



Highgate Wood Consultative Group

Date: WEDNESDAY, 18 APRIL 2018

Time: 2.15 pm

Venue: THE WALK WILL START AT 2.15PM OUTSIDE THE HIGHGATE WOOD CAFÉ. THE MEETING WILL BE HELD AT HEATHFIELD HOUSE, 432 ARCHWAY ROAD, N6 4JHN AT 4.00PM.

Members: Karina Dostalova (Chairman)
Anne Fairweather (Deputy Chairman)
Deputy John Tomlinson

Co-Optees:	Stephanie Beer	(Muswell Hill & Fortis Green Association)
	Marguerite Clark	(Highgate Society)
	Peter Corley	(Tree Trust for Haringey)
	Councillor Gail Engert	London Borough of Haringey
	Councillor Bob Hare	(London Borough of Haringey)
	Jan Brooker	(Highgate Conservation Area Advisory Committee)
	Lucy Roots	(Muswell Hill Friends of the Earth)
	Alison Watson	(Friends of Queen's Wood)
	Michael Hammerson	(Highgate Society)

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

Afternoon Tea will be served at Heathfield House at 3.45 pm

John Barradell
Town Clerk and Chief Executive

AGENDA

Public Agenda

1. **APOLOGIES**

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

3. **MINUTES**

To agree the public minutes of the meeting held on 22 November 2017.

For Decision
(Pages 1 - 6)

4. **ACTIONS SHEET**

Report of the Town Clerk.

For Information
(Pages 7 - 8)

5. **SUPERINTENDENT'S UPDATE**

Report of the Superintendent of Hampstead Heath.

For Discussion
(Pages 9 - 16)

- | | | |
|----|---|-----------------|
| a) | Appendix 1 - Highgate Wood Management Plan | (Pages 17 - 44) |
| b) | Appendix 2 - 2018/19 Divisional Plan | (Pages 45 - 52) |
| c) | Appendix 3 - Licensed Events, School Walks and Schools Sports usage 2016/17 & 2017/18 | (Pages 53 - 54) |
| d) | Appendix 4 - Heath Hands Progress Report | (Pages 55 - 60) |
| e) | Appendix 5 - 2018/19 Annual Work Programme | (Pages 61 - 70) |

6. **COUNTRYSIDE STEWARDSHIP FUNDING**

A verbal update will be provided by the Superintendent of Hampstead Heath.

For Information

7. **QUESTIONS**

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

9. **DATE OF NEXT MEETING**

The date of the next meeting is 17 October 2018 from 4.00pm at Heathfield House, 432 Archway Road, N6 4JH.

HIGHGATE WOOD CONSULTATIVE GROUP Wednesday, 22 November 2017

Minutes of the meeting of the Highgate Wood Consultative Group held at Heathfield House, 432 Archway Road, London, N6 4JH on Wednesday, 22 November 2017 at 4.00 pm

Present

Members:

Karina Dostalova (Chairman)
Deputy John Tomlinson
Stephanie Beer (Muswell Hill and Fortis Green Association)
Councillor Gail Engert (London Borough of Haringey)
Councillor Bob Hare (London Borough of Haringey)
Lucy Roots (Muswell Hill Friends of the Earth)
Michael Hammerson (Highgate Society)

Officers:

Alistair MacLellan	- Town Clerk's Department
Bob Warnock	- Superintendent of Hampstead Heath
Jonathan Meares	- Highgate Wood & Conservation Manager

1. **APOLOGIES**

Apologies were received from Anne Fairweather, Marguerite Clark (Highgate Society), Peter Corley (Tree Trust for Haringey), Jan Brooker (Highgate Conservation Area Advisory Committee) and Alison Watson (Friends of Queen's Wood).

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 31 May 2017 be approved, subject to some typographical amendments.

Matters Arising **Squirrel Traps**

In response to a question from Cllr Bob Hare (London Borough of Haringey), the Conservation & Trees Manager replied that it was difficult to give an estimate of the overall squirrel population in Highgate Wood. In response to a further question, he noted that the traps were likely having a small impact on the overall population, but that judgement on the effectiveness of the traps would be reserved until their introduction was reviewed after one year. Other sites, such as Kenwood, had introduced squirrel traps many years ago and

therefore it was worth persevering with the traps in the Wood. He noted that it would not be possible to introduce pine martens into the Wood as a natural deterrent – in line with a successful pilot in Ireland – as the Wood was too small an area to be a sustainable habitat for the animals.

4. SUPERINTENDENT'S UPDATE FOR NOVEMBER 2017

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

Revised Working Arrangements

- The Highgate Wood and Conservation Manager noted that these were working well, and that a revised duty roster was currently being consulted on with staff.

Roman Kiln Project

- The Highgate Wood and Conservation Manager noted that he was confident the Charitable Incorporated Organisation would be established by Christmas 2017. The project remained 'live' on the City of London Corporation's project management system.

Sustainability

- The Highgate Wood and Conservation Manager noted that he was looking to replace the battery-powered Bradshaw vehicle which had now come to the end of its working life.

Woodland Conservation and Tree Management

- The Highgate Wood and Conservation Manager drew Members' attention to the draft Woodland Management Plan appended to the report and noted that he planned to work with colleagues of his in Epping Forest and apply for a Countryside Stewardship Award, which would support delivery of the Plan.
- In response to a question from Cllr Gail Engert (London Borough of Haringey) the Highgate Wood and Conservation Manager noted that he was not certain that European Union (EU) grant funding would continue once the United Kingdom left the EU.
- The Highgate Wood and Conservation Manager noted that Members were welcome to provide comments on the draft Plan outside of the meeting, and that the final iteration would be put to the Hampstead Heath, Highgate Wood and Queen's Park Committee in March 2018. At the request of the Chairman, he agreed to issue an email to Members after the meeting setting out the consultation timeline for the Plan, and what the review period would be.

- In response to a request from Cllr Gail Engert (London Borough of Haringey) the Highgate Wood and Conservation Manager agreed to provide feedback to Members on his meeting with Natural England on 1 December 2017.

Stephanie Beer (Muswell Hill and Fortis Green Association) left at this point of the meeting.

Ecology

- Members expressed their disappointment that there was little evidence that the Wood was populated by hedgehogs, but noted that Queen's Wood was similarly affected and that the likely reason was that hedgehogs preferred garden-like settings, which would explain their prevalence in Golders Hill Park.

Volunteer Activity

- The Highgate Wood and Conservation Manager noted that, whilst the size of volunteer groups had fluctuated in the past, group sessions were now very popular and oversubscribed.

Oak Decline and Oak Regeneration

- The Highgate Wood and Conservation Manager noted that the Forestry Commission was investing a lot of resources into investigating Acute Oak Decline (AOD) and Chronic Oak Decline (COD). The emerging theory was that the two conditions were in fact one and the same, and the causal agent was drought stress. Given the long life cycle of oaks, it was possible that instances of AOD and COD in Highgate Wood dated to intervention into the hydrology of the Wood when it was acquired by the City in the late nineteenth century.
- In response to a question from Cllr Bob Hare (London Borough of Haringey), the Highgate Wood and Conservation Manager agreed that soil compaction could be a contributing factor to AOD and COD. It was very difficult to establish if the conditions represented a macro-cycle as the only 'control group' of ancient oaks existed in Poland, and even those had been subject to some element of human intervention. **In response to a further question, he replied that the City had tried airspraying oaks but that the technique had been unsuccessful.**

Tree Disease and Biosecurity Issues

- The Highgate Wood and Conservation Manager noted that Oak Processionary Moth (OPM) had yet to be detected in the Wood, but that staff were using the opportunity of autumn leaf fall to survey trees for evidence of OPM, particularly in areas of high activity such as the playground. He noted also that the City's Director of Open Spaces had formed a Biosecurity Working Group composed of staff from the City and

Royal Parks to help coordinate responses to tree disease, biosecurity, and AOD/COD.

Pavilion Café

- The Superintendent of Hampstead Heath noted that the City was negotiating with the current provider for a lease ending 2021, the year that the City of London Open Spaces Bill was expected to become law. The Bill, once law, would empower the City to offer longer leases on cafes across its open spaces, thus providing incentive for tenants to invest more in their service provision.

Community and Events

- The Highgate Wood and Conservation Manager drew Members' attention to a tabled paper that outlined income for the Wood. He noted that the Queen's Park Consultative Group has queried ways in which a more commercial approach to revenue raising could be adopted at the Park.
- The Superintendent of Hampstead Heath noted that an Events Policy would be submitted to the Hampstead Heath, Highgate Wood and Queen's Park Committee at its meeting in early 2018.

Infrastructure and Buildings

- The Highgate Wood and Conservation Manager noted that the introduction of a secure storage box for deliveries to the café had led to a clear reduction in vehicle movements within the Wood.

RESOLVED, that the report be noted.

5. DEVELOPING A DIVISIONAL PLAN FOR HAMPSTEAD HEATH, HIGHGATE WOOD, KEATS HOUSE AND QUEEN'S PARK

Members considered a report of the Superintendent of Hampstead Heath regarding the development of a divisional plan for Hampstead Heath, Highgate Wood and Queen's Park and the following points were made.

- The Superintendent of Hampstead Heath noted that the intention of the plan was to move towards a more outcome-focused way of working. 22 of the 39 projects outlined within the plan were relevant to Highgate Wood. Members were welcome to comment on the draft plan outside of the meeting.
- In response to a question, the Superintendent noted that a summary report would be submitted to Members each summer to provide an update on how divisional plan projects were progressing.

RESOLVED, that the report be noted.

6. **QUESTIONS**

Walking Guide

In response to a question from Cllr Gail Engert (London Borough of Haringey) the Superintendent of Hampstead Heath agreed to consider whether walking guides and associated literature could be provided in the Highgate Wood Café. Cllr Engert noted in particular that she would welcome, if possible, a bespoke guide to a walk from Muswell Hill to Primrose Hill via Highgate Wood and Hampstead Heath.

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

Deputy John Tomlinson

The Chairman noted that this was Deputy John Tomlinson's first meeting and welcomed him to the Group.

8. **DATE OF NEXT MEETING**

Members noted that their next walk and meeting would be on 18 April 2018, with the walk commencing at 2.00pm and the meeting commencing at 4.00pm. The Town Clerk agreed to ensure that the walk and meeting did not clash with any other City of London Corporation committee meeting.

The meeting ended at 5.10 pm

Chairman

Contact Officer: Alistair MacLellan
alistair.maclellan@cityoflondon.gov.uk

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Highgate Wood Consultative Group - Actions

Date	Action	Responsible Officer/Member	Deadline/Progress
22 November 2017	Email to Members outlining timeline and review period of Highgate Wood Management Plan.	Highgate Wood and Conservation Manager	December 2017
22 November 2017	Members to be informed of outcome of 1 December 2017 meeting with Natural England.	Highgate Wood and Conservation Manager	December 2017
22 November 2017	Ensure no clash between 18 April 2018 walk and meeting and other City of London Corporation Committees.	Town Clerk	Done
31 May 2017	Consideration to be given to provision of epipens at sites where Oak Processionary Moth had been identified.	Director of Open Spaces	Update at April 2018 meeting
31 May 2017	Report on community and events programme to be submitted to a future meeting.	Highgate Wood and Conservation Manager	Due April 2018
22 November 2017	Members to receive a weblink on the House of Lords Group initiative to monitor the control of	Town Clerk	Completed

Highgate Wood Consultative Group - Actions

	grey squirrels.		
22 November 2017	Report on average attendee numbers, fees and rules on attendance at programme events to be submitted to a future meeting.	Highgate Wood & Conservation Manager	Update at April 2018 meeting
22 November 2017	The impact of school budgets on the use of open spaces such as the Heath to be raised at next Hampstead Heath, Highgate Wood and Queen's Park Committee meeting.	Chairman	Update at April 2018 meeting
22 November 2017	The potentially confusing use of language in the Open Spaces & Heritage Business Plan 2017/18 to be reviewed.	Director of Open Spaces	Update at April 2018 meeting

Committee	Dated:
Highgate Wood Consultative Group	18 April 2018
Subject: Superintendents Update for April 2018	Public
Report of: Superintendent of Hampstead Heath	For Discussion
Report author: Jonathan Meares – Open Spaces Department	

Summary

This Report provides an update to Members on management and operational activities in Highgate Wood since November 2017. The report describes progress on operational working arrangements, income generation, sustainability, conservation and woodland management, infrastructure and facilities. This Report is also reviews progress on the draft Woodland Management Plan, which is appended for comments. A copy of the 2018/19 Annual Work Programme is also appended to this Report for information.

Recommendations

It is recommended that:

- Members provide feedback on the draft Woodland Management Plan (Appendix 1).
- 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 23 May 2018.

Main Report

Revised working arrangements

1. Following the introduction of the revised working arrangements in October 2016 and a 12-month review in October 2017 the Highgate Wood Team are currently trialling a modified roster to allow longer rest periods between shifts.

Roman Kiln Project

2. The Friends of the Highgate Roman Kiln (FOHRK) were granted Registered Charity status on the 5 March 2018 and will now start planning their fundraising activities. Catherine West remains the Charitable Incorporated Organisation (CIO) Chairperson and will play a central role in the fundraising activity. This project is part of the Divisional Plan (Appendix 2, Project 1.13) and has a completion date in 2019.

3. The Highgate Wood Manager will be approaching the City Surveyors Department to request updated estimates for the reconfiguration of the Education Facility where it is planned to display the Kiln. There will be an approach to the Heritage Lottery Fund to explore options on funding applications and timing with City of London.

Sustainability

4. Work is now underway to review the current Waste and Recycling service across the Division, including the current arrangements in Highgate Wood. Costs have been steadily increasing over the last five years and service delivery has been inconsistent.
5. The review, project 2.2 in the Divisional Plan, will include a focus on public engagement, in the hope of reducing the amount of litter left on site, while encouraging the correct disposal of dog waste. There will also be drive towards increasing the current levels of recycling, which could be much higher. Unfortunately, a large amount of recyclable waste gets contamination by dog waste which is incorrectly disposed of.
6. The Open Spaces Department now have a total of 10 Photo Voltaic installations including one at Highgate Wood, generating close to 120,000Kw annually. Three additional systems were installed during 2017/18 at Epping Forest and the Parliament Hill Lido.

2018/19 Annual Work Programme

7. The Annual Work Programme (AWP) sets out cyclical and project works planned at Highgate Wood over the next 12 months and is integral to effectively prioritising programmes and works for resource allocation. The 2018/19 AWP is appended to this report (see Appendix 5).

Draft Woodland Management Plan and future funding opportunities

8. The first full draft of the Highgate Wood Woodland Management Plan has now been completed and is attached to this report (Appendix 1). The main sections of the Forestry Commission format used for the plan did not allow for much detail to be included, and the revised plan adds this detail in an appendix. The Wood is divided into 15 compartments, and for each compartment an ecological description is given, and the proposed management and timescale specified. Members are invited to comment on the Plan. After revision it will be made available for public consultation.
9. In order to apply for funding through the Countryside Stewardship Scheme the site will need to be registered with the Rural Payments Agency which then allows an application to be submitted in April 2019. The grant funding if successful will cover existing Woodland Conservation Work but will also focus on Veteran tree management.

