Equality Act (e.g., sex and religion and belief)
- The need to consider the cost implications of any gender identity policy.

### 5.3 Respondents proposed constructive ways forward to address the issues they identified. For example, the benefits of individual lockable cubicles in gender neutral toilets. These views should be considered in the development and implementation of a Gender Identity policy.

### 5.4 To conclude, most respondents supported the statements posed in the survey and highlighted the need to respect all groups which would ensure equality and basic human rights were upheld. Those who were least supportive were also most 'vocal'. Despite the differences in views, a common thread in the free text responses was the importance of the Equality Act 2010 and the need for the voices of all to be heard and considered, particularly those of vulnerable groups.

## Glossary

The following sets out a glossary of terms and acronyms used within this report

TERM/ACRONYM	DESCRIPTION
BAME	Black, Asian, and minority ethnic (commonly used to refer to members of non-white communities in the UK)
Cisgender	A respondent whose gender identity matches their sex assigned at birth, e.g. who is not transgender
Core Cohort	A respondent who has answered one of the key questions in the survey Q11-Q13 Gender Identity – Basic Principles and Q14-17 Access to City Corporation Services Valid response to the survey
GDPR	The General Data Protection Regulation 2016/679 is a regulation in EU law on data protection and privacy for all individuals within the European Union and the European Economic Area
Gender fluid	Refers to someone who prefers to be flexible about their gender identity. They may fluctuate between genders or express multiple gender identities at the same time
Gender Neutral facilities	Facilities that can be accessed regardless of gender.
Interested Participant	A respondent who does not live, work, visit or use City Corporation service
Member of the Public (MoP)	An individual member of the public who did not supply their City Stakeholder status Did not answer Q7
Non-Binary	An umbrella term used to describe gender identities where the individual does not identify exclusively as a man or a woman. There are many included within this, such as agender, genderqueer and gender fluid.
Non-Core Cohort	A respondent who has not answered one of the key questions in the survey Q11-Q13 Gender Identity – Basic Principles and Q14-17 Access to City Corporation Services. An invalid response to the survey
Not a gender	A respondent who identified as their biological sex not by gender.
Not stated	Not stated indicates that the answer was blank, and the respondent did not complete the question.
Relevant Expert	A respondent who self-identified as a relevant expert in respect to gender identity – Answering Q1a of survey
Representative	A respondent who has indicated that they are a representative of a specific organisation – Answering Q1b of survey
Resident	<i>Self-defined:</i> A respondent who has stated that they live in the City of London <i>By postcode:</i> A respondent who provided a postcode that is in the City of London
Resident and Worker	<i>Self-defined:</i> A respondent who has stated that they live and work in the City of London <i>By postcode:</i> A respondent who provided a postcode that is in the City of London
Respondent	An individual who has completed the survey

Service User	A respondent who has stated they regularly use City Corporation services which may be affected by this consultation
Text/Phrase (related)	Text or phrase relating to sex and/ or gender but not specifically noting the respondent's own gender
Text/Phrase (unrelated)	Text or phrase not relating to sex and/ or gender, nor stating respondent's own gender
Transgender	Umbrella terms used to describe individuals who have a gender identity that is different to the sex recorded at birth. This might lead to gender dysphoria. Non-binary people may or may not consider themselves to be trans.
Transsexual	Used in the past to refer to someone who transitioned to live in the 'opposite' gender to the one assigned to them at birth. Many now prefer trans or transgender
Valid response to the survey	A respondent who has answered one of the key questions in the survey Q11-Q13 Gender Identity – Basic Principles and Q14-17 Access to City Corporation Services Also known as the Core Cohort
Visitor	A respondent who has stated that they do not live or work in the City of London. Visitors who are also service users are those who supplied a home postcode.
Worker	A respondent who has stated that they work in the City of London but are not also a resident.
Visitor	A respondent who has stated that they do not live or work in the City of London. Visitors who are also service users are those who supplied a home postcode.

## Appendix 1: Survey Questions

### About You

#### Question 1

1. In what capacity are you answering this consultation? As... (Please select the ONE option that best applies)

- a) A relevant expert in respect to gender identity
- b) A representative of a specific organisation
- c) An individual member of the public

#### Question 2

If 1=a

2. Using the box below, please tell us about your qualifications as an expert in this field

(Free text box)

#### Question 3

If 1=b

3. What is the name of the organisation you are submitting a response from?

(Free text box)

#### Question 4

4. What position do you hold in the organisation?

(Free text box)

#### Question 5

5. What is your organisation's interest in this consultation?

(Free text box)

#### Question 6

6. Please confirm that you have been authorised by the board, management committee, or chief executive to respond on behalf of your organisation and that this is the only response that your organisation will be submitting to this consultation.

- a. Yes, I have been authorised and this will be the only response from my organisation
- b. No, I have not been authorised or my organisation may be submitting other responses

#### Question 7

If 1 = c

7. Which of the following applies to you? Please select all that apply.

- a. I live in the City of London
- b. I work in the City of London
- c. I do not live or work in the City of London
- d. I live and work in the City of London

#### Question 8

If 7= a or b

8. Please enter your work and/or home postcodes into the boxes below

- a. Home (Free text box)
- b. Work (Free text box)

#### Question 9

9. Do you regularly use any of the City Corporation's services which may be affected by this consultation?

- a. Yes, I do
- (Please specify) (Free text box)
- b. No, I do not

**Question 10**

*If 7 = c and 9=b*

**Q.10.** You indicated that you do not live or work in the City and are not a service user. Using the box below, please explain your interest in this consultation. (Free text box)

FOR COMMITTEE

## GENDER IDENTITY – BASIC PRINCIPLES

Looking at your views on gender identity to begin with.

### Question 11

11. Do you agree or disagree with the following statement...?

A person may come to feel that their gender is different from that assigned to them at birth?

- Strongly Agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree
- Not sure

Please feel free to use the box below if there is anything you wish to add to expand on your answer.

