



Highgate Wood Consultative Group

Date: WEDNESDAY, 17 OCTOBER 2018
Time: 5.00 pm
Venue: THE WALK WILL START AT 4.00 PM OUTSIDE THE HIGHGATE WOOD CAFÉ. THE MEETING WILL BE HELD AT 5.00PM AT HEATHFIELD HOUSE, 432 ARCHWAY ROAD, N6 4JHN.

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 4.45 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 18 April 2018.
For Decision
(Pages 1 - 6)
4. **ACTIONS SHEET**
Report of the Town Clerk.
For Information
(Pages 7 - 8)
5. **SUPERINTENDENTS UPDATE FOR OCTOBER 2018**
Report of the Superintendent of Hampstead Heath.
For Discussion
(Pages 9 - 14)
 - a) Appendix 1 - Woodland Management Plan 2018 (Pages 15 - 42)
 - b) Appendix 2 - Conservation Management Plan 5-year review (Pages 43 - 204)
 - c) Appendix 3 - Open Spaces Departmental Events Policy (Part One) (Pages 205 - 216)
 - d) Appendix 4 - Highgate Wood Site Specific Events Policy (Part 2) (Pages 217 - 246)
6. **TENDER OF THE HIGHGATE WOOD PAVILION CAFÉ**
Report of the Superintendent of Hampstead Heath.
For Discussion
(Pages 247 - 264)
7. **FEES AND CHARGES 2019/20 & 2020/21**
Report of the Superintendent of Hampstead Heath.
For Discussion
(Pages 265 - 282)
8. **QUESTIONS**
9. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
10. **DATE OF NEXT MEETING**
The date of the next meeting is 3 April 2019 from 4.00pm at Heathfield House, 432 Archway Road, N6 4JH.

HIGHGATE WOOD CONSULTATIVE GROUP
Wednesday, 18 April 2018

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

Present

Members:

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

Officers:

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

1. APOLOGIES

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

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

There were no declarations.

3. MINUTES

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

Matters Arising

Sustainability

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

Walking Guides

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

4. **ACTIONS SHEET**

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

Meeting with Natural England

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

Oak Processionary Moth

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

5. **SUPERINTENDENT'S UPDATE**

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

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

Roman Kiln Project

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

Woodland Conservation and Tree Management

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

Ecology

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

Volunteer activity

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

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

Oak decline and oak regeneration

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

Pavilion Café

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

Licensed events and activities

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

RESOLVED – that:-

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

5.1 Appendix 1 - Highgate Wood Management Plan

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

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

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

RESOLVED, that the report be noted.

5.2 Appendix 2 - 2018/19 Divisional Plan

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

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

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

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

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

5.4 Appendix 4 - Heath Hands Progress Report

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

5.5 Appendix 5 - 2018/19 Annual Work Programme

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

6. COUNTRYSIDE STEWARDSHIP FUNDING

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

7. QUESTIONS

There were no questions.

8. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

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

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

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

9. DATE OF NEXT MEETING

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

The meeting ended at 5.50 pm

Chairman

Contact Officer: Leanne Murphy
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Highgate Wood Consultative Group - Actions

	Date	Action	Responsible Officer/Member	Deadline/Progress
1.	18 April 2018	The Director to raise concerns surrounding OPM at the National Oak Processional Group and ask for guidance on Epipens.	Director of Open Spaces	Update at 17 Oct 2018 meeting
2.	18 April 2018	A report on the outcomes of the Roman Kiln Project to be submitted at the next meeting.	Superintendent	Update at 17 Oct 2018 meeting
3.	18 April 2018	Wider thinking around ideas re: licensed events and activities to be explored by the Team before the next meeting.	Superintendent + team	Update at 17 Oct 2018 meeting
4.	18 April 2018	Members to provide any additional written comments re: the Highgate Wood Management Plan by the end of April.	All	Update at 17 Oct 2018 meeting
5.	18 April 2018	A report on the 2018/19 Divisional Plan to be submitted at the next meeting providing more information on project priorities.	Superintendent	Update at 17 Oct 2018 meeting
6.	18 April 2018	A report providing a more detailed version of the Events Policy to be submitted at the next meeting for consideration.	Superintendent	Update at 17 Oct 2018 meeting
7.	18 April 2018	Update the Licensed Events, School Walks and Schools Sports report to list all events and walks.	Superintendent	Update at 17 Oct 2018 meeting

Highgate Wood Consultative Group - Actions

8.	18 April 2018	Contact the Highgate Society regarding their representation on the HWCG.	Town Clerk	Completed
9.	18 April 2018	Members to be updated on the progress re: finding a school's representative to sit on the HWCG.	Superintendent	Update at 17 Oct 2018 meeting

Committee(s)	Dated:
Highgate Wood Consultative Group	17 October 2018
Hampstead Heath, Highgate Wood & Queen's Park Committee	28 November 2018
Subject: Superintendents Update for October 2018	Public
Report of: Superintendent of Hampstead Heath	For Discussion
Report author: Jonathan Meares – Open Spaces & Heritage Department	

Summary

This Report provides an update to Members on management and operational activities in Highgate Wood since April 2018. The report describes progress on income generation, sustainability, conservation and woodland management, infrastructure and facilities. This Report also provides a review of the 2013 Conservation Management Plan and a revised draft of the 2018 Woodland Management Plan for Highgate Wood, which has been updated following Members feedback in Spring 2018.

Recommendations

It is recommended that:

- Members to provide their views on the updated draft Woodland Management Plan, as detailed in appendix 1.
- Members provide their views and feedback on the Highgate Wood – Part 2 Site Specific Events Policy, and in particular in relation to table 1, as set out in appendix 4.
- 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 28 November 2018.

Main Report

Roman Kiln Project

1. The Friends of the Highgate Roman Kiln (FOHRK) have held two meetings at the Pavilion Café to recruit new supporters and scope out potential sources of match funding for the project. The second meeting was held after the recent Community Heritage Day in September, which attracted great interest. The

FOHRK have commissioned an independent HLF Advisor to produce a report providing guidance on assembling the Heritage Lottery Fund (HLF) application. The Highgate Wood Manager met with an Officer from the City Surveyors Department in June to discuss obtaining updated costs for the conversion of the Education building to house the kiln and interpretative material. The City Surveyors Department will manage the project once funding is secured. The revised budget for the project is £150,000.

Highgate Wood Conservation Management Plan Review

2. The Highgate Wood Manager has carried out a review of the 2013 Conservation Management Plan and this is included as appendix 2. The review focuses on the Policies which were centred around Heritage, Natural Environment, Community and Recreation, and Built Environment and looks at what has been achieved since 2013.

Sustainability

3. The Divisional Waste and Recycling Review is now well under way. A number of options are being investigated to improve the current service, both in terms of sustainability and cost effectiveness. Highgate Wood's general waste collection and disposal costs were £5,919 for the 2017/18 period.
4. Highgate Wood, like Hampstead Heath, sends a large volume of contaminated recyclables for disposal as general waste. The Highgate Wood Manager is focusing on methods to prevent contaminants such as dog waste and food waste from entering the recyclable waste stream.

Draft Woodland Management Plan

5. A revised draft is attached with this report as appendix 1. Revisions have been made following Members' comments at the meeting on 18 April 2018. Further comments from Members are sought, following the revisions.

Woodland Conservation and Tree Management

6. We have experienced a particularly dry summer. As a result, a few young trees have died off. In the older trees staff have observed that the leaves began to die early. Some of the shallow rooting tree species such as beech, birch, willow and lime have suffered from the prolonged dry spell, but largely have recovered following cooler wetter conditions in August and September. It is likely to be a couple of years before we will see the worst effects of the drought on the older trees.

Storm Closures

7. Highgate Wood was closed for four hours during the worst phase of storm 'Ali' which arrived in the UK on the 18/19 September 2018, causing significant damage in the northern and western region of the UK. Fortunately, there was very little tree damage and the Wood was able to re-open late afternoon when the wind speeds had subsided.

Ecology

8. A pair of kestrels managed to successfully rear five chicks which we hope will mature into adults. Goldcrests were heard often, and also observed, around the Wood this year. Both the goldcrest and the kestrel are European Conservation Concern (SPEC 3) species, so their presence in a London site is particularly important. There were high numbers of frogs reported in the three ponds in the Wood, and very high numbers of beefsteak fungi have appeared over the summer. Overall, butterfly numbers appear to be lower this year, perhaps due to the very high temperatures.
9. Research in Seville, Spain, shows that ring-necked parakeets are attacking and evicting greater noctule bats from their roost holes. Unfortunately, the noctule roosts in the Wood have been abandoned over the past two years, this may be linked to rising parakeet numbers. Staff will continue to closely monitor this situation. Fortunately, both noctule and Leisler's bats are roosting in the trees in Queen's Wood, and a number were captured during a recent harp trap session.
10. Staff have noted a reduction in bark stripped from trees by grey squirrels this year. It is believed this is linked to squirrel control measures introduced in May 2017.

Volunteer activity

11. Heath Hands Volunteers have commenced autumn sessions after the summer recess. Attendance numbers are steadily increasing with groups of up to twelve volunteers being recorded.