Highgate Wood Conservation Management Plan

10. A mid-term review of the 10-year Conservation Management Plan will take place in 2018 and a Report will be submitted for the November Highgate Wood Consultative Group meeting. The review will focus on the vision and objectives laid out in the 2013 Plan and report back on progress. The new Woodland Management Plan will form part of this review. This forms part of the Divisional Plan (Appendix 2, Project 1.5)

Woodland Conservation and Tree Management

11. 16 young oaks saplings from Hampstead Heath were planted in the 2017 Conservation Area by Heath Hands Volunteers. Works in the 2017 Conservation Area have now been completed and there is already a promising level of natural regeneration.
12. January 2018 brought a succession of strong weather systems, in the form of storms Eleanor, David and Georgina. Highgate Wood closed on four separate days over the month of January and suffered significant tree damage numbering 27 separate tree incident reports including 10 major failures. Storm David on the 18 January 2018 had the biggest impact on site, accounting for 16 tree failures.

Ecology

13. The November 2017 Superintendents report provided an update on the continuing research project for hedgehogs 'Hog Watch' and the survey carried out during June and July 2017 which included Highgate Wood and Queen's Wood. The Institute of Zoology at Regents Park sent through their report last month and the findings although disappointing for Highgate Wood and Queen's Wood are very promising for Golder's Hill Park where there were 1,080 hedgehog sightings over the survey period. The survey also recorded other species including foxes which were noted in high numbers in both Highgate Wood and Queen's Wood.
14. The report also recommends that Highgate Wood needs to consider improving potential access for hedgehogs to private gardens although this would be restricted to the north west side of the site where the boundary abuts with the old disused Alexandra Palace track line and the rear gardens of Lanchester Road. Access could involve constructing corridors through or under the existing fencing.
15. Small mammal monitoring was carried out in November 2017 by the Heath Ecologist and a member of the Highgate Wood Team with guidance from a specialist small mammal Ecologist. Mammals were captured, marked and released. Wood mice were the only species captured during the monitoring. (Nearly 40 individuals).

Volunteer activity

16. Between 14 March 2017 and 13 March 2018, a total of 42 different volunteers collectively contributed 598 volunteer hours over a period of 28 afternoons, helping with a variety of conservation tasks, mainly coppicing holly and young trees and laying trees along area perimeters, but, also some planting. Volunteering statistics for Heath Hands are attached for information at Appendix 4,
17. Following a recent request to diversify the volunteer activities in Highgate Wood, one volunteer invested a week of their time inputting bird data from 14 years of paper records and basic computer tables. This information is now available for the Ecology Team to analyse and look at significant trends in Highgate Wood.
18. Volunteering is included in the Divisional Plan (Appendix 2, Project 3.2) with a focus in increasing opportunities for volunteers and diversifying activities.

Oak decline and oak regeneration

19. The rate of oak regeneration continues to be a concern, with over 70% of the seedlings that have been protected with shelters, being lost to drought stress or mildew or a combination of the two factors. Sapling oaks from Hampstead Heath have been planted so it is hoped that increasing planting may build up a viable replacement population as the older trees are lost.
20. The latest survey work on oak decline has been analysed and we now have a series of possible scenarios based on current estimates of death rates. Bearing in mind these are based on a survey that is still less than 10 years old the two proposed scenarios look at worst case outcome and best-case outcome.

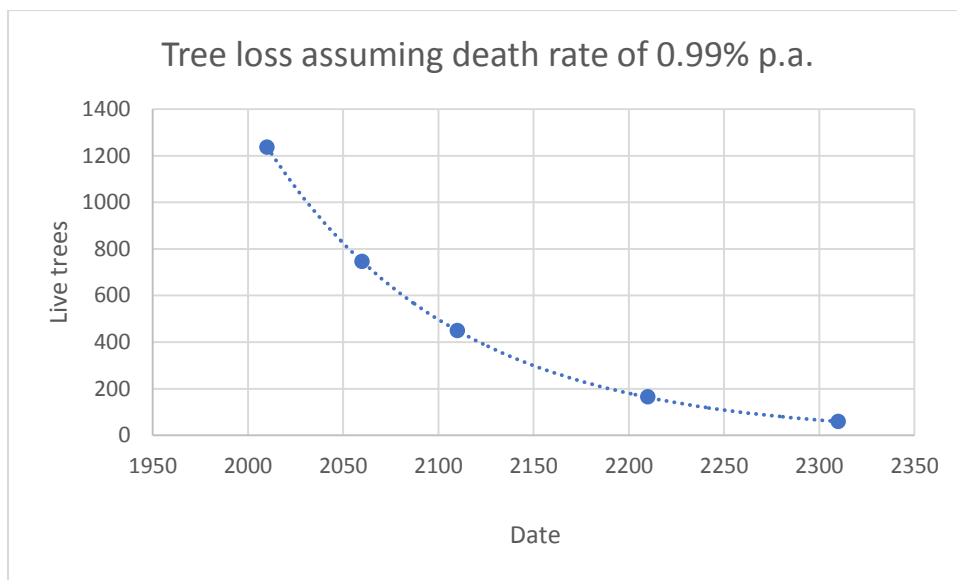


Figure 1 – Tree Loss per year based on a rate of 0.99%

21. In Figure 1 the death rate diminishes over time and the existing generation of 140 to 200-year-old trees are lost over a longer time scale.

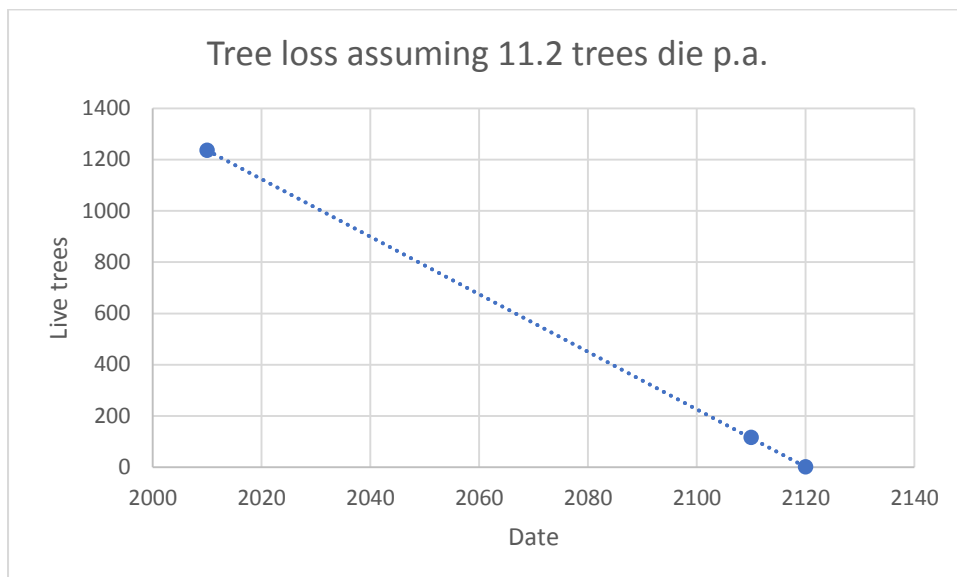


Figure 2 – Loss per year based on a rate of 11.2 trees per year

22. In Figure 2 the death rate remains constant and the entire remaining population of oak standards are lost in just over a century.
23. There is also a third scenario (not illustrated) where the death rate will drop significantly as the oak standards 'self-thin' and light conditions will improve with the forest canopy becoming more open and competition for water and nutrients reducing. What will happen in the next 100 years will be subject to many variables including climate change and increasing pressure from visitor numbers with compaction and loss of understory.

Tree disease and biosecurity issues

24. A Forestry Commission Survey for Oak Processionary Moth (OPM) was carried out over the winter months on a sample area of oaks in Highgate Wood along the Muswell Hill Road fence line. The Forestry Commission have recently circulated information on spraying across London for 2018 and Queen's Wood is listed as having 164 trees with OPM nests. Alexandra Palace has 81 effected trees, very close to the number on Hampstead Heath. It is surprising that nothing has been discovered to date in Highgate Wood.
25. Biosecurity continues to be a priority for the Department, with *Phytophthora ramorum* at Epping and the new concern of *Xylella fastidiosa* a bacterial pathogen with a very wide host range originally from the Americas, not present in the UK, but spreading in the Mediterranean.

Sports and Recreation

26. The sport's field has not coped very well with the poor weather conditions we have been encountering over the last few months. Only six official football matches have been played since the Christmas break. The pitches have been waterlogged which has made it impossible for the Team to carry out drainage improvement work. Despite the poor state of the pitches the children's coaching sessions have been taking place on the other parts of the field which has increased our income. With the cricket season rapidly approaching it is hope that the weather will change.

Playground

27. We have had a new cable and carriage installed in the playground on the aerial runway. New fence posts have been installed around the playground perimeter and at the front of the special needs unit. A new entrance on the front of the slide will be constructed soon, this is due to heavy wear and tear. Staff have installed a new shrubbery where sand used to collect, and this will be planted up after the summer break. Works to fill in holes around the playground will take place in the next few months.

Pavilion Café update

28. The previous tenant at the Highgate Wood Pavilion Café informed the City that they would cease trading on 4 March 2018, due to operational matters.
29. An interim solution has been sourced and the operator Hoxton Beach are currently operating on a Tenancy at Will. Hoxton Beach are the current operator at the Hampstead Heath Lido Café. The feedback received has been very positive.
30. The Superintendent will undertake a competitive tender process during the summer of 2018 to award a lease to commence in January 2019.

City of London Corporation (Open Spaces) Act 2018

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

Licenced events and activities.

34. Highgate Wood Site Specific Events Policy will be prepared for Members to consider at their next meeting. The Site Specific Policy will establish clear guidelines on event provision for the site.
35. A table has been prepared which sets out the income generated from, and the number of people attending, licenced events. Figures for 2016/17 and 2017/18 have been provided for comparison.
36. We have also shown the number of the school groups using the site and education sessions in the form of 'Walk Talks' that are held over the course of

the year. See tables attached in the appendices showing numbers and comparison between 2016/17 and 2017/18 (Appendix 3).

Infrastructure and buildings

37. Bound gravel resurfacing has been carried out on 50% of the internal paths within the wood, with a marked improvement in the wearing surface. Hoggins, a naturally occurring quarried self-binding aggregate has been used to carry out the resurfacing, but weather conditions deteriorated during the operation with snow and very cold weather, so the works have had to be postponed until the conditions dry out.
38. A new drain run has been installed serving the female toilets and changing rooms which replaces a partially collapsed section which caused blockages during busy times of the year.

Divisional Plan

39. The 2018/19 Divisional Plan was approved by the Hampstead Heath, Highgate Wood & Queen's Park Committee on 21 February 2018.
40. A 4th Quarter update on the status and progress of the 2017/18 Divisional Plan Projects is attached at Appendix 2. Members are asked to note the progress of the Projects, and in particular Projects with April 2018 milestones.

Corporate & Strategic Implications

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

Financial Implications

43. The operational requirements highlighted in the report will be met from the Superintendent's Local Risk Budget.

Conclusion

44. The conservation of the Ancient Woodland habitat of Highgate Wood for future generations remains a focus for the Team, and the draft Woodland Management Plan when approved will provide clearer guidance and management over the next 10 years. Highgate Wood is relatively small in woodland terms and its capacity is limited in terms of a recreational space. The Team have a vital role in monitoring the health of the woodland and the direct impact of increasing visitor numbers.

Appendices

- Appendix 1 –Highgate Wood Management Plan (final draft)
- Appendix 2 – 2018/19 Divisional Plan (Including 4th Quarter Status & Update for 2017/18 Divisional Plan).

- Appendix 3 – Licenced Events, School Walks and Schools Sports usage 2016/17 & 2017/18.
- Appendix 4 – Heath Hands Progress Report.
- Appendix 5 – 2018/19 Annual Work Programme

Jonathan Meares

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Highgate Wood

Registered Charity

Woodland Management Plan 2018-2028



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

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1. Introduction

Highgate Wood lies between Archway Road and Muswell Hill Road in the London Borough of Haringey. It covers 28 hectares, of which about 24 hectares are ancient oak and hornbeam woodland, most of the rest being amenity grassland. It is owned and managed by the City of London Corporation.

A Conservation Management Plan for the Wood published in April 2013 covered all aspects of the management of the site, but its wide scope did not allow detailed consideration of managing the natural environment. That is what this plan aims to achieve.

The layout of the plan very closely follows the Forestry Commission's standard format.

2. Vision and Objectives

2.1 Vision

The vision is of a well-structured, ancient semi-natural and biodiverse woodland which is managed to sustain its long-term future whilst maintaining its reputation as a safe environment for informal recreation, enjoyment and education.

2.2 Objectives

1. Maintain the overall character of the woodland as hornbeam coppice with oak standards while increasing the diversity of native trees and shrubs.
2. Increase structural diversity of the woodland, with a wider age range of trees and coppice, a well-developed shrub layer and ground flora and abundant aerial and ground-level dead wood.
3. Maintain the ponds and meadow for wildlife.
4. Manage for resilience to present and forthcoming threats, such as tree diseases, invasive plants and animals and climate change.
5. Mitigate damage from compaction and erosion while promoting public access and enjoyment.
6. Continue to survey birds, bats and fungi; monitor the population of oak standards and saplings; and record wildlife sightings.

3. Plan Review – Achievements

This is the first specific woodland management plan for Highgate Wood.

4. Woodland Survey

4.1 Description

Highgate Wood is a mixed deciduous ancient semi-natural woodland on a sandy clay deposit of Claygate Beds. The terrain is relatively flat, but there are slight slopes and undulations throughout as well as several prominent earthworks. The highest point is towards the north of the wood, to the north of a drying spring and drainage-fed stream in a shallow valley that now flows only very rarely after heavy rain. The soil is compacted as a result of over a century of constant foot traffic, and this is significantly worse in some areas than others.

The canopy largely comprises mature oak standards and long over-stood statuesque hornbeam coppice. Coppicing was still being carried out into the late 1800s, but none was undertaken between the end of the First World War and the 1970s. Both native oak species are present as standard trees, but sessile is much less numerous than pedunculate oak. Both species are suffering from Oak Decline, which has been monitored since 2010. About 12-13 trees are lost annually, or about 1% of the approximately 1154 oak standards in the wood (counted in 2018).

Other trees and shrubs present, many of them planted, include beech, hawthorn (some very old), wild service, wild cherry, small-leaved lime, rowan, silver birch, white willow, hazel, yew, alder buckthorn, holly and goat willow. Ash, elm, field maple and blackthorn are present in smaller numbers. Other trees which have been planted include horse chestnut, European lime, sycamore and Norway maple; many of these are very large old trees now. Some exotic conifers were planted in several places in the early 1970s.