(Free text box)

### Question 12

12. Do you agree or disagree with the following statement...?

A person who consistently identifies in a gender which is different to the one they were assigned at birth should be accepted by society in their stated gender identity

- Strongly Agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree
- Not sure

Please feel free to use the box below if there is anything you wish to add to expand on your answer.

(Free text box)

### Question 13

13. Do you agree or disagree with the following statement...?

A person who consistently identifies in a gender which is different to the one they were assigned at birth should be able to access services commonly provided to the gender with which they now identify?

- Strongly Agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree
- Not sure

Please feel free to use the box below if there is anything you wish to add to expand on your answer.

(Free text box)

Access to City Corporation Services

**Question 14a**

14. Do you support or oppose the following proposal...?

Where access to particular services or facilities are restricted by gender, the City Corporation has it in mind that the restriction should relate to the gender with which the service user consistently identifies now, regardless of whether that is the gender they were assigned at birth.

- Strongly Support
- Support
- Neither support nor oppose
- Oppose
- Strongly oppose
- Not sure

Please feel free to use the box below if there is anything you wish to add to expand on your answer

. (Free text box)

**Question 15**

15. If this policy were adopted, what safeguards, if any, do you believe the City Corporation should put in place to preserve the dignity of all service users?

*For example, at swimming facilities, should changing areas have individual cubicles to allow users to dress unseen by others? And where toilets are offered on gender neutral basis, should urinals be removed, and only individual stalls be made available?*

(Free text box)

**Question 16**

16. Do you support or oppose the following proposal...?

The City Corporation proposes not asking service users to provide 'proof' of their gender identity at single gender services and facilities but would rely on each service user to self-identify their gender.

- Strongly Support
- Support
- Neither support nor oppose
- Oppose
- Strongly oppose
- Not sure

Please feel free to use the box below if there is anything you wish to add to expand on your answer.

(Free text box)

**Question 17**

17. Where the City Corporation provides services or facilities accessed according to the gender of the service user (for example male and female public lavatories), it should consider adapting those facilities to be gender neutral, i.e. to enable anyone to use them regardless of their gender identity?

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly Disagree
- Not sure

Please feel free to use the box below if there is anything you wish to add to expand on your answer.

(Free text box)



Question 18

**18. Please provide any further comments you would like to make about this consultation below**

(Free text box)

Demographic Information

**Gender**

A1. Do you identify as

Female

Male

Other

Prefer not to say

If you prefer to use your own term, please provide this here: \_\_\_\_\_

A2. Is your gender now the same as the gender you were assigned at birth?

Yes

No

Prefer not to say

A3 Do you identify as trans?

Yes

No

If you prefer to use your own term, please provide this here: \_\_\_\_\_

**Disability**

B1. Do you consider yourself disabled?

Yes

No

Prefer not to say

**Sexual Orientation**

C1. Do you identify as

Bisexual?

Gay man

Gay woman/lesbian

Heterosexual/straight

Other

Prefer not to say

If you prefer to use your own term, please provide this here: \_\_\_\_\_

(Free text box)

**Age**

D1. What is your current age?

Prefer not to say

(Free text box)

### **Ethnicity**

E1. Do you describe your race or ethnicity as:

Arab

Asian or Asian British: Indian

Asian or Asian British: Pakistani

Asian or Asian British: Bangladeshi

Asian or Asian British: Chinese

Asian or Asian British: Other

Black or Black British: African

Black or Black British: Caribbean

Black or Black British: Other

Mixed: Asian and White

Mixed: Black and White

Mixed: Other

White: British

White: Irish

White: European

White: Gypsy or Irish Traveller

White: Other

If 'Other' or if you would prefer to use your own definition, please specify: \_\_\_\_\_

Prefer not to say

(Free text box)

### **Citizenship**

F1. Of which countries are you a Citizen:

United Kingdom

Other EU

Other

Please specify: \_\_\_\_\_

Prefer not to say

(Free text box)

### **Religion or Belief**

G1. Do you consider yourself to be:

Buddhist

Christian

Hindu

Jewish

Muslim

Non-religious (including Atheist, Agnostic, Humanist)

Sikh

Other

If you prefer to use your own term, please provide this here: \_\_\_\_\_

Prefer not to say

(Free text box)

## Appendix 2 – Survey Data

### GENDER IDENTITY – BASIC PRINCIPLES

Looking at your views on gender identity to begin with.

#### Question 11

11. Do you agree or disagree with the following statement...?

A person may come to feel that their gender is different from that assigned to them at birth?

Respondents	Female	Male	Other	Own Gender Term	Prefer not to say	Grand Total	Percentage %
Strongly Agree	7,487	3,848	870	1,028	475	13,708	65%
Agree	1,811	1,038	53	206	235	3,343	16%
Neither agree nor disagree	621	224	22	111	84	1,062	5%
Disagree	302	250	7	143	51	753	4%
Strongly disagree	776	669	40	312	128	1,925	9%
Not sure	128	49	4	28	15	224	1%
Not Stated	99	20	4	44	9	175	1%
<b>Grand Total</b>	<b>11,224</b>	<b>6,098</b>	<b>1,000</b>	<b>1,872</b>	<b>997</b>	<b>21,191</b>	<b>100%</b>

TABLE 3 AGREEMENT TO Q11 BY GENDER

#### Question 12

12. Do you agree or disagree with the following statement...?

A person who consistently identifies in a gender which is different to the one they were assigned at birth should be accepted by society in their stated gender identity

Respondents	Female	Male	Other	Own Term	Prefer not to say	Grand Total	Percentage %
Strongly Agree	7,410	3,765	860	990	445	13,470	64%
Agree	1,094	691	39	173	124	2,121	10%
Neither agree nor disagree	853	358	30	157	134	1,532	7%
Disagree	646	379	15	120	102	1,262	6%
Strongly disagree	930	831	45	334	164	2,304	11%
Not sure	184	54	5	44	22	309	1%
Not Stated	107	20	6	54	6	193	1%
<b>Grand Total</b>	<b>11,224</b>	<b>6,098</b>	<b>1,000</b>	<b>1,872</b>	<b>997</b>	<b>21,191</b>	<b>100%</b>

TABLE 4 AGREEMENT TO Q12 BY GENDER

## Question 13

13. Do you agree or disagree with the following statement...?

A person who consistently identifies in a gender which is different to the one they were assigned at birth should be able to access services commonly provided to the gender with which they now identify?