Oak decline and oak regeneration

12. In April 2018 an arboriculturist, who is currently co-authoring a study on oak decline, visited the Wood. Highgate Wood shares a number of issues that have and still are probably contributing to the premature loss of oak trees. A number of these are factors outside our control such as soil conditions and climate change, oak mildew, and high planting densities.
13. The visit was very informative for the Highgate Wood Team and a number of possible interventions are planned, such as mulching and further reduction of holly growth reducing competition for water and nutrients.

Tree disease and biosecurity issues

14. Oak Processionary Moth (OPM) was found in Highgate Wood on 11 June 2018 and very rapidly, with the assistance of the Hampstead Heath Tree Team, a number of other oaks were surveyed and found to contain nests. Unfortunately, the first nest was discovered outside of the spraying window, so the focus of the Team was monitoring and nest removal. The majority of the nests were located around the field edge and along the Muswell Hill Road. There were a small number of nests located in the woodland.
15. A total of 71 nests were identified in 35 oak trees across the site. It is anticipated that the number of nests will increase in 2019.
16. The City of London Corporation are currently seeking confirmation from the Forestry Commission in relation to control measures for 2019. Much will depend on whether the Core Zone (the area of London already heavily effected by OPM) will be extended further. This would mean that Highgate Wood, and

Hampstead Heath, would be allowed to control OPM on a target basis and would not be put on notice to remove all nests located.

Sports and Recreation

17. All the allocated cricket matches were played, and a few extra ones were accommodated. The cricket square held up well in the heat and we only had minor cracking on some playing strips. For the 2019 season there will be a concerted effort to reduce contractor costs and carry out as much of the pitch maintenance internally across the Divisions sport's facilities.
18. The play area has only had minor works undertaken this last year. These included replacing fence posts, repairs to the swings and new steps and hand rails for one of the older units.

Pavilion Café update

19. The Pavilion Café has had a very busy first season under new management. Some of the previous staff have been retained and this has helped with continuity and the bedding in process.
20. A report has been prepared which outlines the proposed tender process which will commence in December this year.

Events

21. 2018 Community Heritage Day was a great success. There was a cloudless sky throughout the day, and many members of the local community attended to support the day.
22. To guide future events at Highgate Wood, a Part 2, Site Specific Events Policy has been prepared, see appendix 4. Members views and feedback are sought in relation to the approval thresholds outlined in table 1 of the draft Policy.
23. It is proposed that this Policy will inform the future usage of the site including Forest School groups. This activity has increased rapidly over the last few years and staff are currently identifying other areas for activity groups to use to enable existing areas to recover.

Infrastructure and buildings

24. A new drain run has been installed serving the women's toilets and changing rooms which replaces a partially collapsed section which caused blockages during busy times of the year.

Corporate & Strategic Implications

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

Financial Implications

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

Conclusion

28. The conservation of Highgate Wood for future generations remains a focus for the Team, and the Woodland Management Plan, when approved, will provide clearer guidance and management over the next 10 years. This will be supported by the implementation of a new Site-Specific Events Policy for Highgate Wood, and the site is relatively small in woodland terms and its capacity is limited in terms of a recreational space.

Appendices:

- Appendix 1 – Woodland Management Plan 2018 – 2018 (second draft)
- Appendix 2 – 2013 Conservation Management Plan (5-year review)
- Appendix 3 – Open Spaces Departmental Events Policy, Part 1
- Appendix 4 - Highgate Wood – Site Specific Events Policy, Part 2

Jonathan Meares

Highgate Wood, Conservation, Trees & Sustainability Manager
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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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DRAFT

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. Policy 2a: Natural Environment (page 50) was to 'Develop a prescriptive management strategy to guide the conservation of the oak and hornbeam population over the next 10 years and beyond.' This Woodland Management Plan aims to complete that objective.

The layout of the plan very closely follows the Forestry Commission's standard Woodland Management Plan 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.
7. Continue to work with other organisations to promote research, and the conservation of Ancient woodland habitat.

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. The most recent arrival is the Oak Processionary Moth, a central European species now the subject of a London wide control programme due to public safety concerns.

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	
	Nathusius Pipistrelle	yes	13	Identified 2017/18

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
	Dunnock	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>Podoschrypha 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	Now present. Also present in neighbouring wood.
Impact	High: major impact on public health and access to the wood. Potential impact on other lepidoptera spp due to FC policy on spraying
Response	Monitoring. Spraying and nest removal.

	Follow FC guidelines
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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
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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. Erosion of Ancient Woodland earthworks and wood banks.
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 uncommon in the wood. Possible species include small leaved lime, wild service, hazel, hawthorn, spindle and alder buckthorn. • 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 were the next Conservation Areas and some other works are planned.</p>
<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>	<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.

<p>3. Maintain the ponds and meadow for wildlife.</p>	<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 thistle as required. • Create bare areas close to yellow rattle seed-heads to ensure regeneration by this annual plant.
<p>4. Manage for resilience to present and forthcoming threats, such as tree diseases, invasive plants and animals and climate change.</p>	<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.
<p>5. Mitigate damage from compaction and erosion due to visitor activities whilst promoting public access and enjoyment</p>	<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.
<p>6. Continue to survey birds, bats, fungi; monitor the population of oak standards and saplings; and record wildlife sightings.</p>	<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.