There is relatively little tree regeneration as the canopy is dense in much of the wood. However, where the canopy is thinner and in canopy gaps, such as where oaks are declining and in Conservation Areas, hornbeam, birch, rowan, wild cherry, beech and goat willow are regenerating, with oak regeneration more limited. Young trees, especially hornbeams, are being severely damaged or killed by grey squirrels stripping bark.

Dead wood habitats are abundant, both aerial and on the ground. The shrub layer is quite well developed in some of the wood but largely absent in other areas, variously due to a dense tree canopy, heavy public use and soil compaction. Bramble and holly are abundant; the latter is selectively controlled. Two hedges have recently been planted.

The ground flora is sparse in much of the wood, although a good range of native species is present, some of them introduced over the past 30 years or so. In spring an excellent display of native bluebells can be enjoyed, and other woodland species which can be found include wood anemone, wild daffodil, lords and ladies, scaly male-fern, primrose, remote sedge, wild garlic and wood and pendulous sedges. Ivy is abundant. The fungi of Highgate Wood have been well studied and documented since 1994, and about 500 species identified, many of which are associated with old trees and some of which are quite rare.

A programme of creating Conservation Areas every 5 years commenced in 1977 and is continuing (see Figure 1). The objective is to reduce high canopy coverage to encourage tree regeneration, benefit mature oaks, encourage ground cover and the shrub layer, and to create new hornbeam coppice and pollards: within these areas selected trees, mostly hornbeam, are coppiced or, occasionally, pollarded. The areas are initially fenced, with the fence being removed after 10 years, although it has been retained in a couple of instances. The first Conservation Areas were small, but their extents have been increased and the 9th and most recent, created in winter 2016/17, covers 0.8 hectares. The total extent of Conservation Areas is currently three hectares.

The wood attracts a diversity of bird species, and at least 28 species breed there regularly. Seven species of bat have been recorded and there have been roosts in many of the oaks. Bat and bird boxes provide additional roosting and nesting places and enable bat populations to be monitored. Regular moth trapping sessions have identified nearly 400 species between 1985 and August 2017.

4.2 Information

Highgate Wood has been designated as Metropolitan Open Land in the Mayor of London's Local Plan and is also recognised as a Site of Metropolitan Importance for Nature Conservation by the Greater London Authority.

The following protected and/or UK BAP Priority species have been recorded in Highgate Wood.

European Protected Species				
Feature		Within woodland	Compartments (See Fig. 2)	Notes
Bats	Common Pipistrelle	yes	many	
	Soprano Pipistrelle	yes	many	
	Brown Long-eared	yes	unknown	
	Daubenton's	yes	5	
	Noctule	yes	many	
	Leisler's	yes	2,14	
	Natterer's	yes	many	

UK Priority Species				
<u>Birds</u>	Lesser spotted woodpecker	yes	2, 13	UK BAP. No record in last couple of years
	Firecrest	yes	5	WCA Schedule 1 1 recent record only
	Redwing	yes	many	WCA Schedule 1
	Song thrush	yes	many	UK BAP
	Duncock	yes	2, 3	UK BAP
<u>Mammals</u>	Hedgehog	yes	4, 5, 8	UK BAP
<u>Amphibians and Reptiles</u>	Smooth newt	yes	1, 8, 11	WCA Schedule 1
<u>Plants</u>	Bluebell	yes	many	WCA Schedule 8. Especially in the north of the wood
<u>Fungi</u>	Zoned rosette <i>Podoschypha multizonata</i>	yes	many	UK BAP
<u>Invertebrates: Moths</u>	Shoulder-striped wainscot	yes		UK BAP
	Rosy minor	yes		UK BAP
	Rustic	yes		UK BAP
	Blood vein	yes		UK BAP
	Mullein wave	yes		UK BAP
	Small phoenix	yes		UK BAP
	White ermine	yes		UK BAP
	Buff ermine	yes		UK BAP
	Garden dart	yes		UK BAP
	Small square-spot	yes		UK BAP
	Oak hook-tip moth	yes		UK BAP
	Lunar yellow underwing	yes		UK BAP
	Mouse moth	yes		UK BAP
	Grey dagger	yes		UK BAP
	Mottled rustic	yes		UK BAP
	Small emerald	yes		UK BAP
	Brindled beauty	yes		UK BAP
	Powder quaker	yes		UK BAP
	Toadflax brocade	yes		UK BAP
<u>Invertebrates : other</u>	Stag beetle	yes		UK BAP

The following additional London or Haringey BAP Priority species have been found in Highgate Wood:

Wild service tree Haringey BAP
Native goldenrod Haringey BAP

4.3 Habitat Types

Feature	Within woodland	Compartments	Notes
Ancient semi-natural woodland	yes	All except meadow (Compartment 15)	
Lowland mixed deciduous woodland	yes	All except meadow (Compartment 15)	
Lowland meadow	no	15	Small area of sown wild flower grassland.
Wetland habitat	yes	1	Pond

4.4 Structure

Woodland type	Percentage of management plan area	Age structure	Notes
Native broadleaves	95	Even aged	Understorey present in about half the wood, natural regeneration present, especially hornbeam.
Conifers	5	Even aged	Single or small groups of conifers present in several areas of the wood.

5. Protection

5.1 Risk Matrix

This section lists actual and potential risks to the Wood, and for each the likelihood of its presence, its actual and potential impact, and planned action to manage the threat.

5.2 Plant Health

Threat	Oak Processionary Moth
Likelihood of presence	Very high; present in neighbouring wood.
Impact	High: major impact on public health and access to the wood
Response	Monitoring. Follow FC guidelines

Threat	Chronic oak decline
Likelihood of presence	Present
Impact	Significant decline in veteran oaks
Response	Monitoring. Promoting trees, for example by reduction in canopy competition. Encouraging oak regeneration and planting new oak trees.

Threat	Oak mildew
Likelihood of presence	Present
Impact	Drastically reduces regeneration
Response	None

Threat	Sweet chestnut blight
Likelihood of presence	High (present in south London)
Impact	Relatively low due to small numbers
Response	Monitoring Follow FC guidelines

Threat	Ash dieback
Likelihood of presence	High: present in near-adjacent woodland
Impact	Low due to small numbers of ash present
Response	None

5.3 Deer

Threat	Muntjac
Likelihood of presence	Has been sighted. Present at most in very small numbers
Impact	None
Response	None

5.4 Grey Squirrels

Likelihood of presence	Present in high numbers
Impact	High. Very serious bark stripping, especially on young growth, resulting in misshapen trees, tree death, and high canopy branch failure. Competition for habitat with hole nesting birds and bats.
Response	Culling. Culling in spring and summer 2017 may have caused the reduced numbers observed and was restarted in winter 2018.

5.5 Water and Soil

Threat	Compaction
Likelihood of presence	Present. Much of the soil in the wood is compacted.

Impact	High. Serious existing impacts on health of trees, shrubs and ground flora, fungi, and soil microorganisms.
Response	See item 5.8, people and dogs.

Threat	Lowering of water table
Likelihood of presence	Present. Reduction in spring water and reduced flow.
Impact	Moderate. Drought has accentuated decline in oaks by old spring lines.
Response	None

5.6 Environmental: Air Pollution

Likelihood of presence	High
Impact	Unknown. Ongoing research by student.
Response	Maintain tree health and resilience

5.7 Climate Change Resilience

Threat	Increasing temperatures and other weather extremes
Likelihood of presence	High
Impact	Decline in mature trees, flora and fauna.
Response	Increase species diversity of trees and shrubs.

5.8 Other Risks

Threat	People and dogs
Likelihood of presence	Present in high numbers. Visitor numbers are increasing in general, and especially by play groups and educational visitors etc.
Impact	High: compaction (see above), damage to plants and fungi, and disturbance to wildlife, especially birds.
Response	While maintaining public access to the majority of the woodland, prohibit or dissuade entry to selected areas through permanent and (mostly) temporary fencing and dead hedging, and placing impediments to access such as logs and laid trees. Maintain footpaths. Consider erecting signage and changing path surfaces and routes if required. Consider further ways to focus access onto particular high-use areas.

Threat	Potentially damaging invasive plants
Likelihood of presence	High: present (e.g. laurel) and present recently (Japanese knotweed).

Impact	Low at present, but potentially high (e.g. Japanese knotweed and <i>Crassula helmsii</i>)
Response	Monitor. Control when necessary.

6. Management Strategy

Management Objective	Management Intention
1. Maintain the overall character of the woodland as lapsed hornbeam coppice with oak standards while increasing the diversity of native trees and shrubs.	<p>The overall character of hornbeam coppice with oak standards will be maintained by:</p> <ul style="list-style-type: none"> • Retaining and promoting the great majority of existing oak standards and thinning around a proportion to reduce competition. • Existing seedling and sapling oaks will be promoted, for example by clearing vegetation around them, cutting back nearby trees to encourage young trees to thrive, and thinning regeneration where necessary. • Increasing the number of young oaks by both natural regeneration and planting. For the latter, seedlings or acorns will be sourced from Highgate Wood or Hampstead Heath and grown on locally, but it may be necessary to also buy in new stock. • Retaining the majority of the existing lapsed coppiced hornbeam, and especially the finest specimens. Where hornbeams are to be felled, they will mostly be coppiced. Some trees have little potential to re-grow from the base, in which case pollarding may be tried instead. • Regenerating hornbeam by thinning and coppicing patches of naturally regenerating hornbeam saplings. These will subsequently be managed in a regular coppice cycle. <p>The diversity of trees and shrubs will be increased by:</p> <ul style="list-style-type: none"> • Planting further suitable native trees and shrubs, including some which are currently

	<p>uncommon in the wood. Possible species include small leaved lime, wild service, hazel, hawthorn, spindle and alder buckthorn.</p> <ul style="list-style-type: none"> Continuing with the programme of creating new Conservation Areas and creating new or expanding existing smaller canopy gaps. These and existing gaps will provide suitable sites for tree and shrub planting. New Conservation Areas will be created at five year intervals, but this rate will be kept under review and will necessarily decrease in the longer term as more of the woodland is managed. <p>Figure 3 indicates where the next Conservation Areas and some other works are planned.</p>
2. Increase structural diversity in the woodland with a wider age range of standard trees and coppice, a greater number of pollarded trees, and a better-developed shrub layer. Maintain high quantities of aerial and ground-level dead wood.	<p>This will be achieved by:</p> <ul style="list-style-type: none"> Encouraging natural oak regeneration and planting native trees and shrubs (see Objective 1 above). Establishing new coppice of hornbeam (see Objective 1 above) and hazel. Pollarding more trees, especially hornbeam which would otherwise need to be felled in Conservation Areas or other areas where canopy gaps are to be created. This has two advantages. Firstly, it creates additional habitat variety. Secondly, it preserves hornbeam stools which would otherwise be lost. Hornbeams which have epicormic shoots at 1-3 metres are the most suitable for pollarding. Although pollarding does not accord with the historic character of the wood it is considered that this is the optimum way of retaining as many original stools as possible. Creating monoliths (dead standing trunks) where trees, especially oaks, would otherwise need to be felled entirely.
3. Maintain the ponds and meadow for wildlife.	<ul style="list-style-type: none"> Control tree growth around the ponds Cut or pull areas of grass in the meadow, and invasive plants such as bramble and creeping

	<p>thistle as required.</p> <ul style="list-style-type: none"> • Create bare areas close to yellow rattle seed-heads to ensure regeneration by this annual plant.
4. Manage for resilience to present and forthcoming threats, such as tree diseases, invasive plants and animals and climate change.	<p>This will be achieved by:</p> <ul style="list-style-type: none"> • Increasing the diversity of native trees and shrubs (see Objectives 1 and 2). • Promoting tree health by ensuring good growing conditions, e.g. by reducing or thinning selected trees to increase space and light for others. • Continuing to control grey squirrels by trapping. • Monitoring tree health. • Eradicating or managing invasive plants.
5. Mitigate damage from compaction and erosion due to visitor activities whilst promoting public access and enjoyment	<ul style="list-style-type: none"> • Leaving fences or dead-hedges around Conservation Areas and elsewhere for as long as is acceptable. • Laying trees where possible across shortcuts and along path edges.
6. Continue to survey birds, bats, fungi; monitor the population of oak standards and saplings; and record wildlife sightings.	<p>This will be achieved by:</p> <ul style="list-style-type: none"> • Continuing the programme of monitoring oak canopy decline which was initiated in 2010. Re-survey will be carried out at minimum every 2 years. • Continuing with other existing surveys and record keeping.