Respondents	Female	Male	Other	Own Term	Prefer not to say	Grand Total	Percentage %
Strongly Agree	7,025	3,555	828	950	424	12,782	60%
Agree	789	564	44	83	62	1,542	7%
Neither agree nor disagree	391	298	20	158	101	968	5%
Disagree	802	444	27	135	121	1,529	7%
Strongly disagree	1,947	1,146	67	445	251	3,856	18%
Not sure	196	74	9	45	32	356	2%
Not Stated	74	17	5	56	6	158	1%
<b>Grand Total</b>	<b>11,224</b>	<b>6,098</b>	<b>1,000</b>	<b>1,872</b>	<b>997</b>	<b>21,191</b>	<b>100%</b>

TABLE 5 AGREEMENT TO Q13 BY GENDER

## Question 14

14. Do you support or oppose the following proposal...?

Where access to particular services or facilities are restricted by gender, the City Corporation has it in mind that the restriction should relate to the gender with which the service user consistently identifies now, regardless of whether that is the gender they were assigned at birth.

Respondents	Female	Male	Other	Own Term	Prefer not to say	Grand Total	Percentage %
Strongly support	7,021	3,545	816	910	425	12,717	60%
Support	663	530	38	117	50	1,398	7%
Neither support nor oppose	266	269	28	120	72	755	4%
Oppose	649	383	15	103	93	1,243	6%
Strongly oppose	2,375	1,254	85	507	321	4,542	21%
Not sure	190	89	14	48	32	373	2%
Not Stated	60	28	4	67	4	163	1%
<b>Grand Total</b>	<b>11,224</b>	<b>6,098</b>	<b>1,000</b>	<b>1,872</b>	<b>997</b>	<b>21,191</b>	<b>100%</b>

TABLE 6 AGREEMENT TO Q14 BY GENDER

## Question 16

16. Do you support or oppose the following proposal...?

The City Corporation proposes not asking service users to provide 'proof' of their gender identity at single gender services and facilities but would rely on each service user to self-identify their gender.

Respondents	Female	Male	Other	Own Term	Prefer not to say	Grand Total	Percentage %
Strongly support	6,406	3,203	796	895	400	11,700	55%
Support	663	530	38	117	50	1,398	7%
Neither support nor oppose	266	269	28	120	72	755	4%
Oppose	649	383	15	103	93	1,243	6%
Strongly oppose	2,375	1,254	85	507	321	4,542	21%
Not sure	190	89	14	48	32	373	2%
Not Stated	60	28	4	67	4	163	1%
<b>Grand Total</b>	<b>10,609</b>	<b>6,098</b>	<b>1,000</b>	<b>1,872</b>	<b>997</b>	<b>21,191</b>	<b>100%</b>

TABLE 7 AGREEMENT TO Q16 BY GENDER

## Question 17

17. Where the City Corporation provides services or facilities accessed according to the gender of the service user (for example male and female public lavatories), it should consider adapting those facilities to be gender neutral, i.e. to enable anyone to use them regardless of their gender identity?

Respondents	Female	Male	Other	Own Term	Prefer not to say	Grand Total	Percentage %
Strongly Agree	5,445	2,934	736	857	389	10,361	49%
Agree	1,557	907	102	169	115	2,850	13%
Neither agree nor disagree	908	497	52	145	86	1,688	8%
Disagree	696	374	25	105	79	1,279	6%
Strongly disagree	2,338	1,281	73	456	303	4,451	21%
Not sure	199	82	11	30	20	342	2%
Not stated	81	23	1	110	5	220	1%
<b>Grand Total</b>	<b>11,224</b>	<b>6,098</b>	<b>1,000</b>	<b>1,872</b>	<b>997</b>	<b>21,191</b>	<b>100%</b>

TABLE 8 AGREEMENT TO Q17 BY GENDER

## DEMOGRAPHIC INFORMATION

### A LITTLE MORE ABOUT YOU

#### Gender

##### A1. Do you identify as

Respondents	Number	Percentage%
Female <sup>7</sup>	11,224	53%
Male <sup>8</sup>	6,098	29%
Other	1,000	5%
Own Gender Term	1,872	9%
Prefer not to say	997	5%
<b>Grand Total</b>	<b>21,191</b>	<b>100%</b>

TABLE 9 RESPONDENTS BY GENDER

The graph below gives a breakdown of those respondents who choose to use their own gender term. This table also includes those who subsequently noted their identity as female or male.