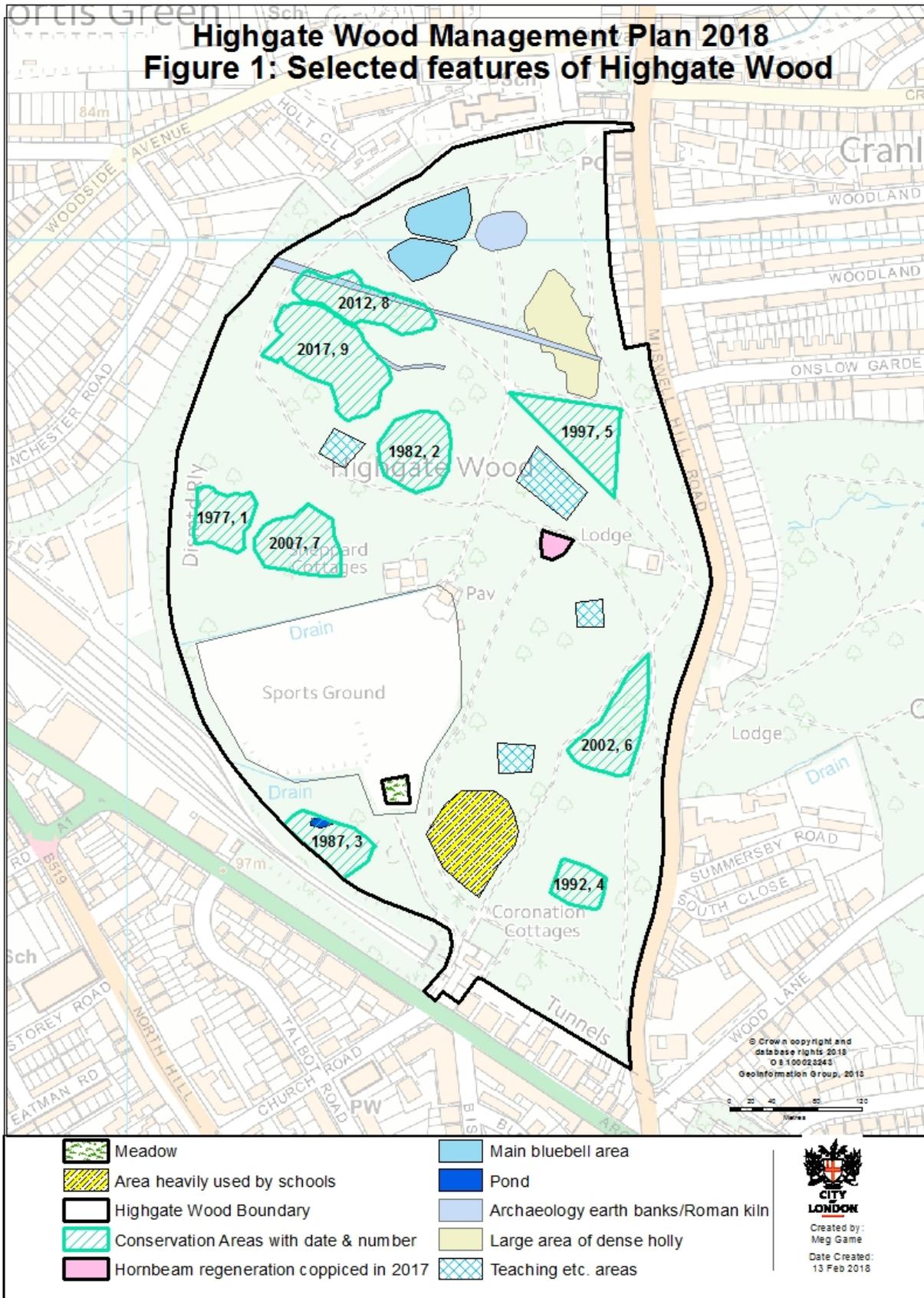
7. Stakeholder Engagement

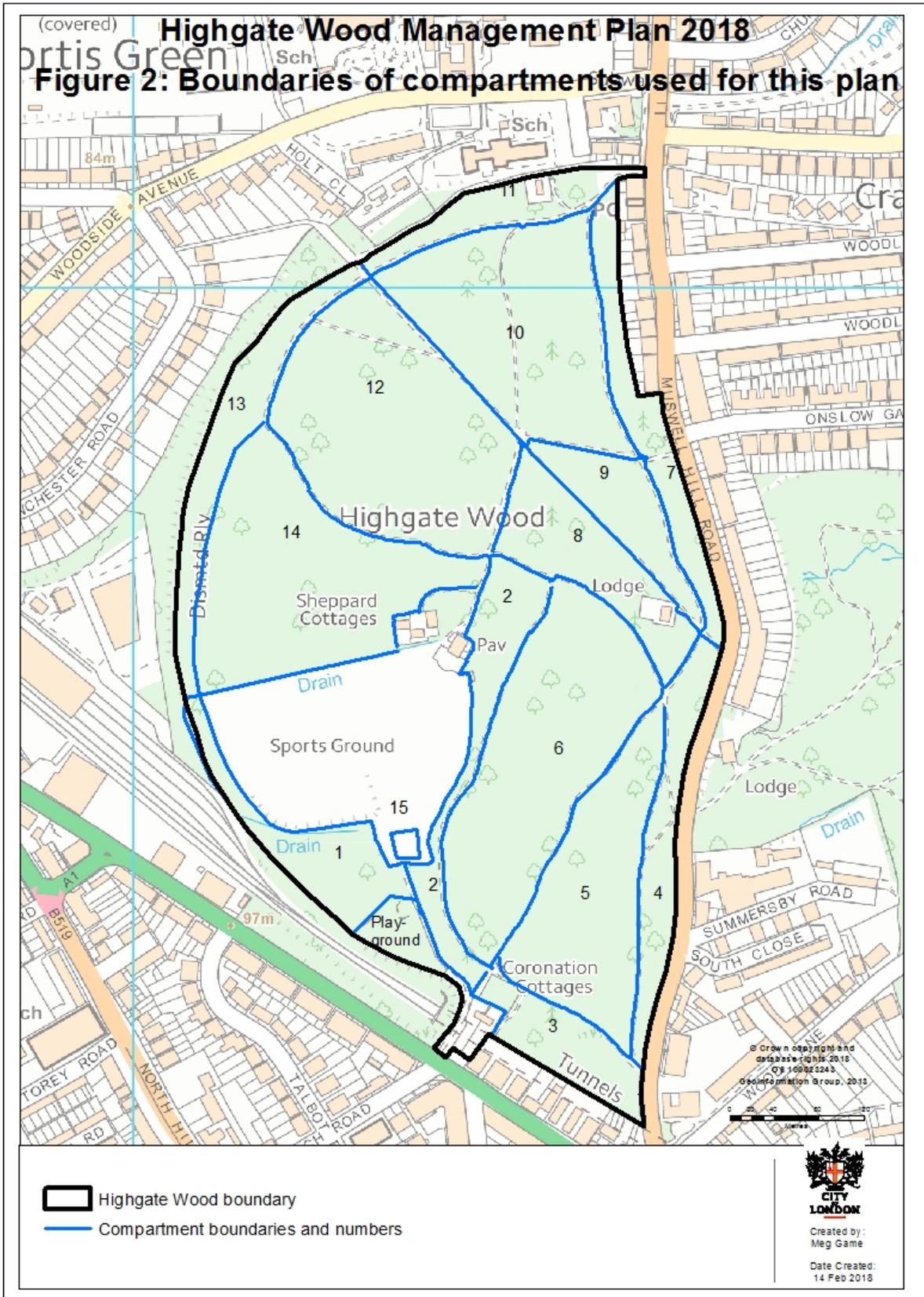
This will be achieved by making local people aware of the draft plan, providing copies, and inviting comments, for example by placing notices near main entrances to the wood, through dialogue with users and user groups and through social media.

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





Highgate Wood Management Plan 2018

Figure 3: Selected specific management proposals



	Meadow
	New Conservation Areas with date if within scope of plan; all boundaries indicative
	New hornbeam pollarding/coppicing
	Potential for coppicing hornbeam regeneration & planting trees
	Existing Conservation Areas



CITY OF LONDON
 Created by:
 Meg Game
 Date Created:
 15 Mar 2018

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>	<p>As required</p>
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>	<p>2018</p>
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>	<p>Maintain current character.</p>	<p>As required</p>
		<p>Promote unusual hawthorn tree.</p>	<p>As required</p>

	<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 understory 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>	<p>and promote ground flora and oaks by thinning goat willow, birch and rowan.</p>	
		<p>Within Conservation Area 6, re-coppice and re-pollard some of the hornbeams every 10-20 years and cut them back from oaks regularly.</p>	<p>As required</p>
		<p>Create a Conservation Area in the middle section of the compartment, where the ground is currently bare.</p>	<p>Beyond the timescale of this plan but possibly 2032</p>
		<p>Continue to promote oaks in south-east corner and in Conservation Areas 4 and 6.</p>	<p>As required</p>
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>2022</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>	<p>In central area, coppice groups of young hornbeam in stages, creating coppice areas with light around young oaks to promote them.</p> <p>Continue to thin the grove of oaks in the centre of the compartment.</p>	<p>2018 onwards</p> <p>As required</p>
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>	<p>Monitor elms for Dutch Elm Disease.</p> <p>Control Norway maple seedlings.</p>	<p>All</p> <p>All</p>
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>	<p>Area for possible pollarding of hornbeams near NW corner.</p> <p>Possible area for glade creation in eastern half.</p>	<p>2018/19</p> <p>2021/22</p>

	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>	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	As required

	<p>To the northwest of the area is a section of wood where 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>	<p>from the earthwork and into areas to north and south.</p>	
		<p>Within Conservation Area 8, reduce some of the hornbeams on the eastern side of the area.</p>	2019/20
		<p>Within Conservation Area 9, plant oak, small-leaved lime, wild service, hazel, hawthorn and possibly other shrubs.</p>	2018
		<p>Within Conservation Area 9, continue to control holly and laurel.</p>	As required
		<p>Within Conservation Area 9; maintain laid and dead-hedged fencing.</p>	As required
		<p>Outside the conservation areas dig 1-2 scrapes in damp areas.</p>	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>	<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.</p>	As required
		<p>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.</p>	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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Highgate Wood

Registered Charity

Conservation Management Plan 2013-2023

Reviewed October 2018

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

LUC SERVICES

Environmental Planning
Landscape Design
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Executive summary

Highgate Wood comprises 28 hectares of ancient woodland set within the dense urban surroundings of the London Borough of Haringey in north London. The Wood is owned and managed by the City of London and has a long history of occupation and use dating back to Roman times. Its long history combined with the rich and diverse woodland habitat and facilities such as the playground, sport pitch and café ensures that the Wood is a much loved resource for the surrounding community and beyond.

This Conservation Management Plan provides a strategy for the future management of Highgate Wood and will be used to guide resources over the next 10 years. The Plan has been developed through consultation with the Highgate Wood Advisory Group (which includes representatives of local community groups/ organisations and members of the Highgate Wood management team) and wider public consultation at Highgate Wood.

The Plan is organised under the themes of **heritage, 'natural' environment, community and recreation, and built environment** to consider the existing character and features of the Woods. These themes are also used to assess the relative values and significances of the site and to identify key issues, vulnerabilities and opportunities. The results of this investigation and analysis work are then taken forward to inform the development of a vision and management policies which will be used to guide the future conservation and enhancement of Highgate Wood.

Vision for Highgate Wood

The Vision for Highgate Wood is:

To ensure the continuity of Highgate Wood as a managed Ancient Woodland site, whilst maintaining its reputation as a safe environment for relaxation, recreation and education. This special character, combining with heritage features, and conservation value will be conserved and enhanced for the benefit of current and future generations.

The vision is supported by a number of overarching site wide policies organised under the four themes:

Policy 1: Heritage - The valuable heritage resource including the earthworks and ancient woodland fabric, the Roman Kiln site, selected developments during the Victorian period and evidence of the use of the Wood during wartime will be conserved, managed and interpreted.

Policy 2: Natural Environment - The coppice with standards structure will be conserved with new conservation areas created and managed. The oak population will be conserved and its age class extended; species diversity will be maintained and enhanced. A programme of survey and monitoring will be implemented to inform future review of the CMP.

Policy 3: Community and recreation - The wide range of recreational facilities and uses of Highgate Wood will continue to be provided, actively promoted and enhanced. The City of London will continue to engage with schools, interest groups (e.g. London Wildlife Trust) and the general public to ensure that the Wood's importance and range of facilities is fully understood and used.

Policy 4: Built environment - The condition and appearance of existing buildings will be maintained and the setting of key heritage features such as the Fountain and the Lodge will be enhanced. Infrastructure and site furniture will be maintained and rationalised where possible and high quality design and materials appropriate to the woodland setting will be used throughout. There will be a general assumption against further built development unless it is deemed to have no negative impact upon the heritage, ecology or enjoyment of the site and it is of outstanding architectural design or the benefits it delivers are of sufficient merit.

Each of the site wide policies is supported by an illustrative masterplan and a series of detailed prioritised management policies. The headline projects that will be delivered over the next two years include:

- Extension of the education centre to allow for the return of the Roman Kiln structures and display new information about the origin of the earthworks.
- Re-configure the layout of the existing café building to improve kitchen facilities and to increase the capacity for indoor dining.
- Diversify woodland edge to enhance the ecological value and to address safety concerns.
- Create new conservation areas and increase areas of wildflower meadow.
- Rationalise vehicle movements through the site by promoting pedestrian priority zones and seeking options to create alternative parking facilities for visitors with mobility difficulties.