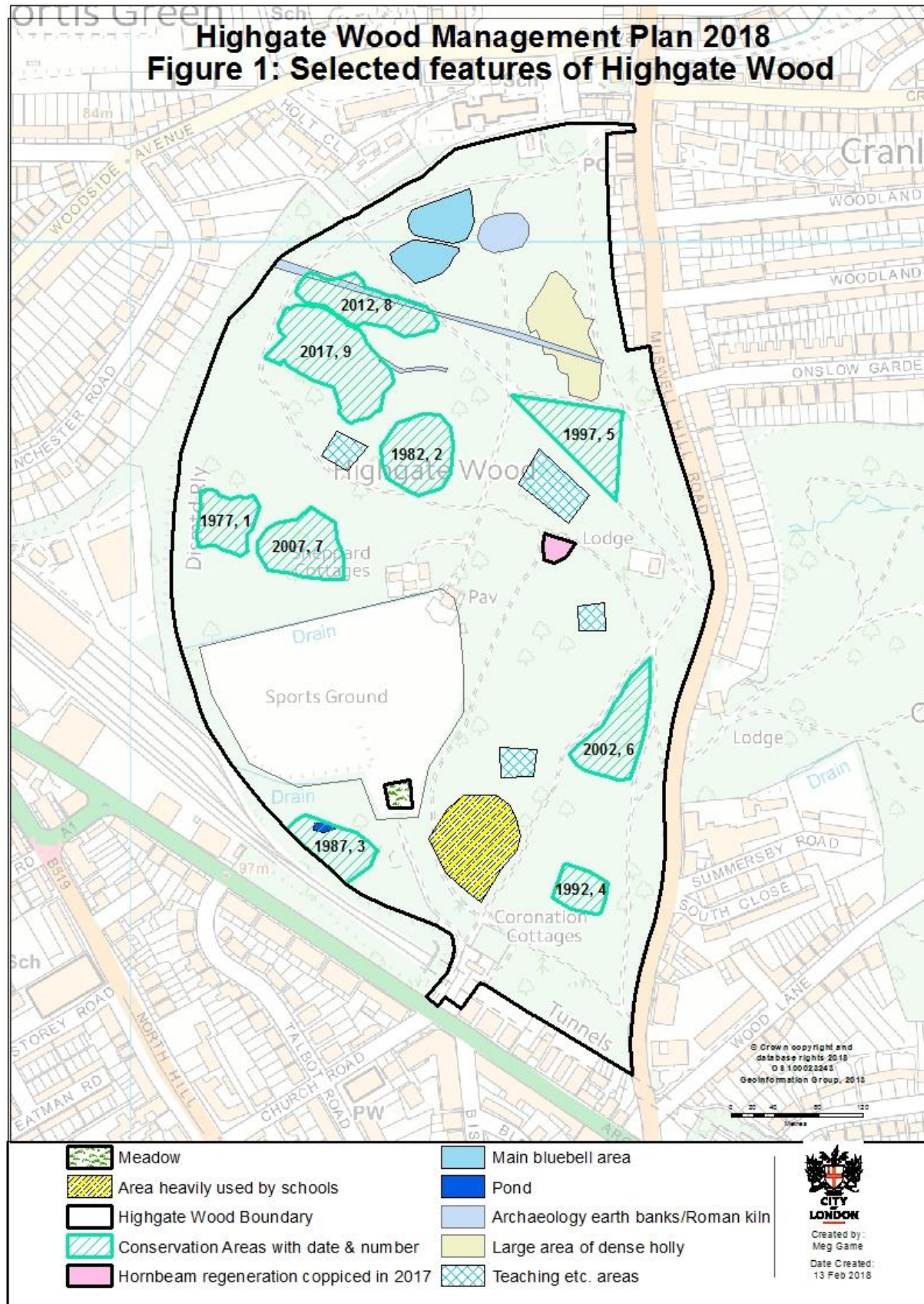
7. Stakeholder Engagement

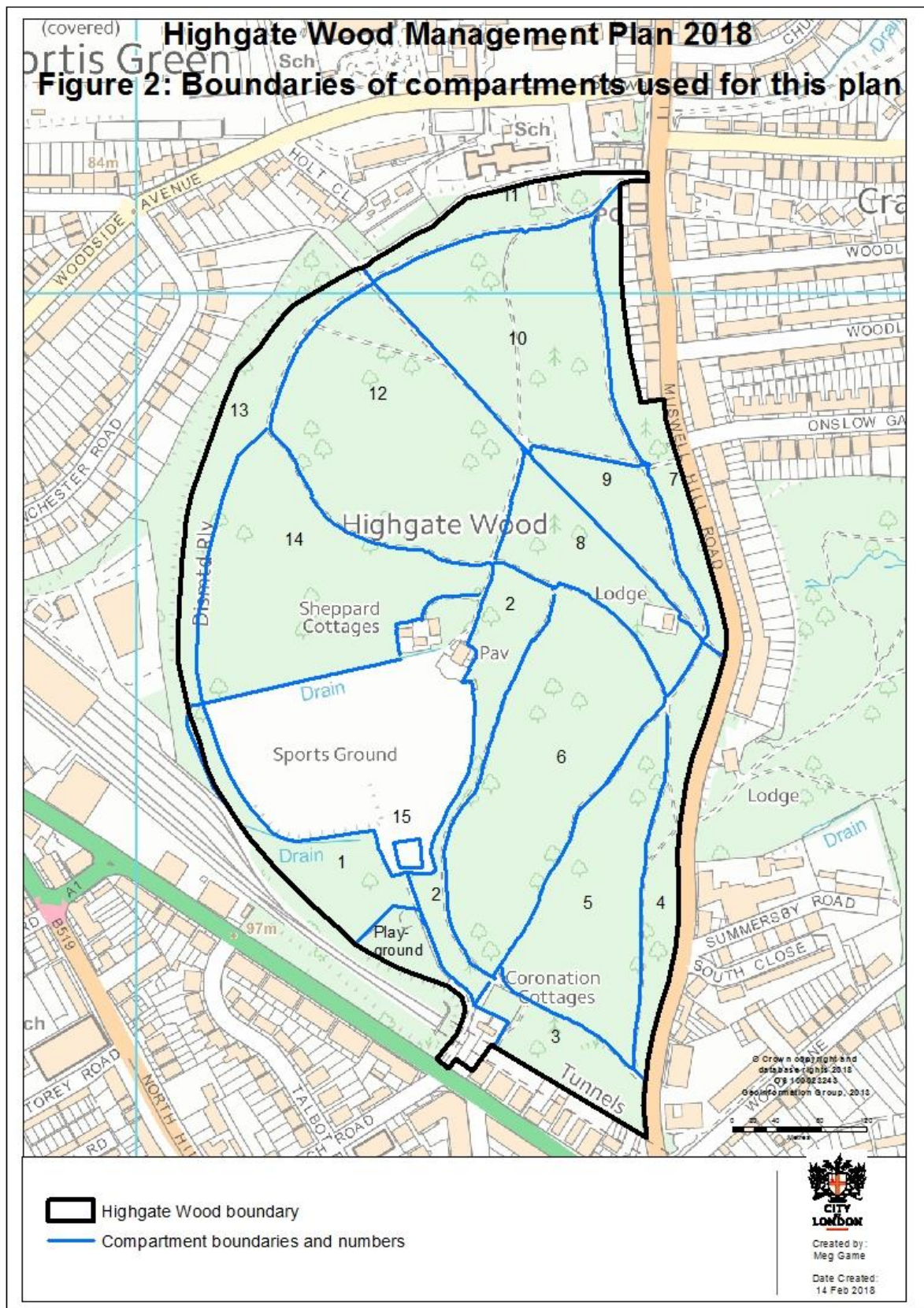
This will be achieved by making local people aware of the draft plan, providing copies, and inviting comments, for example by placing notices near main entrances to the wood, through dialogue with users and user groups and through social media.

8. Monitoring

Management Objectives/Activities	Indicator of Progress/Success	Method of Assessment	Frequency of Assessment	Responsibility	Assessment Results
Increase the diversity of native trees and shrubs and the structural diversity of the wood	Average of 25 trees or shrubs planted annually; replanting of failures	Field survey	Annually	Staff	
Maintain the ponds and meadow	Pond not over-shaded; lady's bedstraw, yellow rattle and black knapweed frequent in meadow	Assess need for management; carry out work	Annually	Staff	
Resilience to threats	Trees surveyed for OPM and sweet chestnut blight, and appropriate measures taken	Survey all oak and sweet chestnut trees	Annually	Staff or outside contractor (OPM)	
Mitigate compaction and erosion	Further use of natural barriers	Survey	Quarterly	Staff	
Survey and maintain owl and bat boxes; survey oak standards and saplings; record wildlife sightings	Bat and bird boxes monitored and repaired; ¼ of oak standards surveyed for decline; oak saplings surveyed; wildlife sightings recorded	Survey	Annually for boxes; biennially for oak decline and oak saplings; as required for wildlife sightings	Staff	

Appendix 1: Figures







Appendix 2: Compartment Descriptions and Management Plans

In order to describe the wood in more detail and to outline the intended specific management proposals, it has been divided conceptually into 15 compartments. The main paths have been used as boundaries for these, as indicated in Figure 2 below.

Items Applying to the Wood as a Whole

All compartments except the Meadow, compartment 14, contain mature hornbeam and oak (mostly English oak, *Quercus robur*); this is not stated individually, to avoid repetition. All except the meadow also contain holly.

Several management tasks apply generally throughout the wood, and are not listed individually by compartment unless of special note. These include:

- Planting native trees and shrubs in suitable canopy gaps.
- Promoting veteran trees, e.g. by thinning around them to reduce competition.
- Recording and monitoring flora, fauna and fungi.
- Carrying out the continuing surveys of oak decline and young oaks every other year.
- Maintaining owl and bat boxes.
- Controlling invasive plants, mostly non-natives such as laurel, but also selected native species, such as holly and ivy in the woodland and bramble and creeping thistle as necessary in the wildflower meadow. Holly is relatively invasive and is abundant in the wood; it can become too dominant if not managed, shading out ground flora, other shrubs and tree regeneration. Ivy can restrict ground flora and, although ivy in trees is a valuable wildlife habitat, it can imperil trees if it grows into the canopy. Bramble creates important habitat in the woodland, but could quickly come to dominate the wild flower meadow.
- Monitoring and control pests and diseases where possible. This includes control of grey squirrels, which have greatly increased in recent years and are causing severe damage to trees by stripping bark. Many young trees and regenerating coppice have been affected so badly that they have become very deformed or have even died; hornbeam and beech are particularly affected. Without squirrel control it is impossible to maintain a healthy woodland, with young trees growing up to replace the mature oak trees and hornbeams when these eventually decline and die.

Descriptions and Specific Management by Compartment

The table below provides a basic description of each compartment (see Figure 2) and its intended management. Some of the main management projects are indicated in Figure 3.

General Management

Cpts	Prescription	Year(s)
All	Control invasive native and non-native plants where required	All
All	Maintain fences and dead hedges	All
1-14	Continue surveys of oak decline and oak regeneration	Every second year: 2018, 2020, ...
1-14	Thin around young oaks and other desirable trees and shrubs	All
1-14	Plant trees and shrubs where there are suitable canopy gaps	All
1-14	Control grey squirrels	All

Specific management by compartment

Cpt	Description	Management	Year(s)
1	<p>This compartment contains Conservation Area 3 (1987), which is permanently fenced, and within which are two ponds. This area contains the largest concentration of young and early mature oaks in the wood, with 63 oaks with a diameter of 6cm to over 26cm inside and to the north of the area; many are developing well. Other species include birch, 1 sweet chestnut, 1 wild service, cherry and rowan. Hornbeam regeneration is not very prevalent, but some trees are developing well on the western side of area.</p> <p>Outside and to the west of the Conservation Area is a group of young beech, hornbeam and birch under which planted wild flowers and diverse range fungi grow. The strips along the field edge and to the north-west contain a mix of</p>	Within Conservation Area 3, continue to thin and control tree growth around the ponds.	As required
		Within Conservation Area 3, remove excessive pond weed, leaves and silt when required.	As required
		Within Conservation Area 3, continue to thin around selected young oaks and other well-developing trees. Control ivy.	As required
		Along the strip parallel with field edge, coppice hazel and other species.	2019 then about every 10 years

	<p>planted trees and shrubs, maturing well. The strip to the north-west contains a line of mature white willows, mostly decaying, and other, younger, trees. North of and opposite the playground fence is a line of relic laid hornbeam.</p> <p>Together with the adjacent playground the compartment contains 23 veteran oaks and 30 veteran hornbeams of notable stature</p>	<p>Along field edge, continue to control ivy, monitor willows, reduce and thin around selected trees, maintain hedging and fencing along boundary and cut back bramble from area planted with bulbs (the Field of Hope).</p>	As required
2	<p>The northern, wider section contains ash and beech, 3 of which are very large, and one particularly notable huge twin-stemmed beech. The understorey of holly is dense in places. The north-west corner by the car park has been planted with hazel, hawthorn and other shrubs.</p> <p>The area near the entrance to the café and information hut is heavily trampled between two small areas that have been successfully fenced and planted with shrubs. A dead hedge between the areas has been attempted several times to restrict access under a hollowing oak important to a variety of roosting species.</p> <p>The narrow section parallel with the field is dominated by robust holly bushes and veteran oaks and hornbeams. There are also 3 early mature oaks and two memorial wild cherries, with limited gaps providing access to the field. One of the gaps has been blocked with a dead hedge and planted with shrubs.</p> <p>Bramble covers the ground of parts of the southern end of the compartment. There are small patches of planted wild flowers, including primrose, wild daffodil, and violets. There are a few oak seedlings and saplings, the latter planted.</p> <p>The compartment contains 55 veteran oaks and 59 veteran hornbeams of notable stature.</p>	<p>Near café, between the two areas previously fenced and planted, build more robust dead hedging, similar to those used to protect bluebells in compartment 10, and plant shrubs.</p>	2018
3	<p>This is a dense area, with abundant holly, bramble and ivy, which help screen the adjacent properties along Archway Road. The canopy includes conifers, such as fine silver firs to the east, and cedars, and</p>	Maintain current character.	As required
		Promote unusual hawthorn tree.	As required

	<p>pinetrees to the west, There is also a mature European lime and some young ash. There are relatively few hornbeams compared with some other parts of the wood. 15 dead oak trunks add to the habitat diversity. An exceptionally large hawthorn grows next to the garage of 2 Coronation Cottages. The area is popular with birds due to its lack of disturbance and density of vegetation.</p> <p>The compartment contains 25 veteran oaks and 19 veteran hornbeams of notable stature.</p>		
4	<p>The edge of this compartment slopes down to the adjacent road. There is quite a variety of planted trees, many of them large and over-mature, including horse chestnut, wild cherry, ash, European lime and elm, the latter possibly a hybrid. Several young oak trees are present near New Gate. Holly forms an understorey in parts and helps shield the wood from the road; hazels and other shrubs have been planted, and introduced native daffodils are doing well here.</p> <p>The compartment contains 21 veteran oaks and 51 veteran hornbeams of notable stature.</p>	In the longer term, consider removing some of the shade-producing horse chestnut trees, and re-planting with native trees and shrubs.	Beyond timescale of this plan
5	<p>This compartment contains 2 Conservation Areas.</p> <p>Within Conservation Area 4 (1992), created in 1992, there are 10 young oak trees, mostly self-seeded and not very robust, 4 planted wild service trees, only one of which is thriving, a tall, well-maturing planted sweet chestnut and 2 tall maturing wild cherry. This area has the highest density of thriving planted hazel in the wood (27 trees). Hornbeams are barely present in this area. Self-seeded birch (26 trees) and rowan (30 trees) dominate the area</p> <p>Conservation Area 6 (2002), at the northern tip of the compartment, is relatively open due to ongoing management. Coppiced and pollarded hornbeams have been re-cut regularly to allow light to the 9 oak standards that</p>	Within Conservation Area 4, thin out a proportion of rowan and birch to encourage more hornbeam and other species.	2018 to 2020
		Around Conservation Area 6, continue to maintain a living hedge by allowing light to the base of hedge and supplement with dead hedging where required to prevent paths across site.	As required
		Within Conservation Area 6, plant more shrubs in gaps in living hedge line, including more hawthorn and crab apple.	As required
		Within Conservation Area 6, continue to control bramble	As required

	<p>were planted within the site, 6 of which are thriving, plus 1 sapling doing well. This area has the best survival rate of hornbeam coppice/pollard of all the Conservation Areas. It also contains self-seeded goat and grey willows, silver and downy birch, rowan, transplanted and planted wild service and wild cherry, and 2 elms planted recently which are resistant to Dutch Elm Disease.</p> <p>A hedge was planted and laid along the perimeter, which mainly consists of hawthorn, but also contains hazel, crab apple, field maple, and spindle.</p> <p>Bramble is controlled to promote the ground flora. Naturally occurring flora includes pendulous, wood and remote sedges, and introduced species include greater stitchwort, red campion, bluebell, wild daffodil and foxglove. An area of wet-loving vegetation, especially sedges and <i>Polytrichum</i> moss, grows where there are localised seepages.</p> <p>Outside the Conservation Areas, one of the best wild service trees and one of the largest lapsed hornbeam coppice in the whole wood lie just to the south of the area.</p> <p>The middle section, between the two Conservation Areas, is somewhat bare and heavily used as a short cut.</p> <p>Numerous oak seedlings grow amongst bramble in the south-east corner. A horse chestnut tree was cleared here to promote these.</p> <p>The compartment contains 82 veteran oaks and 71 veteran hornbeams of notable stature.</p>	and promote ground flora and oaks by thinning goat willow, birch and rowan.	
		Within Conservation Area 6, re-coppice and re-pollard some of the hornbeams every 10-20 years and cut them back from oaks regularly.	As required
		Create a Conservation Area in the middle section of the compartment, where the ground is currently bare.	Beyond the timescale of this plan but possibly 2032
		Continue to promote oaks in south-east corner and in Conservation Areas 4 and 6.	As required
6	<p>The southern section of this compartment is heavily used by schools, amenity groups and people cutting across to other paths. It is largely bare, with little ground flora or shrub layer. There are two large notable beech in this section and storm damaged oaks, some in decline.</p> <p>The middle section of this area contains one of the highest densities of young</p>	<p>Create a new conservation area in the southern section, to regenerate this declining and relatively lifeless area. This will entail reducing the canopy, planting new trees and shrubs, and fencing.</p> <p>In central area, coppice</p>	<p>2022</p> <p>2018</p>