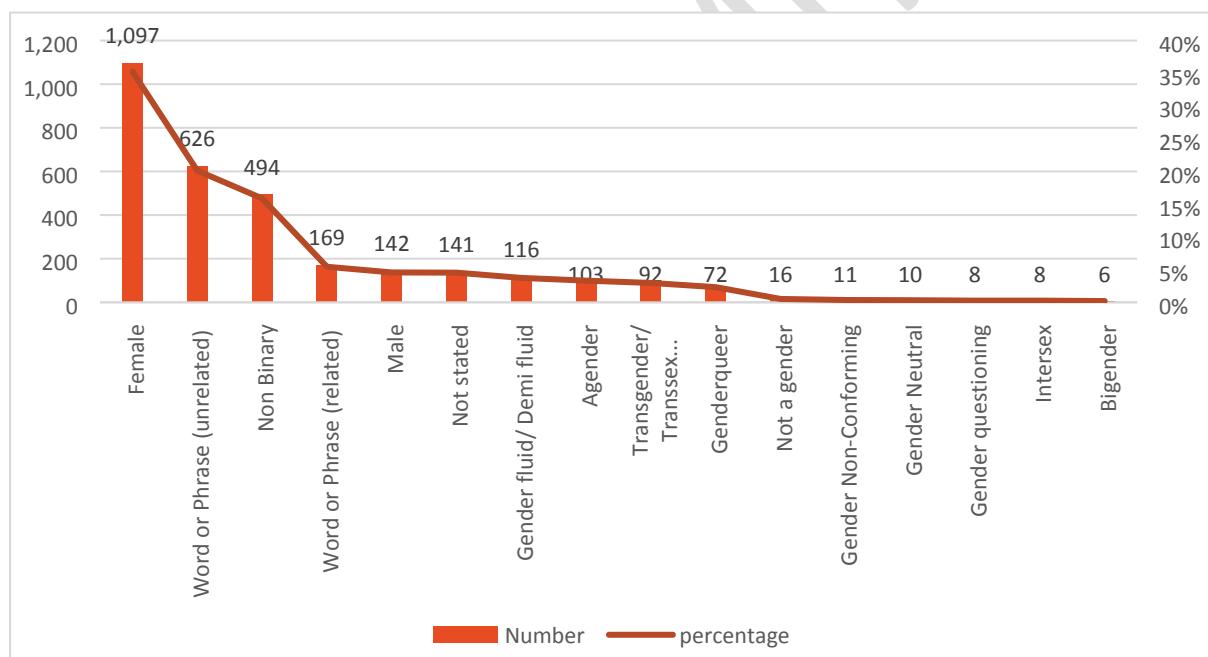


TABLE 10 RESPONDENT OWN GENDER TERM DETAILED

<sup>7</sup> Includes respondents who initially indicated *Own Term*, then specified 'female' or 'woman'. Original percentage was 48% (10,127) and increased to 53% when this group was added

<sup>8</sup> Includes respondents who initially indicated *Own Term*, then specified 'male' or 'man'. Original percentage was 28% (5,957) and increased to 29% when this group was added

## A2. Is your gender now the same as the gender you were assigned at birth?

Respondents	Number	Percentage%
Yes	15,459	73%
No	3,270	15%
Prefer not to say	2,085	10%
Not Stated	377	2%
<b>Grand Total</b>	<b>21,191</b>	<b>100%</b>

TABLE 11 RESPONDENTS CONFIRMING IF CURRENT GENDER IS SAME AS THAT AT BIRTH

Respondents	Female	Male	Other	Own Gender Term	Prefer not to say	Total	Percentage%
Yes	9,216	5,487	66	433	257	15,459	73%
No	1,055	421	759	957	78	3,270	15%
Prefer not to say	761	165	167	330	662	2,085	10%
Not Stated	192	25	8	152		377	2%
<b>Grand Total</b>	<b>11,224</b>	<b>6,098</b>	<b>1,000</b>	<b>1,872</b>	<b>997</b>	<b>21,191</b>	<b>100%</b>

TABLE 12 RESPONDENTS CONFIRMING IF CURRENT GENDER IS SAME AS THAT AT BIRTH DETAILED

## A3 Do you identify as trans?

Respondents	Female	Male	Other	Own Gender Term	Prefer not to say	Grand Total	Percentage%
Yes	930	400	545	712	56	2,643	12%
No	9,821	5,539	299	737	314	16,710	79%
Prefer not to say	390	141	153	281	626	1,591	8%
Not Stated	83	18	3	142	1	247	1%
<b>Grand Total</b>	<b>11,224</b>	<b>6,098</b>	<b>1,000</b>	<b>1,872</b>	<b>997</b>	<b>21,191</b>	<b>100%</b>

TABLE 13 RESPONDENTS TRANSGENDER STATUS

The table below notes their transgender status in correlation to Question A1 (gender identity). 712 respondents who used the option of specifying their *Own Gender Term* also identified as transgender.

Respondents	Female	Male	Other	Own Gender Term	Prefer not to say	Grand Total	Percentage%
Yes	930	400	545	712	56	2,643	12%
No	9,821	5,539	299	737	314	16,710	79%
Prefer not to say	390	141	153	281	626	1,591	8%
Not Stated	83	18	3	142	1	247	1%
<b>Grand Total</b>	<b>11,224</b>	<b>6,098</b>	<b>1,000</b>	<b>1,872</b>	<b>997</b>	<b>21,191</b>	<b>100%</b>

TABLE 14 RESPONDENTS TRANSGENDER STATUS DETAILED

The table below considers the 12% of respondents who identified as transgender cross referenced by stakeholder group



Respondents	Female	Male	Other	Own Term	Prefer not to say	Grand Total	Percentage%
<b>Yes</b>	<b>930</b>	<b>400</b>	<b>545</b>	<b>712</b>	<b>56</b>	<b>2643</b>	
City Resident	34	29	31	34	6	134	5%
City Resident & Worker	38	18	46	68	5	175	7%
Worker	76	26	33	45	6	186	7%
Service User	121	44	92	95	7	359	14%
Visitor	39	16	20	16	3	94	4%
Expert	144	64	76	143	12	439	17%
Member of Public	1			1		2	0%
Organisation Rep	9	3	4	15	1	32	1%
Interested Participant	467	200	243	294	16	1,220	46%
Not stated	1			1		2	0%
<b>Grand Total</b>	<b>930</b>	<b>400</b>	<b>545</b>	<b>712</b>	<b>56</b>	<b>2,643</b>	<b>100%</b>

TABLE 15 STAKEHOLDERS TRANSGENDER STATUS

## Disability

*B1. Do you consider yourself disabled?*

99% of respondents consider the question of whether they were disabled and supplied an answer. 6% preferred not to say if they were or not, however 18% considered they were.

The table below illustrates respondent's confirmation on whether they are disabled. 46% (1,759) of who state yes were White British and 50% (1,903) are female.