SECTION A: INTRODUCTION

1 Introduction to the Conservation Management Plan

- I.1 Highgate Wood is a 28 hectare (70 acre) area of easily accessible ancient woodland located in Haringey, north London, approximately 6 miles from the City of London (**Figure I.1**). Its long history of use dating back to Roman times and its rich woodland habitat combine to create a special atmosphere. These qualities along with more recently added facilities such as the playground, sports pitch and café ensure that the Wood is well-used and loved by the surrounding community and beyond.
- I.2 Highgate Wood has been owned and managed by the City of London Corporation (CoL) since 30th October 1886 under the Highgate and Kilburn Open Spaces Act 1886.

WHY IS A CONSERVATION MANAGEMENT PLAN NEEDED?

- I.3 This Conservation Management Plan considers all aspects of the management of Highgate Wood, and aims to present a clear list of objectives for the site, along with a statement of significance. The Plan is the product of consultation with the Highgate Wood Advisory Group, the Management team and Highgate Wood staff, the Highgate Wood Consultative Committee, and also the Hampstead Heath, Highgate Wood, and Queen's Park Management Committee.
- I.4 The Plan will provide guidance for the Management team for the next ten years, and will also serve as a strategic policy document which will be available for public reference purposes. The new plan when approved will replace the existing Management Plan which was introduced in 2001.

EXISTING STUDIES AND DEVELOPMENT OF THE CONSERVATION MANAGEMENT PLAN

- I.5 A number of existing plans, surveys and studies have been used to inform the development of the CMP including:
- Highgate Wood Management Plan 2001 – 2011
 - A variety of wildlife and monitoring surveys carried out by City of London staff and other external specialists
 - Biodiversity Action Plan for Highgate Wood
 - Detailed information on the historic development of the Wood from Michael Hammerson
 - A SWOT analysis by the Highgate Wood management team
 - The Highgate Wood Heritage Assessment prepared separately by LUC (2011) to support the preparation of the CMP
 - Highgate Wood Woodland Management Plan (2017 Draft)

- 1.6 The Highgate Wood Manager, his Management Team and the Superintendent of the North London Open Spaces Division have been involved throughout the preparation of the Plan.
- 1.7 The City of London and Land Use Consultants held a workshop on Friday 9th September 2011 as a key stage in the CMP process for Highgate Wood. The purpose of the workshop was to gain the support and input from the Advisory Group formed of local specialists, representatives of local community groups/organisations and members of the Highgate Wood Management Team.

STRUCTURE OF THE CONSERVATION MANAGEMENT PLAN

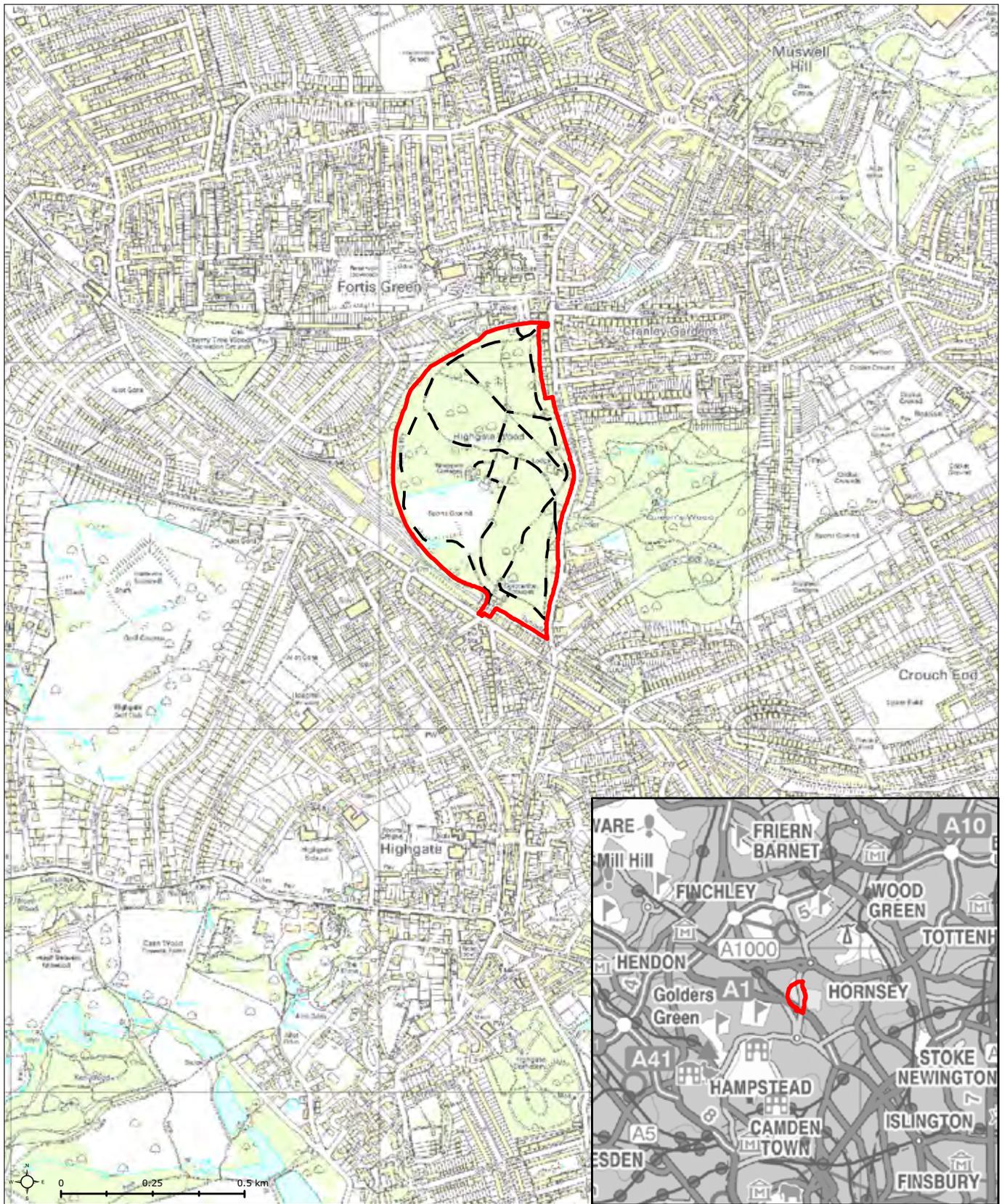
- 1.8 The Plan is set out under four main headings:

Section A: introduction (chapters 1 and 2) – explains the purpose of the Plan and provides background information and management context.

Section B: understanding the place (chapters 3 – 8) – an assessment of the heritage, natural environment, community and recreation and built environment and their relative values and significances. This section also provides a summary of the consultation process carried out as part of the Plan preparation.

Section C: analysis (chapter 9) – a consideration of the key issues, vulnerabilities and opportunities relating to each of the themes outlined in Section B.

Section D: the Plan (chapters 10 – 12) – details of the overall management approach set out as an overall vision, a series of policies relating to each theme and their accompanying actions. This section also outlines the key measures which should be considered when implementing the capital projects, and ends with a description of how the CMP will be monitored and reviewed.



Reproduced from Ordnance Survey digital map data © Crown copyright 2012. All rights reserved. Licence numbers 100047514, 0100031673. LUC LDN 5223-01 001 Location Plan Portrait 11/04/2012

- Highgate Wood site boundary
- Current path network

Highgate Wood

Figure 1.1
Location plan



2 Background information and management context

- 2.1 The Wood is owned and managed by the City of London Corporation and provides valuable opportunity for both formal and informal recreation as well as the conservation of wildlife and access to nature. This chapter provides an introduction to Highgate Wood in terms of its character, context and management. The site plan is provided in **Figure 2.1** with an additional plan showing the infrastructure at Highgate Wood provided in **Appendix I**.

AN INTRODUCTION TO HIGHGATE WOOD

- 2.2 Highgate Wood together with Queen's Wood has been identified as a potential Regionally Important Geological Site (RIGS) by the London Geodiversity Partnership, and is mentioned in 'London's Foundations: Protecting the Geodiversity of the Capital', London 2012, Mayor of London.
- 2.3

It has recently been established that the majority of the wood is underlain by Claygate Beds. Geological surveys are in the process of being up-dated and corrected for this area. This type of sandy clay results in erosion and run-off during periods of flooding. This erosion is made worse by the large numbers of visitors and trampling, and due to the fact that the humus layer is very thin throughout large parts of the wood. The sandy clay is interspersed with pockets of flint gravels, and the western edge of the wood has been disturbed

- 2.4 by gravel digging in the past.

The site enjoys a long history extending back to the pre-Norman period and was also the centre of a first Century AD small scale pottery industry. The woodland is made up of predominantly hornbeam with oak standards with an assortment of other species notably a number of Wild Service trees (*Sorbus torminalis*) an indicator of Ancient Woodland. Highgate Wood was an important woodland resource for many centuries and was once an important part of the Bishop of London's hunting park which is described in greater detail in the Heritage Assessment. The first historical reference to the wood appears in the Domesday Book of 1087, where it is described as part of the Hornsey Woods.