	<p>hornbeams, due to management in the 70's and 80's to fence off small areas. It also contains a grove of 10 oaks planted in the early 70's that are doing well, plus two mature wild service trees in this area, one large sweet chestnut, and 11 notable veteran birch trees.</p> <p>The northern end of the compartment is also getting trampled through heavy use by visiting groups of children.</p> <p>The compartment contains 122 veteran oaks and 78 veteran hornbeams of notable stature.</p>	groups of young hornbeam in stages, creating coppice areas with light around young oaks to promote them.	onwards
		Continue to thin the grove of oaks in the centre of the compartment.	As required
7	<p>This area, parallel with the road and houses' gardens, has a varied tree structure and species diversity. There is much ivy and bramble, with some bare ground. Ground flora includes wood anemone, lords and ladies, and bluebells. There are 3 mature European limes, 1 very large Norway maple, and a group of elms to the south of Onslow Gate. To north of Onslow Gate are 5 very tall mature silver fir and mature and young blackthorn. Further north is a scattering of various conifers of different sizes, a mature beech, and old hazels and hawthorns.</p> <p>The compartment contains 24 veteran oaks and 41 veteran hornbeams of notable stature.</p>	Monitor elms for Dutch Elm Disease.	All
		Control Norway maple seedlings.	All
8	<p>The western half has a variable shrub layer: bare; or dense holly; or with good hazel, bramble and alder buckthorn in a canopy gap. An excellent dense shrub layer at the southwest corner provides good visual distinctiveness and habitat variety, with 2 young and sapling oaks. There is a patch of young hornbeams along the western edge. In the centre, there is a Wild Learning/Forest School area, where ground is largely bare and heavily trampled.</p> <p>In the eastern half, there is an old but not very robust wild service tree. Holly is abundant, with much ivy and some bare ground. Around the Lodge are a planted mixture of conifers and an early mature beech.</p>	Area for possible pollarding of hornbeams near NW corner.	2018/19
		Possible area for glade creation in eastern half.	2021/22

	The compartment contains 48 veteran oaks and 18 veteran hornbeams, of notable stature.		
9	<p>The western half consists of Conservation Area 5 (1997), which is now relatively dense, but with much ivy, and holly was beginning to dominate, so it has recently been reduced in an area in the middle. Good mixed tree ages and species, with 4 early mature wild cherries and several planted bird cherries, as well as self-seeded rowan, birch, and goat willow. Hornbeam regeneration is good throughout, but with many young trees recently stripped and killed.</p> <p>In the eastern half, a canopy gap has recently been created by storm damage, and some holly cleared to make way for planted oaks. Otherwise, the ground is heavily shaded and mostly bare.</p> <p>The compartment contains 26 veteran oaks and 18 veteran hornbeams of notable stature.</p>	Within Conservation Area 5 control holly and ivy and re-coppice some hazel and bird cherry every 10 years or so.	As required
		Within Conservation Area 5 re-coppice hornbeams throughout the area.	As required
		Within Conservation Area 5 plant 10 more oaks and 5 or more wild service trees grown from seed from trees on Hampstead Heath, as well as hawthorn and hazel.	2018
10	<p>This compartment includes a fine area of native bluebells, enclosed by dead-hedges, with access to view from a path through the middle, in which holly has been lifted and controlled and ivy kept low.</p> <p>There are many well-spaced large veteran oaks in this area, some of which were photographed in the early 1900s and are still thriving.</p> <p>Three very large mature bundle-planted beech trees grow in a line to north of drinking fountain, with much beech regeneration, including 2 more notable single stem trees. The shrub layer is variable, and there are several old hawthorns.</p> <p>There is a large area of dense holly to the south-west.</p> <p>The compartment contains 85 veteran oaks and 107 veteran hornbeams of notable stature.</p>	Maintain bluebell area as at present, controlling bramble and holly and renovating dead hedge when required.	As required
		Create new Conservation Area in area of dense holly.	2027

11	<p>The eastern end contains a good species diversity of several robust planted hazels and alders, early mature ash, Scots pine, beech, larch, maturing planted red oaks, a very tall silver fir, and a notable old hawthorn. The ground is covered by dense bramble and ivy.</p> <p>In the central section there is abundant holly, but also lots of young yew coming up. There are 5 veteran wild cherries of notable stature.</p> <p>The western end contains 1 mature and 2 early mature beech, some elder, field maple and beech regeneration, and herb bennet covers the ground where storm damage has let in more light. The ground is bare in more shaded places.</p> <p>The compartment contains 10 veteran oaks and 20 veteran hornbeams of notable stature.</p>	There are several uninspiring hornbeams at western end, although one has <i>Ganoderma lucidum</i> at the base. These could be coppiced to create a glade.	2023
		Continue to control ivy on some trees.	As required
12	<p>This compartment contains three Conservation Areas.</p> <p>Holly dominated much of the understory in the southwest of Conservation Area 2 (1982), but some has recently been laid, and 2 oak saplings planted. There is excellent hornbeam regeneration to the south and west, that is being thinned. A ring of oaks, some non-native, were planted in 1986 as a centenary celebration. 20 young oaks are maturing.</p> <p>Conservation Area 8 (2012), remains fenced (2018). It encloses a length of earthworks. The canopy is relatively open in the western half, where several hornbeams were coppiced, and the ground is covered in a dense layer mostly of bramble, providing useful habitat. There is more tree cover in the western half, and the ground is bare. Young trees have been laid along the northwest boundary, and 8 hornbeams were recently laid at the northern boundary to the area, in order to reduce compaction and trampling in future. The area contains 2 wild service trees of notable stature.</p> <p>To the northwest of the area is a section</p>	Within Conservation Area 2, reduce tall holly group to south of area to increase light.	2018/19
		Within Conservation Area 2, continue to thin/coppice hornbeams, especially damaged ones.	As required
		Within Conservation Area 2, continue to control holly and ivy.	As required
		Within Conservation Area 8, remove any tree regeneration on the main part of the earthworks.	As required
		Within Conservation Area 8, retain fence around entire area until 2023, while encouraging growth of laid material to reduce access when fence is removed.	As required
		Within Conservation Area 8, continue to transplant young wild service trees from the earthwork and into	As required

	<p>of wood were some hornbeam were coppiced and reduced, and some wild service seedlings have been planted.</p> <p>Conservation Area 9 was created in early 2017, and works were continued into 2017/18. There has been extensive coppicing and grubbing of holly and 18 hornbeams have been coppiced and 4 reduced, and 6 beeches coppiced and 1 pollarded in order to open the canopy. Holly and other trees have been laid along the northern and southern edges of the area to create a living barrier to supplement some artificial fencing. The area contains several veteran oaks of notable stature, as well as 2 early mature oaks.</p> <p>The compartment contains many very wet patches that could be sites of springs, including an old spring that used to flow regularly, but is now dry, likely due to the influence of a pumping station just outside the northwest side of the wood.</p> <p>The compartment as a whole contains 142 veteran oaks and 77 veteran hornbeams of notable stature.</p>	areas to north and south.	
		Within Conservation Area 8, reduce some of the hornbeams on the eastern side of the area.	2019/20
		Within Conservation Area 9, plant oak, small-leaved lime, wild service, hazel, hawthorn and possibly other shrubs.	2018
		Within Conservation Area 9, continue to control holly and laurel.	As required
		Within Conservation Area 9; maintain laid and dead-hedged fencing.	As required
		Outside the conservation areas dig 1-2 scrapes in damp areas.	2019
13	<p>At the northern end, there are several very old hawthorns along the path edge, 1 mature tall beech and 1 tall veteran wild cherry, which is near the sign for the earthwork, which is clearly visible here.</p> <p>In the central section, one of the biggest and most impressive oaks in the wood grows by an old stream bed, where there are also some remnant wood anemones and planted hazel.</p> <p>Further south is one of the largest veteran hollies, an area of early mature oaks, and</p>	Monitor 2 important oaks: one is the largest and most impressive English oak in the wood, and the other is an important Noctule mating roost tree.	As required
		Potential for coppicing a few uninspiring hornbeams in the very southernmost section, being mindful of and not too close to the oak with a bat roost.	2020/21

	<p>some regeneration of oak, hornbeam, beech, cherry and rowan. Otherwise the ground is either bare or covered in ivy. Several old hawthorn and guelder rose still survive here. Further along, in the southern section is another important oak in the middle of the path which contains an old Noctule bat roost. The ground is very bare, but interesting fungi have been found here.</p> <p>The compartment contains 40 veteran oaks and 34 veteran hornbeams of notable stature.</p>	Pollard the large hornbeams on the visible section of the earthwork, by the sign, so they do not uproot in the long term.	2019/20
14	<p>This compartment contains 2 conservation areas, and the highest density of mature oaks in the wood.</p> <p>Conservation Area 1 (1997) was cleared, apart from one mature oak, and planted with oaks, many of which are now badly stripped and have damaged crowns as a result; some have died from honey fungus. 33 young oaks survive. This area contains a good density of maturing hornbeams, with scope for future coppicing. Self-seeded birch and goat willow are doing very well, and there is a good population of fungi associated with birch, including fly agaric and <i>Russula</i> spp. Other species thriving include wild cherry, yew, and beech. This area has not been intensively managed or thinned, as an experiment to compare with other Conservation Areas, but management now might be beneficial.</p> <p>In Conservation Area 7 (2007), hornbeams on the western side and southern edge were coppiced, but only one survived. Three were pollarded and have survived. There is very little hornbeam regeneration inside this area. 4 planted oaks and 3 planted wild service trees are growing well just inside and outside the gate into the area. The northwest corner of the area was left alone but fenced to protect a very large oak with owl boxes on it used by tawny owls and kestrels. A hedge was planted on the south-west edge of the oak. Bee hives were introduced into the area in 2016.</p>	Within Conservation Area 1, thin around selected trees, coppice some hornbeam, and control spread of ivy	2018 onwards
		Around Conservation Area 7, keep fence up indefinitely, to protect both the bee hives and bird boxes, and maintain fence by filling paling gaps with holly and replacing posts as they rot. Consider planting more hedge plants along fence line where light allows.	As required
		Within Conservation Area 7, continue to thin around developing oaks and wild service trees and hedge, and coppice self-seeded trees to south of the bee hives.	As required
		Within the area to the south of Conservation Area 1, coppice hazel, and re-coppice every 10-20 years.	2018 onwards
		Continue to cut holly back from field edge to maintain a sunny bank as continued habitat for mining bees.	As required

	<p>Several hornbeams were felled and hazel planted in an area to the south of Conservation Area 1.</p> <p>Crab apple, hazel and hawthorn were planted along the field edge at the southern boundary of the compartment.</p> <p>The compartment contains 170 veteran oaks and 83 veteran hornbeams of notable stature.</p>		
15	<p>This meadow was sown with native wild flower seeds in 2012. Flowers such as black knapweed, yarrow, creeping thistle, hedge and lady's bedstraws and yellow rattle grow amongst the grasses. The wild flowers provide good nectar to bees and other invertebrates.</p>	<p>Control any bramble and reduce creeping thistle if it becomes invasive. Lift and pull out grass around wild flowers, making sure that grass is reduced around some yellow rattle seed-heads.</p>	<p>As required</p>

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Ref	Action to deliver objective	Detail	Key Milestones	Date	Measure of success	Lead	Year	Links	2017/18 Q4 Status	2017/18 Q4 Update	Q2 status	Q2 update	Q4 status	Q4 update
Departmental Objective 1: Protect And Conserve The Ecology, Biodiversity And Heritage Of Our Sites														
1.1	Review Hampstead Heath Management Plan	Review, development, consultation and final production of the Management Plan for Hampstead Heath embedded in a Management Framework for effective implementation	Hampstead Heath Community Vision	Oct-17	Hampstead Heath Management Plan actions being planned and implemented via Divisional Plan and AWP Annual report submitted to Committee by June each year from 2019	Project & Management Support Officer	17/18 18/19	2007 HHMP, OSD BP	Completed					
			Outcomes framework prepared	Apr-18					Completed					
			Hampstead Heath Management Plan to Committee for approval	Jun-18					On track against milestones	Outline to HHCC 19/4/18				
1.2	Hampstead Heath Ponds Project Landscaping and vegetation establishment	Complete final phase of Hampstead Heath Ponds Project to achieve the project outcomes for flood risk, water quality, nature conservation and amenity	Planting, fencing and landscaping works completed (as per detailed plan)	Oct-17	On-going and cyclical works planned and resourced in the AWP (including monitoring)	Highgate Wood, Conservation & Trees Manager	17/18 18/19	NL1, NL5, NL20, HY3	Completed					
			Monitoring and evaluation programme developed.	Mar-18	On-going and cyclical works planned and resourced in the AWP (including monitoring)				On track against milestones					
			Final report and project close	Mar-18	Annual reporting on AWP and service outcomes				On track against milestones					
			Model Boating Pond access review completed	Oct-18	Committee approval				On track against milestones					
1.3	Hampstead Heath Ponds & Wetlands Strategy	Develop a strategy for ponds, wetlands and environs to set out strategies and priority actions for achieving outcomes for hydrology, conservation and amenity values (including sediment management, water quality, landscaping)	Project plan completed	Apr-18	Plan and implement priority actions via the Divisional Plan, AWP and the CWP	Senior Ecologist	18/19 19/20	NL5, NL20, HY2, HY5	On track against milestones	Outline framework. Model Boating Pond report to HHCC 19/4/18				
			Undertake surveys and data collation to inform strategy in partnership with City Surveyors Department	Oct-18					On track against milestones					
			Committee approval of proposed strategy	Mar-19	Report on progress and outcomes annually				On track against milestones					
			Management Plans for specific ponds / chains prepared	Mar-20					On track against milestones					
1.4	Continue to implement strategies that direct the management of Hampstead Heath, Highgate Wood, Keats House & Queen's Park	Implement, monitor & review priorities in the Queen's Park CMP, Highgate Wood CMP and Hampstead Heath Management Plan, Constabulary Plan, Keats House Forward Plan	Divisional Plan and AWP & Service Plans	Mar-18	Agreed actions delivered within agreed timeframes utilising available resources	Superintendent	18/19 19/20 20/21	OSD BP	Completed					
			Annual reports on progress prepared by Managers	Jun-19					On track against milestones					
1.5	Highgate Wood CMP	Undertake mid-term review of the Highgate Wood CMP	Highgate Wood CMP informed by WMP	Apr-18	Actions planned & implemented via Divisional Plan, AWP and Forward Plan	Highgate Wood, Conservation & Trees Manager	18/19	HW CMP, OSD BP	On track against milestones					
			Review completed	Dec-18					On track against milestones					
1.6	Veteran & Ancient Tree protection	Conserve Veteran & Ancient trees across all sites	Project plan prepared	Apr-18	Reduced limb or root plate failure of existing Veteran tree stock	Highgate Wood, Conservation & Trees Manager	18/19	NL13, NL17	On track against milestones					