Respondents	Expert	Member of Public	Interested Participant	Not stated	Organisation Rep	City Resident	City Resident & Worker	Service User	Visitor	Worker	Grand Total	Percentage%
Yes	507	5	1,354	3	52	258	424	645	113	434	3,795	18%
No	918	9	5,513	13	97	1,205	2,573	2,869	520	2,253	15,970	75%
Prefer not to say	150	1	406	3	9	82	135	219	49	186	1,240	6%
Not stated	15		28	1	3	19	16	67	10	27	186	1%
<b>Grand Total</b>	<b>1,590</b>	<b>15</b>	<b>7,301</b>	<b>20</b>	<b>161</b>	<b>1,564</b>	<b>3,148</b>	<b>3,800</b>	<b>692</b>	<b>2,900</b>	<b>21,191</b>	<b>100%</b>

TABLE 16 STAKEHOLDERS DISABILITY STATUS

## Sexual Orientation

*C1. Do you identify as*

Respondents	Female	Male	Other	Own Term	Prefer not to say	Total	Percentage%
Bisexual	2,995	976	377	483	136	4,976	23%
Gay man	11	1,018	15	20	10	1,074	5%
Gay woman/lesbian	1,696	7	67	82	26	1,878	9%
Heterosexual/straight	4,235	3,328	31	158	88	7,840	37%
Other	375	137	251	104	61	928	4%
Prefer not to say	931	273	61	101	607	1,973	9%
Not stated	4,235	3,328	31	158	88	7,840	37%
<b>Grand Total</b>	<b>11,224</b>	<b>6,098</b>	<b>1,000</b>	<b>1,872</b>	<b>997</b>	<b>21,191</b>	<b>100%</b>

TABLE 17 RESPONDENTS SEXUAL ORIENTATION BY GENDER

## Age

D1. What is your current age?

(Free text box)

Prefer not to say

This question allowed free text responses, which have been aggregated into standardised age bands. The response includes for the range of ages, including decimals, positive and negative numbers, in addition to text responses related and unrelated to age.

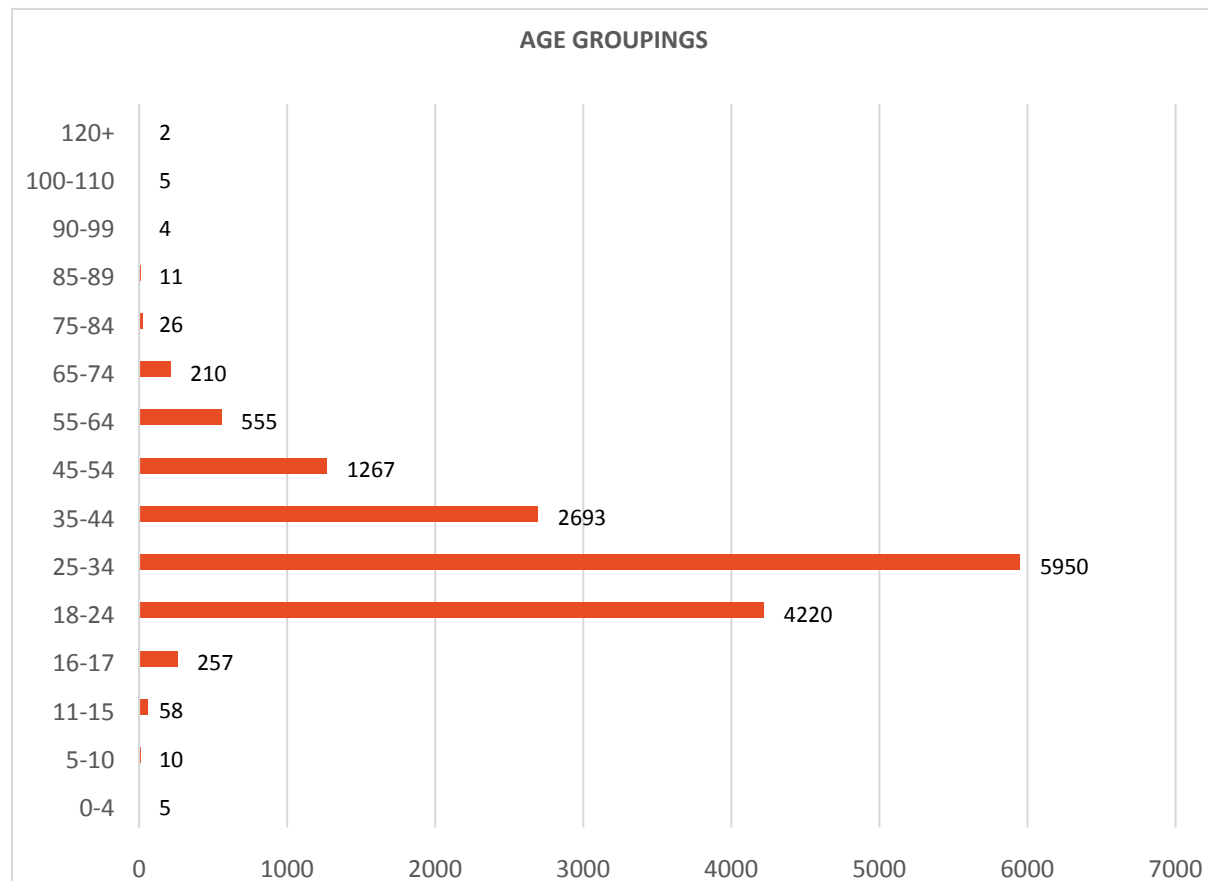


TABLE 18 RESPONDENTS AGE BANDS

A higher number of respondents were from 25-34 years age group. Not stated or information supplied in a format that couldn't be grouped into the standardised age bandings above were 5940 responses.