- 2.5 Following concern that the land would be sold for development Highgate Wood was purchased under the Highgate and Kilburn Open Spaces Act 1886, to be maintained in perpetuity for the benefit of the public. It was publicly declared "open for the use and recreation of the public forever" on October 30 1886, by the Lord Mayor of the time, Sir John Staples and remains in the ownership of the City of London today.
- 2.6

The rich diversity of wildlife in the wood has been well researched and documented over the years. To date, over 900 invertebrate species, 338 moth species, 353 fungi species, 70 bird species, and seven bat species have been recorded. Many of these species are reliant on very particular niches found only in ancient woodlands, with their well-developed and complex ecosystems.

- 2.7 Highgate Wood is an important leisure and amenity resource providing an opportunity for many people to visit a woodland site that has retained much of its historic fabric as well as gaining access to an open space that offers leisure and recreation in a built up area of London.
- 2.8 Highgate Wood offers visitors a number of recreational facilities, including a playing field, trim trail, cricket nets, a large children's playground, a café, and an information centre with booklets, newsletters and trail guides. There is also a football and a cricket pitch which are maintained for regular weekend league clubs.

MANAGEMENT INFORMATION AND CONTEXT

Planning context

- 2.9 Open spaces provide substantial health benefits, create sustainable communities and improve the attractiveness of an urban area. Current national government policies, including the Urban White Paper and the Sustainable Communities Plan reflect the importance of accessible spaces. In addition, national planning policies have been formed to protect and enhance open spaces within urban areas and these are implemented at national, regional, sub-regional and local levels.
- 2.10 National, regional and local designations are shown in **Figure 2.2**.

The national context

- 2.11 The Coalition Government has announced a programme of radical reforms to the planning system as part of its agenda for devolving greater powers to councils and neighbourhoods. The Government published the National Planning Policy Framework (NPPF) in March 2012. The NPPF is designed to consolidate planning policy statements, circulars and guidance documents into a single consolidated framework. The NPPF must be regarded as a 'material consideration'. At the heart of the framework is a 'presumption in favour of sustainable development' i.e. local planning authorities should plan positively for new development and approve proposals wherever possible.
- 2.12 The creation of strong, vibrant and healthy communities, by creating a good quality built environment, with accessible local services that reflect community needs and support well-being is central to the Government's vision and it is recognised that in order to achieve this objective the planning system should ensure access to open spaces and recreational facilities that promote the health and well-being of the community.
- 2.13 The Government is currently carrying out a review of the existing Planning Policy Statement (PPS) and the few remaining Planning Policy Guidance Notes (PPG). PPSs and PPGs explain statutory provisions and provide guidance to local authorities and others on planning policy and the operation of the planning system. Those particularly relevant to Highgate Wood are:
- PPS5: Planning for the Historic Environment
 - PPS 9: Biodiversity and Geological Conservation
 - PPG17: Planning for Open Space, Sport and Recreation

Figure 2.1: Site plan



Key

-  Site Boundary
-  Grass
-  Area where bluebells thrive
-  Site of ancient pottery kilns AD 50-150
-  Existing footpath network
-  Mature wild service tree
-  Wood bank/ woodbanks or site of historic importance
-  Existing vehicular route
-  The Hollies (bird sanctuary)
-  Existing compartment areas
-  Existing conservation areas

The regional context – London

- 2.14 The Mayor of London's **London Plan** is the overall strategic plan for London. It sets out a fully integrated economic, environmental, transport and social framework for the development of the capital to 2031. It forms part of the development plan for Greater London. London boroughs' local plans need to be in general conformity with the London Plan, and its policies guide decisions on planning applications by councils and the Mayor. Policies most relevant to Highgate Wood are contained in Chapter 7 London's Living Place and Space and include policies relating to Heritage Assets and Archaeology, Metropolitan Open Land, Biodiversity and Access to Nature and the Blue Ribbon Network.
- 2.15 The Plan aims to protect major strategic open spaces such as Highgate Wood which is designated as **Metropolitan Open Land (MOL)**. Under Policy 17.7 Metropolitan Open Land (MOL) has an important role to play as part of London's multifunctional green infrastructure and the Mayor is keen to see improvements in its overall quality and accessibility. This is a designation unique to London, and protects strategically important open spaces within the built environment. The policy recognises the importance of and sets the criteria for land designated as Metropolitan Open Land. MOL is then referred to in local planning policies.
- 2.16 Highgate Wood was designated as a site of **Metropolitan Importance for Nature Conservation** in October 1990, in recognition of the fact that the site is considered to be of London-wide significance for nature conservation.
- 2.17 The Mayor of London's **Biodiversity Strategy** details the Mayor's vision for protecting and conserving London's natural open spaces such as Highgate Wood. It seeks to ensure that there is no overall loss of wildlife habitats in London, and that more open spaces are created and made accessible, so that all Londoners are within walking distance of a quality natural space. The 2008 report *Improving Londoners' Access to Nature* highlights areas of London which are deficient in access to sites of Metropolitan or Borough Importance for Nature Conservation.
- 2.18 Highgate Wood also makes a significant contribution to, and is influenced by, the following Mayor of London's strategies:
- Children and young people
 - Older people
 - Accessible London Supplementary Planning Guidance
 - Transport
 - Planning for Equality and Diversity Supplementary Planning Guidance

The local context

- 2.19 Although managed by the City of London (CoL) as one of its outlying sites management of Highgate Wood does, and will need to continue to, consider the policies and aspirations of the London Borough of Haringey with particular attention to planning policy and general open space needs. The Examination in public on the Core Strategy started in June 2011 and consultation finished in November 2011 on some of the fundamental changes

that resulted from that process. As it stands the Core Strategy Strategic Policies 11, 12 and 13 all promote a network of quality, accessible open spaces as areas for recreation, visual interest and biodiversity. Core Strategy Strategic Policy 13 – Open Space is the most relevant to Highgate Wood and is outlined below:

SP13 - Open Space and Biodiversity (this policy has since been superseded, please see following link for revised Strategy https://www.haringey.gov.uk/sites/haringeygovuk/files/greenest_borough_strategy-3.pdf)

New development shall protect and improve Haringey's parks and open spaces. All new development shall:

- Protect and enhance the existing boundaries of the borough's Green Belt, designated Metropolitan Open Land, designated Open Spaces, Green Chains, allotments and other open spaces from inappropriate development;
- Provide amenity space in accordance with the Council's Open Space and Recreational Standards Supplementary Planning Document;
- Manage the impact of such new developments in areas adjacent to designated open space;
- Secure improvements, enhancement and management in both quality and access to existing green spaces;
- Seek on site or financial contributions towards open space from new developments as set out in the Open Space and Recreational Standards Supplementary Planning Document;
- Seek to secure opportunities for additional publicly accessible open space especially in those identified areas of Open Space deficiency i.e. in the east of the borough where the quality and amount of provision is poorer as set out in the Council's Open Space and Recreational Standards Supplementary Planning Document.

All development shall protect and improve sites of biodiversity and nature conservation through its:

- Contribution to wildlife and ecological habitats and where possible include green and brown roofs, rainwater harvesting, green walls, bird and bat nesting/roosting opportunities;
- Protection, management and maintenance of existing trees and the planting of new trees where appropriate;
- Protection, enhancement and creation of Sites of Importance for Nature Conservation (SINCs) and Local Nature Reserves (LNRs).

The Council will enhance and improve the borough's green infrastructure through:

- Implementation of the borough's green infrastructure projects (such as Lordship Recreation Ground Improvements);
- Working with adjoining boroughs and partners to safeguard the existing Green Infrastructure, to create new green infrastructures and link up sites.

New development shall provide opportunities for Children's Play Space by:

- Protecting and enhancing existing play spaces;
- Making provision for children's informal or formal play space in addition to amenity space provision as set out above;
- Ensuring easy access to a range of quality and safe play opportunities for all children and within a practical journey from their home without the need to use public or private transport;
- Provide play spaces that are attractive, welcoming and engaging for all children and young people, children of both gender, disabled children and children from minority groups in the community;
- Securing a financial contribution pursuant to a S106 Agreement towards the provision of Children's Play Space and ensuring its long term maintenance is addressed through planning obligations.

Developers will be encouraged to:

- Recognise that the potential for play spaces can exist for a range of outdoor activities and for users of all ages in other existing public spaces; and

- To work with the relevant agencies, community groups and developers to ensure the provision of safe, stimulating play facilities.

2.20 A Sustainable Way Forward - **Haringey's Sustainable Community Strategy 2007 – 2016**, contains several priorities which are relevant to Highgate Wood:

- Provide award winning parks and open spaces
- Protect the natural environment
- Give greater opportunities to live a healthier lifestyle
- Manage our environmental resources more effectively

Our vision

The City of London Corporation is the governing body of the Square Mile dedicated to a vibrant and thriving City, supporting a diverse and sustainable London within a globally-successful UK.

We aim to...



By strengthening the character, capacity and connections of the City, London and the UK for the benefit of **people who live, learn, work and visit here.**

Everything we do contributes towards the achievement of twelve outcomes:



Contribute to a flourishing society

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



Support a thriving economy

5. Businesses are trusted and socially and environmentally responsible.
6. We have the world's best legal and regulatory framework and access to global markets.
7. We are a global hub for innovation in finance and professional services, commerce and culture.
8. We have access to the skills and talent we need.