			Schedule for condition survey of Veteran & Ancient trees completed and agreed	Apr-18	Priority actions embedded in the AWP.				On track against milestones					
			Management statement for high priority Veteran & Ancient trees at Hampstead Heath completed	Apr-18	Annual report submitted to Committee by June each year				On track against milestones					
			Long term succession plan for Veteran & Ancient trees completed	Apr-19	Annual report submitted to Committee by June each year				On track against milestones					
1.10	Keats House Community Infrastructure Levy Project	Keats House access and lighting improvements utilising CIL funding	Funding granted	Sep-17	Funding secured, improvements in place	Operational Services Manager	17/18 18/19		Completed					
			Plan and specification developed	Mar-18					Project behind schedule	Progressing pre-planning application with Camden.				
			Improvements delivered	Sep-18					Project behind schedule	Likely to be delivered Dec 18				
1.11	Improve security at vehicle entrances at Parliament Hill Fields and Golders Hill Park	Installation of automatic bollards at major vehicle access points, to improve public access and site security	Project outline and plans prepared	Apr-18	Bollards operational and providing improved access and security	Constabulary & Queen's Park Manager	18/19		On track against milestones					
			Funding identified	Apr-18					On track against Project behind schedule	Application for Priority				
			Works and equipment procured	May-18	Contractor assigned to deliver works				Project behind schedule					
			Bollards installed	Jul-18	Access control fully functioning				Project behind schedule					
			Project Delivered	Aug-18					Project behind schedule					
1.12	Asset Management Plan (AMP) for Hampstead Heath	Develop an AMP in liaison with the City Surveyors Department to ensure effective use and management of buildings and structures across the Heath. Apply template and approach to Queen's Park, Highgate Wood and Keats House.	Review of 2007 Plan aspirational goals for the Built Environment completed	Mar-18	Plan informs facilities maintenance & investment programme	Operational Services Manager	17/18 18/19	B1 to B16, E6	On track against milestones	Progressing with CSD				
			Draft Plan	Mar-18	Plans implemented and improvements prioritised via the CWP				Project behind schedule	HH being carried out 1st and there is slippage in the programme.				
			Approved AMP	Jun-18					Project behind schedule					
1.13	Highgate Wood Roman Kiln Project	Working in partnership to develop a community led HLF bid to secure funding to return the Roman Kiln to Highgate Wood Reconfiguration of the information facility to house the Roman Kiln and new interpretation to support this project	Building Project Plan prepared to support HLF bid in 19/20	Oct-19	HLF bid submitted	Highgate Wood, Conservation & Trees Manager	19/20	HW CMP	On track against milestones	HWCG to be updated 18/4/18				

Departmental Objective 2: Embed Financial Sustainability Across Our Activities By Delivering Identified Programmes And Projects

2.1	Resurface East Heath Car Park to address drainage and Health & Safety issues	Improved drainage and surface to meet safety standards and deliver a safe car park surface. Deliver proposals as agreed by HHHWQPC in 2016	Gateway 1-2 Approval to Proceed	Jan-17	Drainage and safety improvements achieved; agreed targets delivered to stakeholders and Committees; on-going maintenance liability of the car park reduced	Operational Services Manager	17/18 18/19	B1, B16	Completed					
			Complete design specification	Jul-17					Completed					
			Gateway 3-4 Funding allocated	Dec-17					Completed					

			Interim report to Committee Gateway	Mar-18					On track against milestones	At design stage.				
			Construction Commencement	Jun-18					On track against milestones					
			Project Complete	Aug-18					On track against milestones					
2.2	Waste Management improvements across all sites	Develop a long term waste management strategy including Improved collection and disposal service and waste reduction to reduce overall costs	Project plan prepared	Apr-18	Improved recycling outcomes; overall cost reduced by 20% by 2021	Highgate Wood, Conservation & Trees Manager	18/19 19/20 20/21	P3	On track against milestones					
			Feasibility and options appraisal report	Apr-19										
			Recommendations implemented	Apr-20										
2.3	Develop landscape improvement projects including design and accessibility standards for the Division	Schedule for landscape improvement projects as set out in the AWP, including design and accessibility Standards Guide for the Division	Schedule for 18/19 & 19/20 developed & plan agreed	Apr-18	Schedule in place and prioritised in AWP	Project & Management Support Officer	18/19 19/20	B8, B14, A2, A3, A4	On track against milestones.					
			Develop proposals to promote access for all across the swimming facilities	Jul-18	Proposals agreed and funding identified					Draft proposal for Highgate Men's pond preserted to Swimming Forum 6.3.18				
			Design standards developed and agreed	Apr-19	Design standards agreed and working effectively Annual reporting on AWP and service outcomes									
2.4	Queen's Park Sandpit & Toilets (previously QP-PR9 - AWP)	Combine the location into a single Capital Improvement Project	Develop Gateway Report for approval process and consultation with QPCC	Jul-18	Consulation understaken and Gateway Approval obtained	Queen's Park & Constabulary Manager	18/19 19/20		On track against milestones					
							19/20							
Departmental Objective 3: Enrich Experiences By Providing High Quality And Engaging, Visitor, Educational And Volunteering Opportunities														
3.2	Develop volunteering opportunities across the Division	Create and enable increased opportunities for volunteering, to achieve a high quality and inclusive volunteering experience	Divisional Volunteering Working Group established	Oct-17	New volunteering opportunities across the Division implemented	Queen's Park & Constabulary Manager	17/18 18/19	OSD BP, A8	Completed					
			Volunteering baseline data captured	Apr-18					On track against milestones					
			Action plan and targets developed	Jun-18	Training delivered and support given to volunteer groups									
			Report on progress annually	Jul-18	Volunteering targets achieved									
3.3	Communications and Engagement Strategy	Development of a strategy and policy to provide clarity, improved ways of working and delivery of services	Develop a project plan for each strategy	Apr-18	Finalised project plans and resources committed	Leisure & Events Manager	18/19	A5, A6, E4, E7	On track against milestones	Draft document due to be considered by SMT.				

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

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

3.12	Develop the Hive	Work with City Surveyors Department to convert disused football changing room facility and adjoining outdoor space on Hampstead Heath to create an integrated educational facility and volunteer hub. Corporate project approval was obtained in Jan 2017 based on recommendations in 2016 scoping report.	Complete review 2016 Scoping Report and options appraisal.	Mar-17		Projects & Management Support Officer	17/18 18/19	B1, B5	Project on hold	Project on hold pending completion of AMP links to Project 4.5. Provision of learning and volunteering facilities to be considered as part of wider audit of facilities.				
3.13	Continuously develop the visitor experience at heritage attractions in terms of content, processes technology and customer service	Keats 200 celebration event	Events and activities for Keats anniversary	Apr-19	Visitor numbers and feedback	Principal Curator	19/20	City Culture Strategy	On track against milestones	Principa curator in post and updating Project Plan.				
Departmental Objective 4: Improve The Health And Wellbeing Of The Community Through Access To Green Space And Recreation														
Page 50	4.1	Develop our sports offer across Hampstead Heath, Highgate Wood & Queen's Park	Develop a plan to deliver a sports offer aligning with the OSD Sports & Physical activity framework which meets the needs of users, now and in the future. Review how facilities are managed and offered in order to ensure best value	Partnership agreements for data collection and monitoring	Mar-18	Data is captured in order to aid and support decisions and offer	Operational Services Manager	17/18 18/19	S1, OSD BP	On track against milestones	Track Forum established.			
				Work with our partners to develop a project plan	Mar-18	Adopted by Partners				Project changed	A review of the priorities of the board is to be undertaken.			
				Schedule for investment in sports facilities in partnership with City Surveyors Department	May-18	Plan informs facilities maintenance and investment programme								
				Final approval/strategy approved	Nov-18	Changes embedded and improvements prioritised via the CWP & AWP								
	4.4	Introduction of longer leases for cafés and catering provisions across the Division	Subject to the successful introduction of the Open Spaces Bill, longer premises leases can be considered for catering provisions across the Division	Project Plan approved	Mar-20	New leases in place	Queen's Park & Constabulary Manager	19/20 20/21		On track against milestones	Open Spaces Bill Royal Assent recived 15/3/18			
				Review of potential sites which are appropriate for the provision of additional facilities for visitors	May-20	Facilities providing quality offer to customers								
				Longer leases implemented	Jan-21	Improved income from tenants								
				Review completed	Mar-22	Monitoring service standards embedded into the AWP								
	4.5	Develop a master plan for optimising facilities at Parliament Hill to deliver outcomes as set out in the Asset Management Plan.	Carry out a review of facilities and buildings linked to health, wellbeing and learning.	Project Plan approved	Apr-18	Plans developed and successful consultation carried out	Operational Services Manager	18/19 19/20 20/21	B1, B2, B10, B11, S5 (1.12)	Project behind schedule	This forms paer of the widerer Asset Review 1.12			
				Feasibility study completed	Mar-19	Facilities developed to ensure best use of resources								

			Prepare schedule for development and implementation	Mar-20										
Departmental Objective 5: Improve Service Efficiency And Workforce Satisfaction														
5.1	Prepare for efficiency savings programme across the Division	Identify and develop efficiencies to achieve saving targets for 18/19	Plan for savings and delivery of services developed	Nov-17	Draft Original Budget agreed by Committee	Business Manager	17/18 18/19	OSD BP	Completed					
		Identify and develop income generation strategy for future years	Key opportunities identified and plans in place to deliver	Jun-18	Saving Plans developed				On track against milestones	Planning meetings taking place in March 18.				
			Communication plan in place to ensure clear messages are shared with staff and stakeholders	Aug-18	Effective communication undertaken, saving delivered									
5.2	Make more effective use of IT and adopt 'smarter' ways of working across the Division	Maximise opportunities for web based bookings and 'End Point of Sale systems'	Assess and determine opportunity for on-line pitch bookings	Jul-18	Operational on-line sports booking systems	Queen's Park & Constabulary Manager	18/19	OSD BP	On track against milestones	Rollout of Windows 10 and Office 365 completed March 18.				
		Trial use of Eventbrite to manage booking arrangements	Online bookings for events implemented and reviewed	Jul-18	More efficient management of events and sports offer				On track against milestones	Season tickets available on-line.				
		Investigate opportunities to use an App based system to support the administration of filming activities	App in place	Sep-18	Improve efficiency managing filming activities									
5.3	Embed Divisional Management Framework into ways of working	Develop a Divisional Plan, AWP and Project Plans to plan, deliver and report on achievements	Draft Divisional Plan	Oct-17	Priority projects and actions implemented effectively	Operational Services Manager	17/18	2007 HHMP	Completed					
			Divisional Plan approved	Apr-18	Monitoring of progress and annual reporting embedded				On track against milestones	Reporting on Q2 & Q4 18/19. Embedding of process across the Division in progress.				
5.5	Ensure the health and welfare of our skilled and motivated staff	Deliver a range of initiatives linked to the workforce, including: reviews and resstructures, Workforce Plan and IIP Action Plans, training, succession planning, Wellbeing Strategy. Apprenticeship opportunities as part of the organisations commitment to the Government initiative.	Equalities reps in place across the Department and Equalities Board established	May-17	Equalities is embeded into the Division at all levels and in all activities.	Business Manager	17/18 18/19	OSD BP	Completed	Departmental Equalities Board established.				
			Apprenticeship Plan developed and agreed	May-17	Apprentices in post, developing effectively and adding value to Divisions across the department.				Completed					
			Apprentices recruited and working successfully: 1st and 2nd cohort	Sept 17, 2nd co-hort Feb 18	Apprentices gain NVQ and go on to gain permanent employment as a result of the skills, knowledge and experience which they have gained				Completed	23 Apprentices approved and all will be in place by April 18.				

			Deliver actions within the Workforce and liP plans - within their identified timelines	Jun-17	Increasing levels of staff satisfaction and motivation.			Completed	Awaiting Corporate update and information on 2018 review.				
			Departmental learning programme developed & training planned.	Jul-18	Appropriately skilled workforce, able to deliver effectively and provide high standards of service. Staff working effectively with volunteers to provide a range of opportunities.			On track against milestones					
			Workforce survey led by the Culture Board carried out and action plan developed	Dec-18	Culture change and actions resuting from the survey delivered, ensuring that there is an adaptbale and motovated workforce, who feel empowered and valued			On track against milestones	Survey in development and will be delivered by July 18.				