## Ethnicity

E1. Do you describe your race or ethnicity as:

Respondents	Female	Male	Other	Own Term	Prefer not to say	Grand Total	Percentage%
Arab	64	54	14	57	25	214	1%
Asian or Asian British: Indian	112	41	2	11	6	172	1%
Asian or Asian British: Pakistani	53	45	7	16	15	136	1%
Asian or Asian British: Bangladeshi	21	9	4	3	2	39	0%
Asian or Asian British: Chinese	51	22	7	9	4	93	0%
Asian or Asian British: Other	56	32	10	7	6	111	1%
Black or Black British: African	109	44	13	23	18	207	1%
Black or Black British: Caribbean	63	24	7	13	8	115	1%
Black or Black British: Other	28	15	7	14	8	72	0%
Mixed: Asian and White	197	85	23	30	17	352	2%
Mixed: Black and White	151	76	14	35	5	281	1%
Mixed: Other	336	170	57	101	98	762	4%
White: British	6,487	3,301	435	542	308	11,073	52%
White: Europe	1,382	974	170	209	92	2,827	13%
White: Gypsy or Irish Traveller	16	24	9	20	6	75	0%
White: Irish	521	273	32	47	20	893	4%
White: Other	1,126	665	144	265	97	2,297	11%
Prefer not to say			1			1	0%
Not Stated	451	244	44	470	262	1,471	7%
<b>Grand Total</b>	<b>11,224</b>	<b>6,098</b>	<b>1,000</b>	<b>1,872</b>	<b>997</b>	<b>21,191</b>	<b>100%</b>

TABLE 19 RESPONDENTS ETHNICITY BY GENDER

## Citizenship

F1. Of which countries are you a Citizen:

Respondents	Female	Male	Other	Own Term	Prefer not to say	Total	Percentage %
United Kingdom	8,699	4,256	625	979	638	15,197	72%
Other EU	926	645	115	182	72	1,940	9%
Prefer not to say	661	469	113	196	240	1,679	8%
Not Stated	938	728	147	515	47	2,375	11%
<b>Grand Total</b>	<b>11,224</b>	<b>6,098</b>	<b>1,000</b>	<b>1,872</b>	<b>997</b>	<b>21,191</b>	<b>100%</b>

TABLE 20 RESPONDENTS CITIZENSHIP STATUS BY GENDER

## Religion or Belief

G1. Do you consider yourself to be:

Respondents	Female	Male	Other	Own Term	Prefer not to say	Total	Percentage%
Buddhist	130	57	10	28	11	236	1%
Christian	1,236	804	54	113	52	2,259	11%
Hindu	40	13	2	5	1	61	0%
Jewish	313	128	50	74	18	583	3%
Muslim	178	122	39	85	41	465	2%
Non-religious (Atheist, Agnostic, Humanist)	7,694	4,219	625	863	396	13,797	65%
Shinto			1			1	0%
Sikh	9	6		5	3	23	0%
Other	365	159	100	86	32	742	4%
Prefer not to say	855	287	61	113	410	1,726	8%
Not Stated	404	303	58	500	33	1,298	6%
<b>Grand Total</b>	<b>11,224</b>	<b>6,098</b>	<b>1,000</b>	<b>1,872</b>	<b>997</b>	<b>21,191</b>	<b>100%</b>

TABLE 21 RESPONDENTS RELIGION BY GENDER

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What is the Public Sec

# EQUALITY ANALYSIS (EA) TEMPLATE

What is an Equality Ar

**Decision**

*Adjustments to remove barriers identified by the assessment or to better advance equality*

12 April 2019

How to demonstrate c

**Deciding what needs to be assessed** [Double click here for more information / Hide](#)

**Role of the assessor** [Double click here for more information / Hide](#)

**How to carry out an Equality Analysis (EA)** [Double click here for more information / Hide](#)

## The Proposal *Click and hover over the questions to find more details on what is required*

**Assessor name:** William Coomber

**Contact details:** William.coomber@cityoflondon.gov.uk

### 1. What is the Proposal?

A City Corporation Gender Identity (GI) Policy

### 2. What are the recommendations?

That the GI Policy will support the City Corporation to deliver its duties under the Equality Act 2010 effectively.

### 3. Who is affected by the Proposal? *Identify the main groups most likely to be directly or indirectly affected by the recommendations.*

The proposal will directly affect transgender City residents, workers and visitors (including those in transition). There will be an indirect impact for other service users, particularly those who use single sex facilities and services.

**Age** Double click here to add impact / Hide

Check box if NOT applicable ☐

#### Key Demographic statistics:

The Square Mile has proportionately more residents aged 25-69 than Greater London and fewer young people. Summaries of the City of London [age profiles from the 2011 Census can be found on our website](#)

The City resident population is projected to grow steadily, with greatest growth amongst the over 65 years group over the next decade.

Those under 18 and over 65 years are concentrated in areas of deprivation in the east and north of the City.

City Workers tend to be younger, aged between 20-50 years of age. The younger age profile is consistent with the findings of prior independent reports and reflects the fact that finance and insurance industries represent a large % of the City workforce.

Demographics projections and analysis can be found on the [Greater London Authority website in the London DataStore](#). The site details statistics for the City of London and other London authorities at a ward level:

- [Population projections](#)

*NB: These statistics provide general data for these protected characteristics.*

## Age

### Additional Equalities Data (Service level or Corporate) *Include data analysis of the impact of the proposals*

There is no reliable data currently available on gender identity by age for residents, workers or visitors in the City of London. Some young people identify with a gender other than that assigned to them at birth.

### What is the proposal's impact on the equalities aims?

The GI Policy does not have a disproportionate impact on a particular age group.

The GI Policy will not apply to schools who will develop their own policies.

### What actions can be taken to avoid or mitigate any negative impact or to better advance equality and foster good relations?

N/A



**Key demographic statistics:**

Day-to-day activities can be limited by disability or long-term illness - In the City of London as a whole, 89% of the residents feel they have no limitations in their activities – this is higher than both in England and Wales (82%) and Greater London (86%). In the areas outside the main housing estates, around 95% of the residents responded that their activities were not limited. Extract from summary of the [2011 Census relating to resident population health for the City of London can be found on our website](#).

City workers tend to be healthier than the general population and this is largely due to their younger age profile, although lifestyle choices (such as drinking, smoking and diet) may have a negative impact.