Shape outstanding environments

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

The Open Spaces Business Plan 2018-2019

- 2.24 The Open Space Department has its own vision and shares the City of London Core Values.

Vision: *“A World Class City needs a World Class Environment”*

Values:

- The right services at the right price
- The best of the old with the best of the new
- Opportunity and prosperity for all

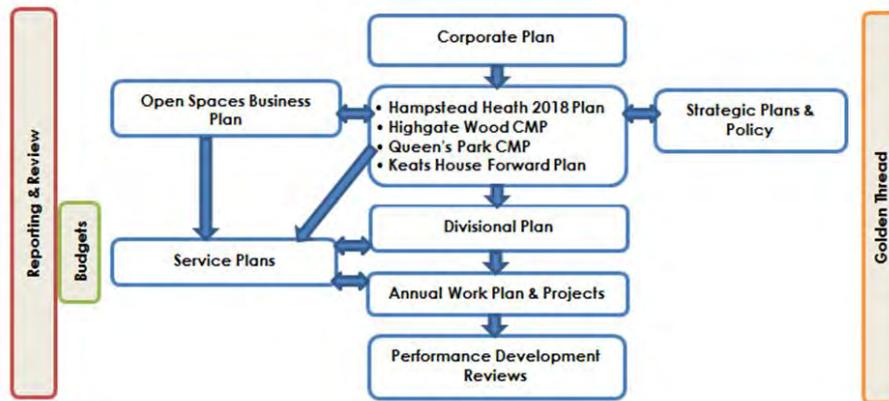
- 2.25 The Business Plan is a guiding document for the Open Spaces department setting out the strategic aims and improvement objectives.

The three top line objectives and twelve outcomes from the Business Plan are:

- A. Open spaces and historic sites are thriving and accessible:
1. Our open spaces, heritage and cultural assets are protected, conserved and enhanced
 2. London has clean air and mitigates flood risk and climate change
 3. Our spaces are accessible, inclusive and safe
 4. Our habitats are flourishing, biodiverse and resilient to change
- B. Spaces enrich people’s lives:
5. People enjoy good health and wellbeing
 6. Nature, heritage and place are valued and understood
 7. People feel welcome and included
 8. People discover, learn and develop
- C. Business practices are responsible and sustainable:
9. Our practices are financially, socially and environmentally sustainable
 10. London’s natural capital and heritage assets are enhanced through our leadership, influence, investment, collaboration and innovation
 11. Our staff and volunteers are motivated, empowered, engaged and supported
 12. Everyone has the relevant skills to reach their full potential

Divisional Plan

- 2.26 The Divisional Plan is a key component of the new Management Framework being developed for Hampstead Heath, Highgate Wood, Keats House and Queen’s Park.



2.27 A review conducted in 2016 of the Hampstead Heath Management Plan recommended that a clear thread from the strategic level through to implementation and on-ground delivery is established and maintained. Development of a medium-term Divisional Plan will guide implementation and ensure the allocation of resources may be prioritised in response to changing circumstances and needs.

2.28 The Management Framework includes three levels:

- Ten-year Management Plans that set strategic directions for each site
- A 3-year Divisional Plan that guides implementation
- An Annual Work Programme and Projects Plan supported by detailed specifications and guidance

2.29 Throughout 2017, work continues on developing and aligning the documents that make up the three levels of the Divisional Management Framework. The projects and works proposed in the draft Divisional Plan ought to be considered within the context of the Management Framework as a whole.

MANAGEMENT OF HIGHGATE WOOD – CITY OF LONDON

The legal framework

2.30 Concerned that access to the countryside was being threatened, the Corporation of London promoted two Acts of Parliament in the 1870s. The Epping Forest Act and the City of London (Open Spaces) Act were passed in 1878. These enabled the CoL to acquire and protect threatened open spaces. Highgate Wood was publicly declared “open for the use and recreation of the public forever” on October 30 1886, by the Lord Mayor of the time, Sir John Staples. The City of London Corporation has recently acquired additional statutory powers set out in the City of London Corporation (Open Spaces) Act 2018. These include:

- Land management powers (s.5)
- Letting of buildings (s.6)

- Holding of events having regard to an events policy prepared in consultation with the Hampstead Heath Consultative Committee (s.7)
- Grant of rights for utilities (s.8)
- Making a licensing scheme to control commercial activity (s.10)
- Issue of fixed penalty notices for certain offences (s.11)
- Removal and disposal of unauthorised articles (s.13)

Management, staffing and funding

- 2.31 The Open Spaces Directorate oversees the Open Space Department which is responsible for the management of the parks and open spaces owned by CoL.
- 2.32 Management responsibility for Highgate Wood falls within the North London Open Spaces Division who is also responsible for managing Hampstead Heath and Queen's Park and Keat's House. The North London Open Spaces Division is led by the Superintendent who is responsible for the operation of six teams as follows:
- Parliament Hill and Technical
 - Golders Hill and Queen's Park
 - Leisure and Events
 - Highgate Wood, Conservation and Trees
 - Office and Administration
 - Constabulary and Support Service
 - Keat's House
- 2.33 The Division is formed of the equivalent of 155 full-time directly employed staff. The management structure for the Division is shown in **Figure 2.3**.
- 2.34 Funding for Highgate Wood is provided through the City of London's City Cash Fund which also supports Hampstead Heath and Queen's Park and a number of the other Open Spaces owned and managed by the City of London Corporation. The operational budget for Highgate Wood in 2012/13 was just under £500,000, supplemented by income provided by the Pavilion Café, sports and events.
- 2.35 The Highgate Wood, Conservation and Trees Manager is responsible for the day-to-day management of Highgate Wood as well as nature conservation operations and management of trees at Hampstead Heath.
- 2.36 The Highgate Wood Manager is now responsible for four teams, the seven staff at Highgate Wood, the Hampstead Heath Conservation Team, the Tree Team, and the Ecology Team.



The Highgate Wood team celebrating being awarded a Green Flag in July 2012.

The Highgate Team is responsible for tree and woodland management, sports related operations, nature conservation, and other core estate work. The annual management operations are outlined in the 5-year rolling work programme.

- 2.37 Highgate Wood is managed by a dedicated team of seven staff including the site manager. Five of the team are resident on site. This resource provides an all year round service including Christmas Day, with a varied range of facilities and over 20 hectares of managed woodland.
- 2.38 Four members of the team have worked and lived on site for over 10 years and collectively possess a great deal of experience and detailed knowledge of the site and the flora and fauna.
- 2.39 Various members of the Highgate staff have strong links with other nearby sites (e.g. Queen's Wood). However up until recently there has been very little communication between Highgate Wood and other sites in Haringey.
- 2.40 The team are guided by the 5-year rolling work programme which covers all operational work onsite, including sport related estate work, woodland and tree management, and conservation work.

Committee reporting arrangements

- 2.41 The **Open Spaces Committee** determines the overall departmental policy, considers strategic and corporate issues and is responsible for matters relating to the City Gardens. The Open Spaces Committee meets six times year (February, April, June, July, October and December).
- 2.42 The management of each CoL Open Space is overseen by several City Committees, as required by various Acts of Parliament. Matters concerning Highgate Wood are discussed by the **Highgate Wood Consultative Group, and the Hampstead Heath, Highgate Wood and Queen's Park Committee.**

Community support

- 2.43 Local community groups and organisations also have a key role in the management of the Wood, working in partnership with the CoL.
- 2.44 For example the Heath Hands has helped with carrying out nature conservation works including coppice management. Local specialists have supported CoL staff to carry out surveys of flora and fauna, the results of which provide an invaluable tool for the management of the Wood. Local specialists and educational groups have also been key in carrying out investigations into the history of the Wood.

Sustainability

Highgate Wood took part in the first stage of the CoL's Sustainability Audit System, launching a new waste management system in 2010 which has resulted in a zero landfill rating for the site and a reduction in the number of vehicle movements. Highgate Wood also has a Sustainability Improvement Plan which follows on from a Sustainability Audit carried out in 2010. New LED lighting has been installed and solar panels were fitted to the machine shed roof in August 2013.