Organised School Walk Talks hosted by Keepers 2016/17			
School	Date	Number of children	Number of Keepers
Fleet Primary School	4/5/16	30	2
Tufnell Park School	11/5/16	45	3
Hollick Wood School	12/5/16	29	3
Blanche Neville	18/5/16	15	1
Hawley Infant School	19/5/16	30	3
All Saints Primary	8/6/16	30	2
Northbridge School	15/6/16	55	3
All Saints Primary	16/6/16	30	2
Montessori Nursery	22/6/16	13	2
Muswell Hill Primary	29/6/16	30	2
Broadhurst School	30/6/16	22	2
Muswell Hill Primary	7/7/16	30	2
Tudor Primary School	11/7/16	28	1
Muswell Hill Scouts	22/9/16	19	1
Montessori Nursery	2/10/16	12	1
3/4/5 PreSchool	7/11/16	15	1
Brooklands Nursery	23/11/16	52	3
Coldfall Primary School	27/3/17	10	1
Coldfall Primary School	28/3/17	10	1
Coldfall Primary School	29/3/17	10	1
Total No. of Schools : 15	Total No. of children : 515		

Organised School Walk Talks hosted by Keepers 2017/18			
School	Date	Number of children	Number of Keepers
Tufnell Park School	9/5/17	60	3
Hollick Wood School	16/5/17	30	3
Fleet Primary School	16/5/17	15	3
Christopher Hutton Primary Sch	23/5/17	30	3
All Saints Primary School	13/6/17	31	3
Hollick Wood School	13/6/17	30	3
Bowes Primary, Southgate Green	20/6/17	50	2
Shoreditch Primary	27/6/17	60	2
Broadhurst School	4/7/17	19	2
Our Lady of Muswell	11/7/17	60	3
Muswell Hill Primary	18/7/17	30	2
Tetherdown Primary School	3/10/17	60	3
Montessori Nursery	8/11/17	16	2
Rokesly Primary School	5/3/18	90	3
Total No. of Schools : 13	Total No. of children : 581		

Non-Licence – Regular school visits		
School	2016/17	2017/18
Highgate Primary School Forest School sessions 6 sessions per week 15 children per session	2,370 children	2,370 children
Bridge House School (Special needs Secondary School) 2/3 sessions per week up to 10 per session	390 children	330 children
Drayton Park Primary School Ad hoc 3 days in May	180 children	0
Muswell Hill Primary School Sponsored Walk 24/4/16 21/5/17	100 children	100 children
St. Mary's Primary School Ad hoc 12/6/17 16/3/18	0	60 children
Devonshire House School 21/3/18 22/3/18 23/3/18	0	120 children
	Total: 3,040 children	Total: 2,980 children

Schools Sports Days 2016/7 vs 2017/18		
School	2016/17	2017/18
Highgate Primary	22/6/16 23/6/16	21/6/17 22/6/17
Grafton Primary School	24/6/16	16/6/17
Tetherdown Primary School	1/7/16	0
St. James Primary	8/7/16	8/6/17 14/7/17
York Rise Nursery	0	7/7/17
Gillespie School	0	18/7/17
Total No. Sports Days:	5 sports days	7 sports days



Volunteering Highlights - 2017/18

Record membership with 244 volunteers involved

Regular Friday conservation sessions launch on Extension and with Ranger Team

Governance: Chairman farewell, new Chair appointed, CIO completed; CoL partnership agreement, AGM at Keats House

Kenwood: Head Gardener elected Trustee; new Garden Team appointed

Office: Project Assistant recruited; 6 volunteers helping, 1200 followers on social media

Social: summer barbecue at Old Orchard; Hive Xmas party; trips to Woodberry Wetlands and Burnham Beeches

Community Heath project launches to support new visitors and those with additional support needs

Conservation Team focus on H. balsam, meadows, gorse and wetland creation; extra Summer sessions with PVM

Wild about Hampstead Heath: over 6500 visitors engaged since 2015; new activities developed and supervisor recruited

Phoenix Futures Recovery through Nature programme continues across Heath; participants complete John Muir Award

Regular garden sessions continue at Keats House

Volunteer Training: wildflowers, tree and bird ID, habitats, invertebrates, Kenwood, winter trees, geology, first aid, safeguarding

Weekly open volunteer sessions launch through Community Heath at Hive; horticulture focus with therapy and social benefits; summer evening sessions

Whitestone Garden: monthly sessions make significant improvements

Evening talks programme launches with inaugural Bobby de Joia Memorial Lecture

New Hill Head Gardener at Hill, increase sessions at GHP; support with London in Bloom

2018 Calendar published with CoL and Matt Maran

Record annual contribution of 12,256 hours; record monthly average contribution 1,114 hours

Highgate Wood: weekly conservation sessions fully attended

Friends of Heath Hands launches for those unable to actively volunteer; 20 members recruited

Ecological Monitoring: record 4 reptile transects, hedgehog and dragonfly projects

Agenda Item 5d

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Fig 1. Volunteer roles (%); Total membership is 244

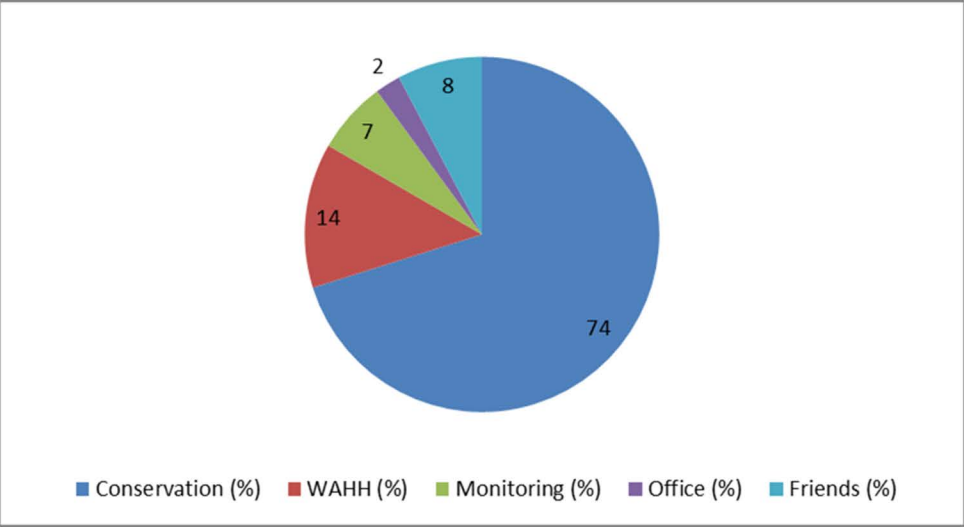


Fig 2. Membership Activity

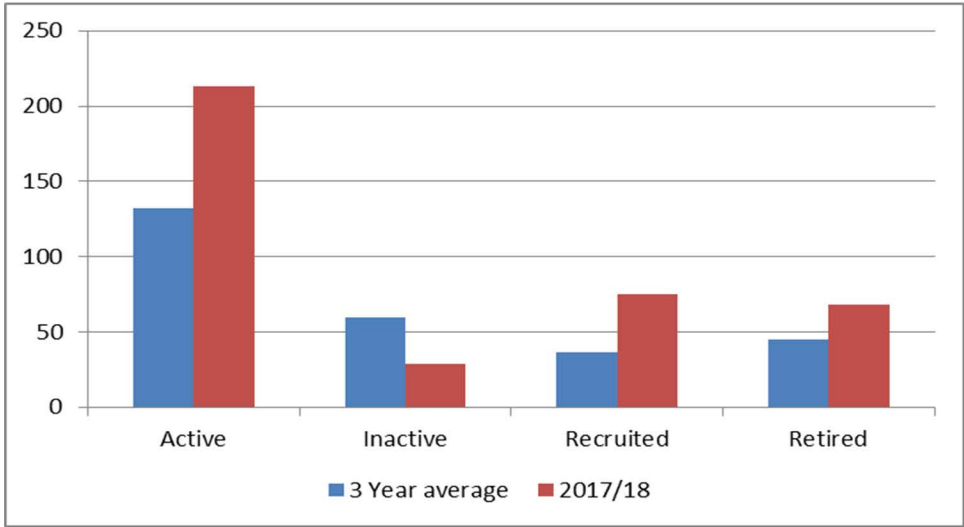


Fig 3. Volunteers from BAME (Black, Asian and minority ethnic communities) and White backgrounds (target 36% BAME)

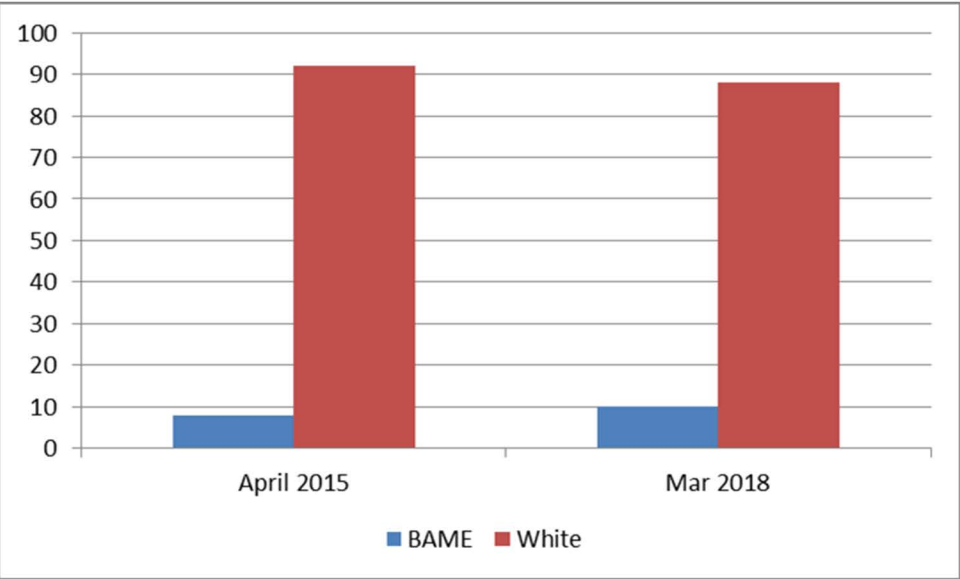
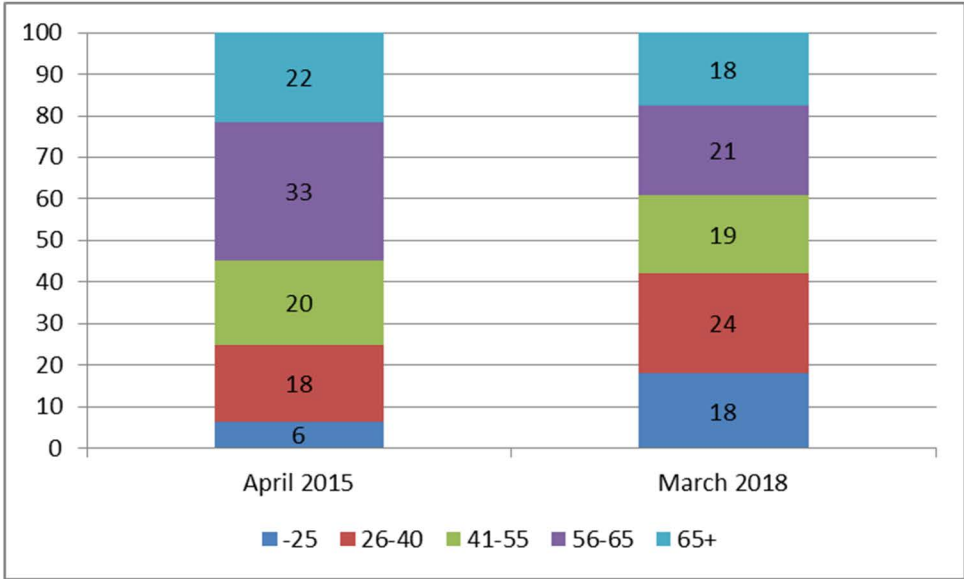


Fig 4. Age Structure of active volunteers (%)



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Fig 5. 2017/18 volunteer hours: 12,256 (blue) versus 3 year average (red)

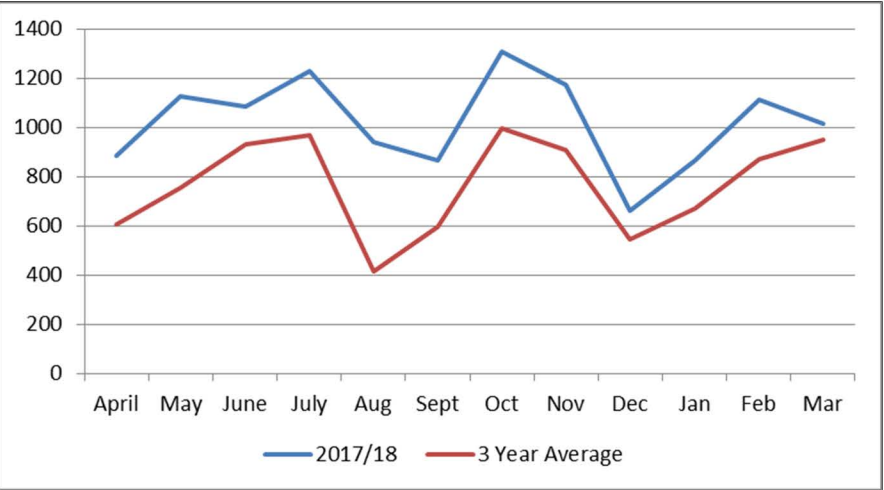


Fig 6. Volunteer sessions delivered: 532 (blue) versus 3 year average

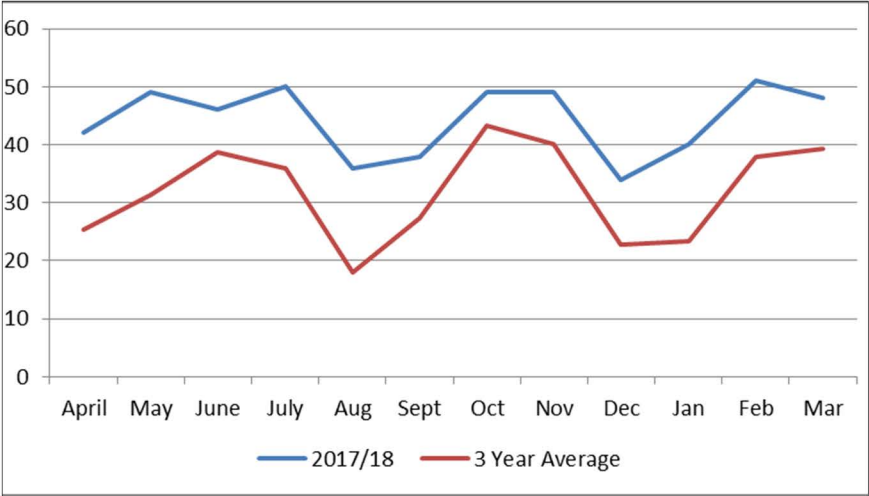


Fig 7. Distribution of Volunteer Activity (hours) versus 3 year average

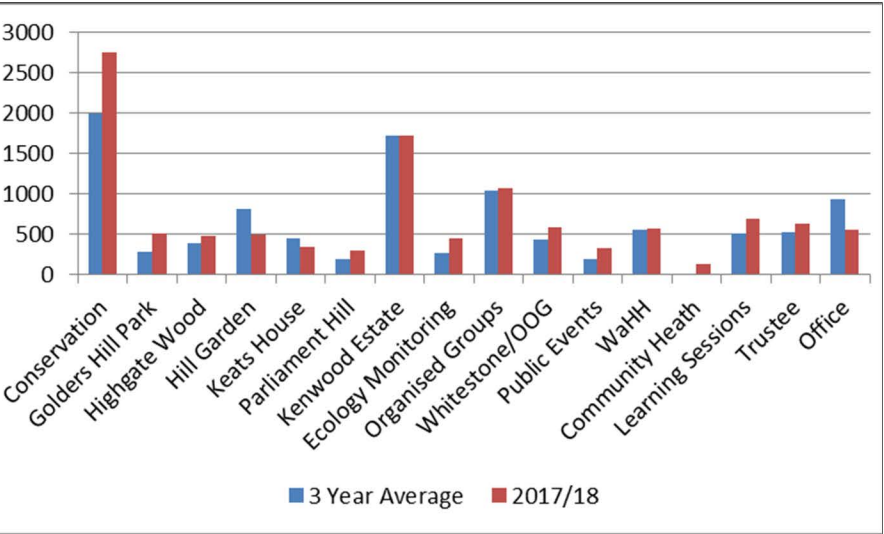


Fig 8. Community Heath: events and participants; target of 800 participants

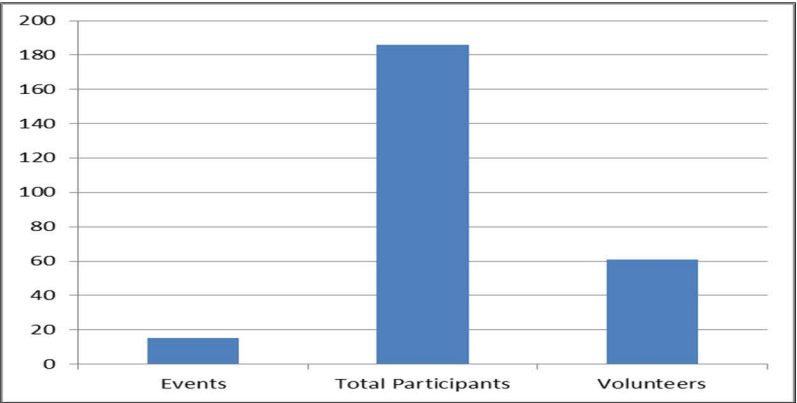
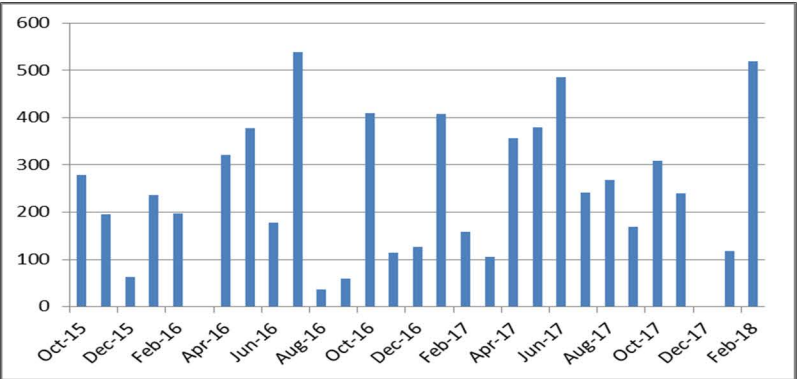