The 2011 Census identified that for the City of London's resident population:

- 4.4% (328) had a disability that limited their day-to-day activities a lot
- 7.1% (520) had a disability that limited their day-to-day activities a little.

Source: 2011 Census: [Long-term health problem or disability, local authorities in England and Wales](#)

Disability and health inequality amongst residents tends to be geographically concentrated in pockets of deprivation such as Portsoken in the east and north of the City.

*NB: These statistics provide general data for these protected characteristics.*

## Disability

### Additional Equalities Data (Service level or Corporate) Include data analysis of the impact of the proposals

There is no reliable data currently available on gender identity and disability for residents, workers or visitors in the City of London.

Some disabled people may identify with a gender other than that assigned to them at birth.

Research shows that trans people are more likely than the general population to experience mental health issues. The disability provisions under the Equality Act 2010 protect those with a 'physical or mental impairment which has a substantial and long-term adverse effect on ... ability to carry out normal day-to-day activities.'

#### What is the proposal's impact on the equalities aims?

The GI Policy may have a positive affect on the mental health of trans people, because it improves access to services and facilities and contributes to tackling stigma and discrimination.

#### What actions can be taken to avoid or mitigate any negative impact or to better advance equality and foster good relations?

Implement the GI policy and make sure that disabled trans people are aware of the policy and can access services/facilities.

## Pregnancy and Maternity [Double click here to add impact / Hide](#)

Check box if NOT applicable ☒

### Key borough statistics:

Under the theme of population, the [ONS website](#) has a large number of data collections grouped under:

- [Conception and Fertility Rates](#)
- [Live Births and Still Births](#)
- [Maternities](#)

*NB: These statistics provide general data for these protected characteristics.*

[Double click here to show borough wide statistics / hide statistics](#)

## Pregnancy and Maternity

**Additional Equalities Data (Service level or Corporate)** *Include data analysis of the impact of the proposals.*

The GI Policy is not expected to impact pregnancy and maternity.

### What is the proposal's impact on the equalities aims?

No impact.

### What actions can be taken to avoid or mitigate any negative impact or to better advance equality and foster good relations?

Not applicable.

## Race [Double click here to add impact / Hide](#)

Check box if NOT applicable ☐

### Key demographic statistics:

White British residents comprise 57.5% of the total population, followed by White – Other at 19%.

The second largest ethnic group amongst residents is Asian (12.7%), this group is divided between Asian-Indian (2.9%), Asian-Bangladeshi (3.1%), Asian-Chinese (3.6%) and Asian-Other (2.9%). The City has the highest % of Chinese people of any authority in London and the second highest in England & Wales.

These Asian communities tend to be concentrated geographically in the east and north of the City.

[See ONS Census information](#) or [Greater London Authority projections](#)

The City of London has a relatively small Black population comprising 2.6% of residents. This is considerably lower than the Greater London wide percentage of 13.3%.

City workers are largely white (79%), compared to Asian ethnicity (12%), black groups (5%), mixed race (3%) and Arab origins (1%).

*NB: These statistics provide general data for these protected characteristics.*

## Race

**Additional Equalities Data (Service level or Corporate)** *Include data analysis of the impact of the proposals.*

There is no reliable data currently available on gender identity by race for residents, workers or visitors in the City of London.

### What is the proposal's impact on the equalities aims?

No direct impact on race or ethnicity.

### What actions can be taken to avoid or mitigate any negative impact or to better advance equality and foster good relations?

Develop a better understanding of the potential impact of multiple levels of discrimination and mitigation to address these.

## Religion or Belief [Double click here to add impact / Hide](#)

[Check box if NOT applicable](#) ☐

### Key demographic statistics – sources include:

The ONS website has a number of data collections on [religion and belief](#), grouped under the theme of religion and identity.

[Religion in England and Wales provides a summary of the Census 2011 by ward level](#)

The City is a religiously diverse area, with a wider range of religious/faith identities than England as a whole. In the City, 45.3% of residents identify as Christian, with 34.2% stating that they have no religion. The next largest group is Islam (5.5%), followed by Judaism (2.3%), Hindus (2%), Buddhists (1.2%) and Sikhs (0.2%).

Since 2011 the Christian population has fallen by approximately 10% and those with no religion risen by roughly the same figure.

*NB: These statistics provide general data for these protected characteristics.*

## Religion or Belief

### Additional Equalities Data (Service level or Corporate)

There is no reliable data currently available on gender identity and religion or belief for residents, workers or visitors in the City of London.

The GI Policy may challenge beliefs about single sex services and facilities in some religious communities. The GI Policy could therefore have a challenging impact on the use of services and facilities by members of those communities.

### What is the proposal's impact on the equalities aims?

The proposal is consistent with the Equality Act 2010 provisions on religion and belief.

### What actions can be taken to avoid or mitigate any negative impact or to better advance equality and foster good relations?

Religious worship is exempt from the provisions of the Equality Act 2010.

The Public Sector Equality Duty includes a responsibility to 'foster good relations between people who share a relevant protected characteristics and persons who do not share it', and the City may want to consider what opportunities the GI Policy creates for dialogue with and between different communities.

## Sex [Double click here to add impact / Hide](#)

[Check box if NOT applicable](#) ☐

### Key demographic statistics:

At the time of the [2011 Census the usual resident population of the City of London](#) could be broken up into:

- 4,091 males (55.5%)
- 3,284 females (44.5%)

A number of demographics and projections for demographics can be found on the [Greater London Authority website in the London DataStore](#). The site details statistics for the City of London and other London authorities at a ward level:

- [Population projections](#)

*NB: These statistics provide general data for these protected characteristics.*

## Sex

### Additional Equalities Data (Service level or Corporate) *Include data analysis of the impact of the proposals*

Some males and females who use single-sex facilities have concerns about and/or are uncomfortable with trans access to those facilities (as illustrated by some of the responses to the City Corporation's GI Survey).

#### What is the proposal's impact on the equalities aims?

Sex is a protected characteristic under the Equality Act 2010.