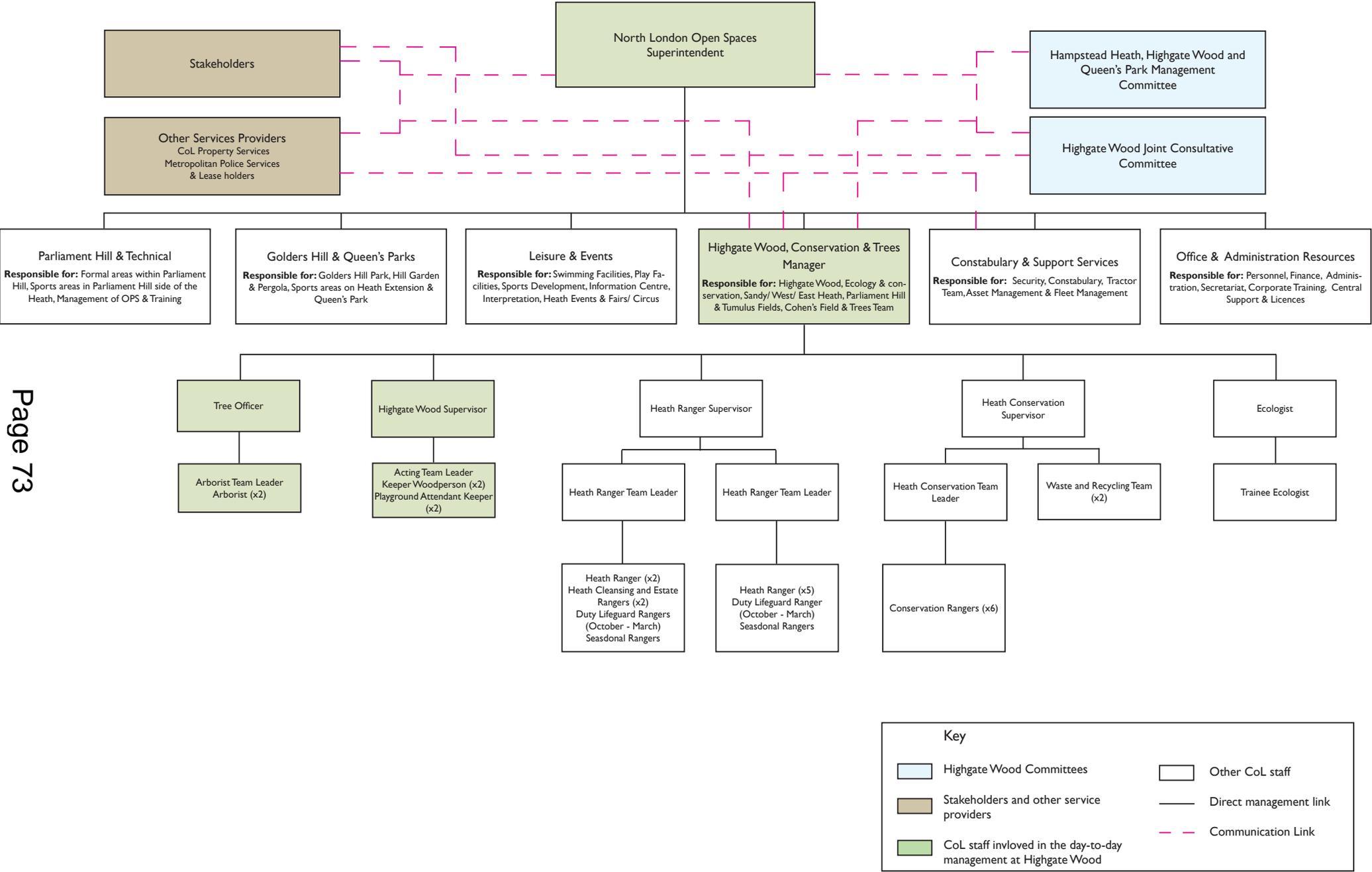


Figure 2.3: Highgate Wood, Conservation and Trees Section Management Structure

SECTION B: UNDERSTANDING THE PLACE

3 Heritage

- 3.1 The Highgate Wood Heritage Assessment has been prepared separately by LUC (2011) to support the preparation of the CMP. This section provides a brief summary of the findings.

DOCUMENTED HISTORY

Early history

- 3.2 Highgate Wood and the adjacent Queen's Wood are remnants of the Hornsey Woods mentioned in the Domesday Book. Whilst there is little evidence of occupation during the Roman Period, archaeological records suggests that 10 kilns existed in Highgate Wood and pottery was made from AD 43 through to approximately AD 160.
- 3.3 In AD 604, after the demise of the Roman Government in Britain, Highgate Wood formed part of the property of the Diocese of London. Following the Norman Conquest of England in 1066, the Wood formed part of a large Hunting Park given by King William to William, the Norman Bishop of London. The Bishop of London continued to have hunting rights over the land until as late as 1662, see **Figure 3.1: The Medieval Park and the Bishop of London's Demesne** which shows the Park's extent.

16th century

- 3.4 During the 16th century the Wood was leased to various tenants who managed it as coppice with standards. Managing coppice with standards was a legal requirement when the Crown required oak timber to build the navy's fighting ships.

17th and 18th century

- 3.5 Oak standards and coppiced wood continued to be in increasing demand during the 17th and 18th centuries to provide bark for tannin and charcoal for the iron and glass industries. During this period the Wood was known as Brewer's Fall or Brewhouse Wood making reference to the local brewers who held the lease for the Wood during the 17th and 18th centuries. In the 1780s the Wood was leased by Francis Gallow who owned four Highgate inns and the Brewhouse on North Hill.

19th century

- 3.6 Archway Road was built in 1813 as a 'bypass' to Highgate Village and Highgate Hill severing the southern part of Highgate Wood. The separation of the woodland area by the newly constructed Archway Road represented a major degenerative impact on the site as an area approaching 30 acres was now exposed to potential development. Although this did not happen for another fifty years, this loss and the further development of the Alexandra Palace railway in 1871 around the western perimeter of the wood was perceived with increasing alarm by local residents. A plan showing the reduction in the area of Highgate Wood during the 19th and 20th centuries can be seen in **Appendix 2**. Ownership of the Wood returned to the Ecclesiastical

Commission and was renamed as Gravelpit Wood due to its use for gravel extraction. The current name 'Highgate Wood' was not adopted until 1896.

- 3.7 Regular coppicing continued until at least 1842 when the Wood was leased to the Earl of Mansfield and a period of neglect began. Mansfield's lease ended in 1884 and the Woods were subsequently leased to a dairy farmer.
- 3.8 At this time development in the area was intensifying and there was local concern that the Woods would be developed. This instigated a campaign fronted by the chairman of the Hornsey Local Board and a local politician, Henry Reader Williams. In February 1885, the Ecclesiastical Commissioners offered the Wood to the Corporation of London as a gift and this was accepted in 1886 under the Highgate and Kilburn Open Spaces Act 1886. On 30th October 1886 the Wood was opened to the public.
- 3.9 Queen's Wood like Highgate Wood, is also an area of ancient woodland, but was not part of the Bishop of London's Hunting Park, and was therefore not connected to Highgate Wood historically. Muswell Hill Road runs along the line of an old ecclesiastical boundary, separating the two woodland sites and in the nineteenth century Queen's Wood was known as Churchyard Bottom Wood. Just over ten years after the transfer of Highgate Wood to the City of London Corporation, Queen's Wood was purchased from the Ecclesiastical Commissioners by Hornsey Council in 1898 and renamed Queen's Wood in honour of Queen Victoria. In November 1990 it was designated a Statutory Local Nature Reserve by London Borough of Haringey. Both Queen's Wood and Highgate Wood were designated Sites of Metropolitan Importance by The London Ecology Unit in the same year.

From acquisition: 1886

- 3.10 The City of London Corporation began to convert the Wood into an 'urban park' and constructed the Lodge building (designed by Sir Horace Jones), added paths and improved drainage. The grade II listed drinking fountain followed in 1888 donated by grateful local residents.

20th century

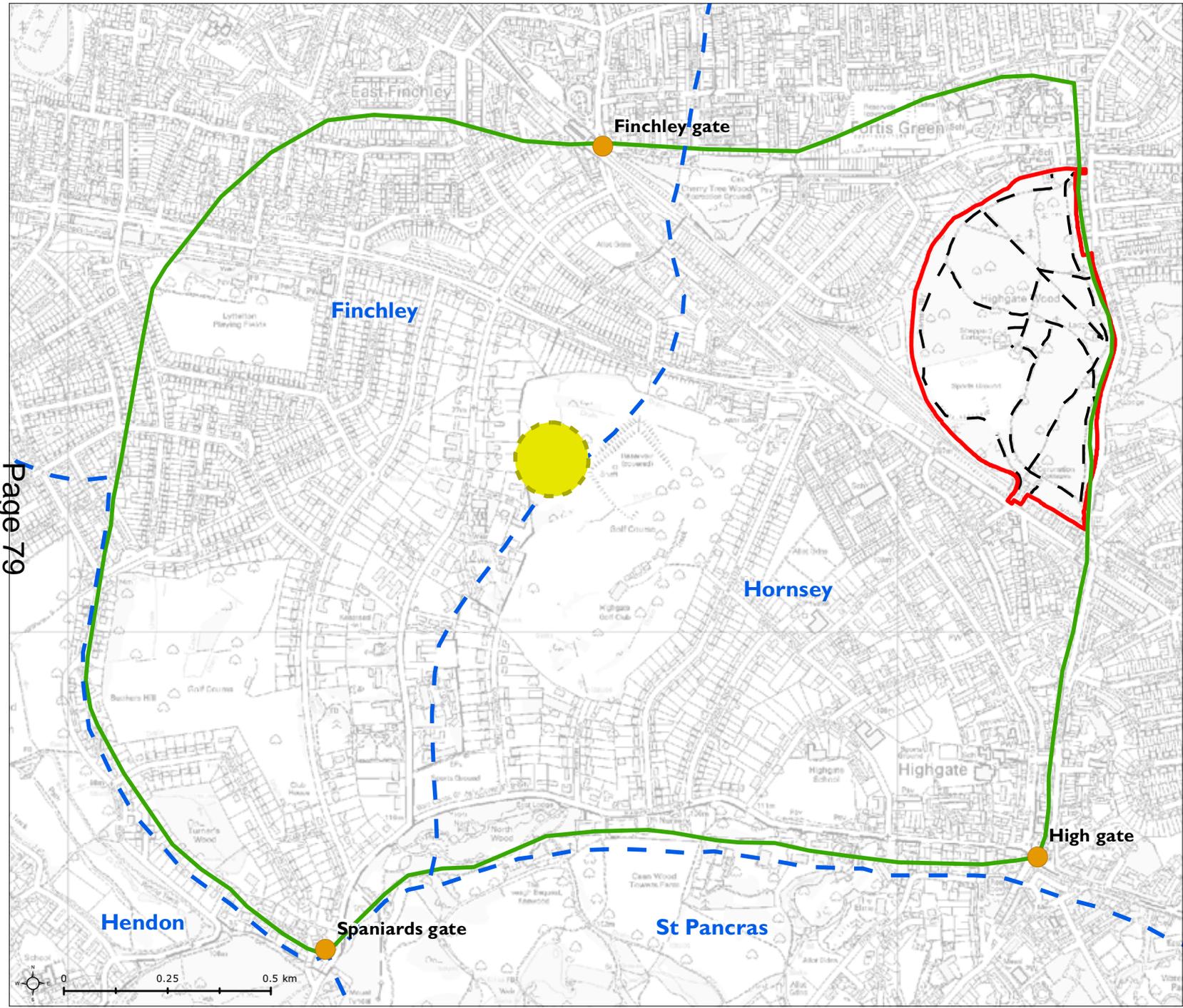
- 3.11 Inappropriate management during the early 20th century continued to erode the natural fabric of the Wood and the high volume of visitors caused compaction of the ground.
- 3.12 Highgate Wood had an important role in defending London during the Second World War and was used as a station for barrage balloons to defend against low-level aircraft. The balloons were anchored to concrete blocks which can be seen in the sport pitch during periods of dry weather.
- 3.13 During the 1960s the City of London Corporation attempted to improve the ground conditions within the Wood by relieving ground compaction in selected areas. In 1968 the Conservation Council of the London Natural History Society expressed concern at the planting of exotic conifers including Corsican Pine, Western Hemlock, Norway Spruce and Douglas Fir.
- 3.14 A programme of creating small fenced off coppice compartments commenced in 1977 and continues to this day. Judging by historical postcards, coppicing was still being carried out into the early 1900's. Although there was little or