Fig 9. Visitors engaged on WaHH sessions: 6,888



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Highgate Woods - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to Mngt. Plan
HW - CW 1	Playing Field	Over-seed the field once annually	October	DOB	3
HW - CW 2		Aerating and roll field every two weeks when conditions are suitable	October to March	All Staff	3
HW - CW 3		Repair damage caused by football games, including soil and seed applications	September to April	All Staff	3
HW - CW 4		Weeding of Cricket Net area including synthetic surface	March/November	All Staff	3
HW - CW 5		Preparation of football pitches for the season	September	All Staff	3
HW - CW 6		Trim trail inspected for damage, bark area maintained weekly	Throughout the year	All Staff	3
HW - CW 7		Re-mark pitches weekly	September to March	All Staff	3
HW - CW 8		Prepare and repair pitches for 5-a-side football coaching	School holidays except winter half	All Staff	3
HW - CW 9		Erect and dismantle goal posts and nets weekly	September to April	All Staff	3
HW - CW 10		Application of fertilizer (spring/summer, autumn/winter)	April & September	All Staff	3
HW - CW 11		Purchase of & maintenance to goal posts and nets, goal slots and all football lines	September to April	All Staff	3
HW - CW 12		Mowing of playing field once weekly	March to October	All Staff	3
HW - CW 13		Strimming of benches and bins monthly	March to October	All Staff	3
HW - CW 14		Apply calcified seaweed to field if needed after soil testing (testing to be done in January if ground conditions suitable)	March	All Staff	3
HW - CW 15		Preparation of school athletic tracks	May to July	All Staff	3
HW - CW 16		Re-measure bottom pitch and re-plot area with plastic markers and move goal slots	April	All Staff	3

Highgate Woods - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to Mngt. Plan
HW - CW 17		Maintain irrigation system	Throughout the year	All Staff	3
HW - CW 18	Cricket Pitch	Light scarification to remove dead grass in several directions	March	All Staff	3
HW - CW 19		Cut grass at start of season to 15mm complete with light rolling	March	All Staff	3
HW - CW 20		Cut grass to 12mm complete with light rolling	April	All Staff	3
HW - CW 21		Brush daily	Throughout the year	All Staff	3
HW - CW 22		Hand weed/spot weed	April to September	All Staff	3
HW - CW 23		Worm control if required	April to September	All Staff	3
HW - CW 24		Light roll, adjusting weight as necessary	April to September	All Staff	3
HW - CW 25		Repair to Cricket Nets as and when required	Throughout the year	All Staff	3
HW - CW 26		Fine turf fertilizer application	April to September	All Staff	3
HW - CW 27		Maintain Cricket Score Hut	April to September	All Staff	3
HW - CW 28		Install H&S signs for cricket games, remove after game	April to September	All Staff	3
HW - CW 29		Remove & reinstall barrier rope and pins from cricket square weekly	April to September	All Staff	3
HW - CW 30		Measure & mark out cricket pitches & boundary line before season commences	April	All Staff	3
HW - CW 31		Cut cricket square weekly	April to September	All Staff	3
HW - CW 32		Prepare playing strips 3 times weekly	April to September	All Staff	3
HW - CW 33		Roll cricket square weekly	April to September	All Staff	3
HW - CW 34		Irrigate cricket square when required	April to September	All Staff	3

Highgate Woods - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to Mngt. Plan
HW - CW 35		Repair cricket strips weekly	April to September	All Staff	3
HW - CW 36		Receive cricket teams twice weekly	April to September	All Staff	3
HW - CW 37		Scarify cricket square monthly	April to September	All Staff	3
HW - CW 38		End of season renovation	September	DOB	3
HW - CW 39		Installation of cricket screens	April	All Staff	3
HW - CW 40		Repair of cricket screens	September	All Staff	3
HW - CW 41		Re-mark cricket boundary during cricket season	Weekly	All Staff	3
HW - CW 42		Spike cricket square every 2nd month	October to February	All Staff	3
HW - CW 43		Renovate cricket square at the end of the season	September	DOB	3
HW - CW 44	Playground	Playground opened at 7.30am and closed 45 mins before dusk	Throughout year	All Staff	3, 4
HW - CW 45		All playground items inspected daily for defects	Throughout year	All Staff	3, 4
HW - CW 46		Playground toilets cleaned daily & regularly inspected	Throughout year	All Staff	3, 4
HW - CW 47		Weekly equipment inspection with a checklist filled out	Throughout year	All Staff	3, 4
HW - CW 48		Maintenance or repairs to and replacement of equipment when required	Throughout year	All Staff	3, 4
HW - CW 49		Sweeping of surfaces, raking of bark daily	Throughout year	All Staff	3, 4
HW - CW 50		Sandpits forked weekly	Throughout year	All Staff	3, 4
HW - CW 51		New play-bark installed	When required annually	All Staff	3, 4
HW - CW 52		Litter bins serviced daily	Throughout year	All Staff	3, 4
HW - CW 53		Supervise the playground daily particularly during busy periods	Throughout year	All Staff	3, 4
HW - CW 54		Mowing and strimming of grass areas	April to October	All Staff	3, 4
HW - CW 55		Any major refurbishment to playground required	January	All Staff	3, 4 (f)
HW - CW 56		Tree inspections in the playground	Yearly	Arborists	2 (a) (b) (f) (h), 3, 4
HW - CW 57		Management of bird feeders / nest box cameras and replenishment of bird feeds in the playground	Weekly	All Staff	1(d), 3
HW - CW 58		Annual ROSPA inspection and report	June	DOB	3, 4

Highgate Woods - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to Mngt. Plan
HW - CW 59	Café Garden	Maintain the formal plantings, shrubbery & containers to an acceptable horticultural standard weekly	Throughout year	All Staff	3, 4
HW - CW 60		Cut back Wisteria twice	January & July	All Staff	3, 4
HW - CW 61		Maintain paved area	Throughout year	All Staff	4
HW - CW 62		Hedge maintenance	April to October	All Staff	4
HW - CW 63		Service waste bins	Daily	All Staff	3, 4
HW - CW 64		Replace sections of shrubbery when required with drought tolerant species	November	All Staff	2, 3, 4
HW - CW 65	Woodland	Recording / monitoring / mapping of conservation areas	Throughout year	All Staff	2
HW - CW 66		Silvicultural & arboricultural planned works	October to March	All Staff	2
HW - CW 67		Emergency silvicultural & arboricultural works	Throughout year	DOB/CB/RH/GC	2
HW - CW 68		Tree safety inspections & surveys throughout the wood / Paths and zone 1 after high winds	Biannual & annual according to zone	All Staff	2
HW - CW 69		Retrenchment / halo releasing / coppicing / re-coppicing & veteran tree works throughout the wood	October to March	CB/DOB/Arborists	2
HW - CW 70		Transplant Wild Service Tree suckers and young WS trees from the Heath	November	All Staff	2
HW - CW 71		Pond work to compartment no 2 (refer to compartment map)	January	All Staff	2
HW - CW 72		Muswell Hill Ditch maintenance	Throughout year	All Staff	2
HW - CW 73		Hollies and exotics control throughout the wood	November to December	All Staff	2
HW - CW 74		Wildflower planting on field	March	CB / Ecologists	2
HW - CW 75		Litter clearance & maintenance of woodland ditches	Throughout year	All Staff	2, 3
HW - CW 76		Bramble and weed control in conservation areas	September to March	All Staff	1, 2, 3
HW - CW 77		General maintenance of certain areas with volunteers	September to December	CB/RH/DOB	1, 2, 3
HW - CW 78		Maintenance of dead hedges around the wood	Throughout year	All Staff	1, 2, 3
HW - CW 79		Keep woodpile for wood burning stoves stocked up	Throughout year	All Staff	4e

Highgate Woods - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to Mngt. Plan
HW - CW 80	Highgate Wood Area	Litter pick daily	Throughout year	All Staff	2, 3
HW - CW 81		Uniformed security patrol daily	Throughout year	All Staff	3
HW - CW 82	Built environment, furniture and paths	Open the woodland gates at 07.30 & lock them closed at dusk every day	Throughout year	HW Team	3
HW - CW 83		Litter bins emptied twice weekly & maintained (daily on field area in summer)	Throughout year	HW Team	3
HW - CW 84		Benches repaired and maintained	Throughout year	HW Team	3, 4
HW - CW 85		Toilets cleaned daily or when necessary	Throughout year	HW Team	3
HW - CW 86		Showers & changing rooms cleaned & maintained weekly	Throughout year	HW Team	3
HW - CW 87		Fence lines throughout the wood including the playground maintained and repaired	Throughout year	HW Team	3, 4
HW - CW 88		Paths and entrances repaired & maintained when required	Throughout year	HW Team	3, 4
HW - CW 89		Paths cleared of leaf debris during Autumn	Autumn	HW Team	3, 4
HW - CW 90		Steps maintained & repaired (including for visually impaired)	Throughout year	HW Team	3, 4
HW - CW 91		Drains maintained and repaired when required	Throughout year	HW Team	4
HW - CW 92		Information hut and surrounding area maintained	Throughout year	HW Team	1, 3, 4
HW - CW 93		Signage maintained & repaired when required	Throughout year	HW Team	1, 3, 4
HW - CW 94		Drinking fountains maintained & repaired when required	Throughout year	DOB/RH/City Surveyors	1, 3, 4
HW - CW 95		Minor repairs & maintenance to buildings, urinals, toilets etc.	Throughout year	HW Team	1, 3, 4
HW - CW 96		Servicing of nature trail posts and healthy walks posts	Throughout year	HW Team	3
HW - CW 97		Clearing of gutters on information hut, lodges, buildings & playground hut	Throughout year & Autumn	HW Team	4
HW - CW 98		Changing Rooms decoration and maintenance	March and throughout year	HW Team	3, 4
HW - CW 99		Boundary fence to be renewed and maintained	April and throughout year	HW Team/City Surveyors	3, 4
HW - CW 100	Education	Participate in one day weekly school walks and educational establishments	Throughout year	DOB/RH/CB/FH/GC/OS Education Team	3

Highgate Woods - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to Mngt. Plan
HW - CW 101		Participate in and supervise events on the Highgate Wood Diary of Events	Throughout year	HW Team, DOB/RH/CB/J M	1, 3
HW - CW 102		Servicing of and preparation of displays in the information hut	Throughout year	HW Team	1, 3
HW - CW 103		Preparation of What's New /HW website	Monthly	HW Team / CB	3
HW - CW 104		Supervise Work Experience Pupils	Throughout year	HW Team	3
HW - CW 105		Supervise Heath Hands volunteers	Autumn / Winter	HW Team	3
HW - CW 106		Supervision of Filming in Highgate Wood	Throughout year	DOB/RH	3
HW - CW 107		Daily display of bird nesting and wildlife watch	Throughout year	HW Team	3
HW - CW 108		Updating information on display board	Throughout year	HW Team	3
HW - CW 109		Hold Highgate Wood Community Day annually	September	HW Team	1, 3
HW - CW 110	Wildlife	Encourage biodiversity with various woodland works (including habitat creation)	Throughout year	HW Team	2, 3
HW - CW 111		Surveying & monitoring of woodland wildlife	Throughout year	HW Team	2, 3
HW - CW 112		Promoting the use of Highgate Wood wildlife for education purposes	Throughout year	HW Team	3
HW - CW 113		Control of certain pest species	Throughout year	HW Team	2, 3
HW - CW 114		Replenish bird feeders weekly	Throughout year	HW Team	2
HW - CW 115		Bird and bat box maintenance, construction and monitoring	Outside of hibernation and nesting/roosting	HW Team	2, 3
HW - CW 116		Bird surveys	Throughout year	CB	2
HW - CW 117		Bat box surveys	September	CB	2
HW - CW 118		Update bird checklist	Monthly	CB	2
HW - CW 119		Moth trapping sessions	Throughout year	HW Team /Mike Hammerson	2, 3
HW - CW 120		Update of notable wildlife sightings	Throughout year	CB	2
HW - CW 121		Creation of hibernation habitats	November	HW Team	2
HW - CW 122	Heritage	Protect the existing heritage features	Throughout year	HW Team	1, 3
HW - CW 123		Maintain heritage interpretation material in the wood	Throughout year	HW Team	1, 3
HW - CW 124		Hold Highgate Wood Community Day annually	September	HW Team	1, 3

Highgate Woods - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to Mngt. Plan
HW - CW 125	Stock equipment and machinery	All stock machinery and equipment controlled by documentation and check daily	Throughout year	HW Team	2, 3, 4
HW - CW 126		Service and repairs when necessary	Throughout year	HW Team	2, 3, 4
HW - CW 127		PPE maintained and inspected (including LOLER testing - biannual)	Throughout year	DOB	2, 4
HW - CW 128	Admin duties	All correct admin documents completed and controlled as specified in corporate directives	Throughout year	DOB/RH/ HW Team	1 / 2 / 3 /4
HW - CW 129		Control of contractors as per corporate policies	Throughout year	DOB	1 / 2 / 3 /4
HW - CW 130		Answer email / telephone enquiries	Throughout year	DOB/RH/JM	1 / 2 / 3 /4

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Highgate Wood - Projects

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to Mgmt Plan
HW - PR1	Highgate Wood	Highgate Wood Woodland Management Plan	2018-2028	JM/MG	2, 3

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