The Act also has a strong inclusive presumption for trans people with respect to single sex services and facilities.

#### What actions can be taken to avoid or mitigate any negative impact or to better advance equality and foster good relations?

The City Corporation should consider exclusion of trans people from single-sex services in exceptional circumstances where this is a proportionate means to a legitimate end.

The Public Sector Equality Duty includes a responsibility to 'foster good relations between people who share a relevant protected characteristics and persons who do not share it', and the City may want to consider what opportunities the GI Policy creates for dialogue with and between different groups in the community.

Page 23

## Sexual Orientation and Gender Reassignment [Double click here to add impact / Hide](#)

Check box if NOT applicable ☐

### Key demographic statistics:

It is estimated that 10% of the UK population belong to the lesbian, gay and bisexual communities in the UK. Stonewall have estimated that 1% of the UK population are Transgender or identify as non-binary or gender fluid.

Please refer to:

- [Sexual Identity in the UK – ONS 2014](#)
- [Measuring Sexual Identity – ONS](#)

*NB: These statistics provide general data for these protected characteristics.*

## Sexual Orientation and Gender Reassignment

### Additional Equalities Data (Service level or Corporate) *Include data analysis of the impact of the proposals*

There is currently no reliable data on the numbers of transgender people living, working or visiting the City of London.

The GI policy was strongly supported by trans respondents to the GI Survey.

**What is the proposal's impact on the equalities aims?** Look for **direct impact** but also evidence of **disproportionate impact** i.e. where a decision affects a protected group more than the general population, including **indirect impact**

The GI policy will have a positive impact on transgender inclusion, and for LGBTQ

#### What actions can be taken to avoid or mitigate any negative impact or to better advance equality and foster good relations?

As it implements the policy, the City Corporation may have opportunities to

## Sexual Orientation and Gender Reassignment

rights (noting that this is a diverse community, and includes people who do not support the policy, as was reflected in a minority of responses to the GI Survey).

The policy highlights the challenges for public authorities of responding to new understandings of and expectations about gender, with implications for the Public Sector Equality Duty. For example, how people who identify themselves as 'non-binary' or 'gender fluid' are covered by a gender identity policy.

promote dialogue between Trans, LGBT and Women's groups, which would be beneficial in fostering good relationships.

It would be beneficial to have more data on gender identity in the City, while recognising the challenges of monitoring on a trans classification.

There are legal limits to the degree to which people who identify as non-binary or gender fluid can be covered by this policy. However, the policy can commit to do whatever is possible (within the current limits of the law) to address issues for people who identify as non-binary/gender fluid as a matter of policy.

## Marriage and Civil Partnership [Double click here to add impact / Hide](#)

[Check box if NOT applicable](#) ☒

Key borough statistics - sources include:

[The 2011 Census contain data broken up by local authority on marital and civil partnership status](#)

*NB: These statistics provide general data for these protected characteristics.*

[Double click here to show borough wide statistics / hide statistics](#)

## Marriage and Civil Partnership

**Additional Equalities Data (Service level or Corporate)** *Include data analysis of the impact of the proposals*

There were no obvious impacts upon marriage and civil partnership arising from the proposed draft policy.

**What is the proposal's impact on the equalities aims?** *Look for **direct impact** but also evidence of **disproportionate impact** i.e. where a decision affects a protected group more than the general population, including **indirect impact***

No negative impact

**What actions can be taken to avoid or mitigate any negative impact or to better advance equality and foster good relations?**

Non-applicable

## Additional Impacts on Advancing Equality & Fostering Good Relations [Double click here to add impact / Hide](#)

[Check box if NOT applicable](#) ☐

This section seeks to identify what additional steps can be taken to promote these aims or to mitigate any adverse impact. Analysis should be based on the data you have collected above for the protected characteristics covered by these aims. In addition to the sources of information highlighted above – you may also want to consider using:

- Equality monitoring data in relation to take-up and satisfaction of the service

- Equality related employment data where relevant
- Generic or targeted consultation results or research that is available locally, London-wide or nationally
- Complaints and feedback from different groups.

[Double click here to show borough wide statistics / hide statistics](#)

## Additional Impacts on Advancing Equality & Fostering Good Relations

### Additional Equalities Data (Service level or Corporate)

Are there any additional benefits or risks of the proposals on advancing equality and fostering good relations not considered above?

What actions can be taken to avoid or mitigate any negative impact on advancing equality or fostering good relations not considered above? Provide details of how effective the mitigation will be and how it will be monitored.

Non-applicable

## Conclusion and Reporting Guidance

This analysis has concluded that...

The proposed policy provides a statement of the City Corporation's Public Sector Equality Duty under with the Equality Act 2010 with respect to Gender Assignment.

The City should also consider what opportunities the launch and implementation of a Gender Identity Policy creates for fostering understanding, dialogue and good relations between different equality groups.

The GI policy is an important tool in delivering the Equality Act 2010 and Chief Officers should draw up plans to promote trans equality in their service areas, with impact monitored and appropriate accountability and governance. Monitoring should also look out for evidence of any negative impact on service use by other protected groups.

There is little data on gender identity and how it intersects with other protected characteristics. It would be beneficial to build this evidence base where practicable.

## Outcome of analysis - [check the one that applies](#)

### ☐ Outcome 1

No change required where the assessment has not identified any potential for discrimination or adverse impact and all opportunities to advance equality have been taken.



☒ **Outcome 2**

Adjustments to remove barriers identified by the assessment or to better advance equality.

☐ **Outcome 3**

Continue despite having identified some potential adverse impacts or missed opportunities to advance equality. In this case, the justification should be included in the assessment and should in line with the duty have 'due regard'. For the most important relevant policies, compelling reasons will be needed. You should consider whether there are sufficient plans to reduce the negative impact and/or plans to monitor the actual impact.

☐ **Outcome 4**

Stop and rethink when an assessment shows actual or potential unlawful discrimination.

**Signed off by Director:**

**Name:**

Andrew Carter

**Date:**

12.04.2019

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

Document is Restricted

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