Highgate Wood

Figure 3.1

The Medieval Park & The Bishop of London's Demense

-  Present day boundary
-  Medieval hunting lodge
-  Boundary of medieval hunting park
-  Gate to medieval hunting park
-  Current path network
-  Parish boundary & name - The Bishop of London's Demense in Finchley and Hornsey c.1788



Map Scale @ A4: 1:13,000



Source: Land Use Consultants

no coppicing carried out at Highgate Wood in the period between the end of the First World War and the 1970's.

ARCHAEOLOGY

3.15 The most significant discovery in Highgate Wood is the Romano-British Pottery which was discovered in the 1960s and 1970s. During the excavation several kilns were discovered and the best preserved was removed to be exhibited in Bruce Castle Museum in Haringey. There were also small shards of pottery discovered at the southern end of the site suggesting another possible kiln site. It appears that the site would have been used intermittently until circa AD160.¹ It was established shortly after the Roman conquest and would have supplied London and the south east with tableware. Part of the roman kiln is now on display in the education building in Highgate wood.



Reconstruction of one of the kilns found at Highgate Wood.

3.16 The Museum of London Archaeological survey carried out archaeological survey of earthworks in 1998. The survey accurately mapped the earthwork features and states that it is possible that these features are a relic of a medieval rural landscape. See **Figure 3.2: Archaeology**.

HISTORIC WOODLAND MANAGEMENT TECHNIQUES

3.17 Highgate Wood was managed over many centuries for the commercial production of fuel wood obtained by cyclical cutting of the hornbeam stock. The timber was harvested on a rotational basis processed on site and sold on for a variety of uses. It is hard to imagine now a world without central heating and freely accessible gas and electricity, but before the industrial revolution and the massive increase in coal production, the only available fuel source was wood. The woods around the City of London provided an essential resource and hornbeam was particularly valued for its burning qualities. The Oak standards were probably planted for a longer term investment for eventual use for the shipbuilding and construction



Heritage day to demonstrate the woodland crafts which used the timber produced through managing coppiced woodland.

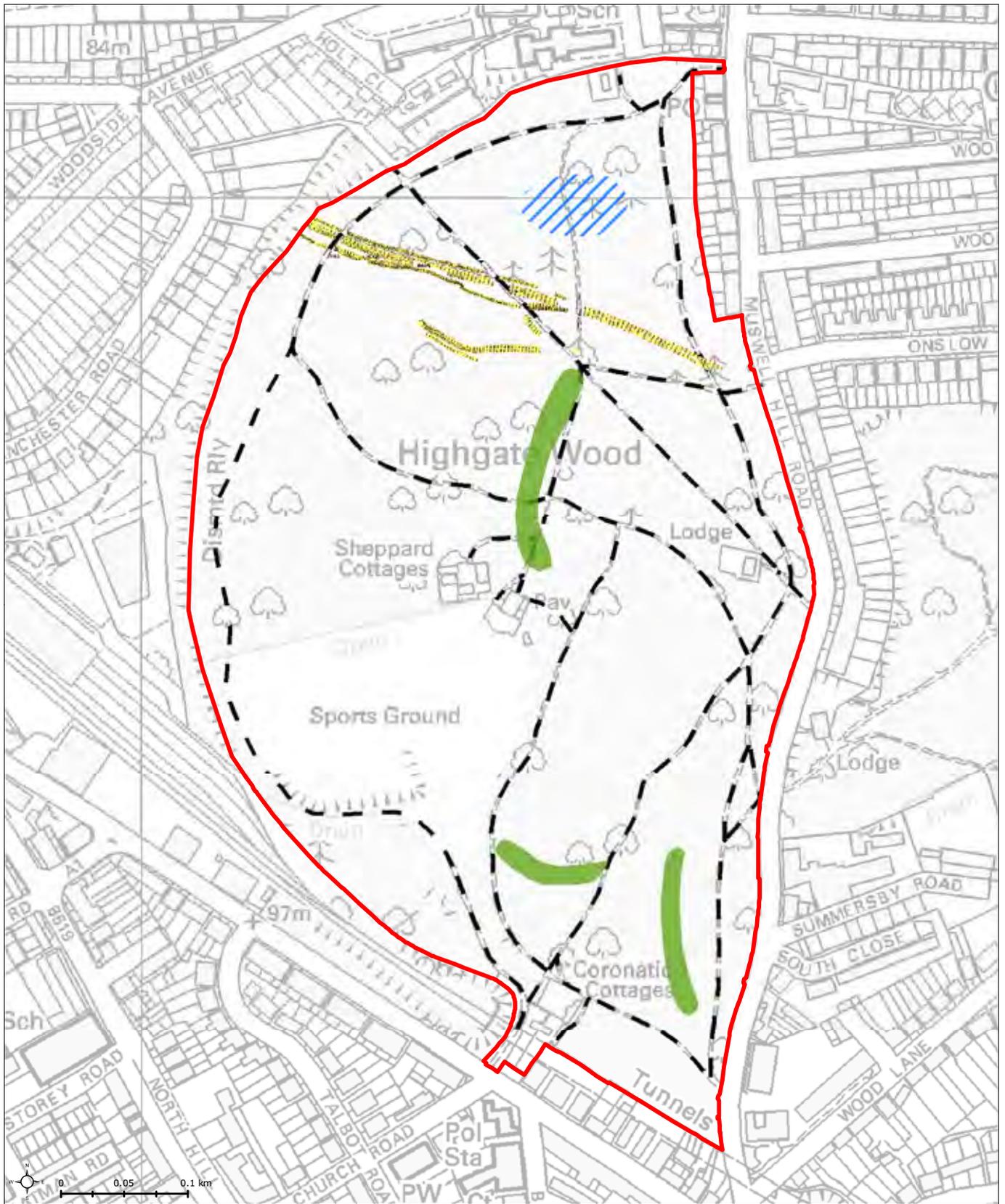
¹ Museum of London Archaeological Survey (1998) Highgate Wood An Archaeological Earthwork Survey

industry, but their bark may also have served as a lucrative secondary commercial crop for the tanning industry.

- 3.18 Since 1977 a total of seven one-acre sized areas have been coppiced every five years, to encourage regeneration of this traditional mix, as well as other native species, and to encourage tree age diversity. Within these areas, veteran trees are also supported, and a diversity of niche habitats and species are created and maintained.

EVALUATION

- 3.19 Highgate Wood has a well-documented history extending back to the Roman and early medieval periods. During the Roman period the Wood was used for making pottery and flints from the early Mesolithic period have also been uncovered on the site which suggests early human settlement.
- 3.20 There are also good sources of information from the period prior to the site's transfer of ownership over to the City of London Corporation. This period saw a rapid decline in the management of the Wood for producing fuel due to the growing availability of coal.
- 3.21 The discovery of the Roman pottery kiln in the late 1960's was followed up by a number of archaeological excavations overseen by the Museum of London. The excavations revealed a considerable quantity of pottery centred around a series of kilns using the natural resources on the site (wood fuel, clay and water) to sustain a transient pottery ware industry.
- 3.22 Highgate Wood is one of an important cluster of Ancient Woodland site centred on the Hornsey and Highgate area, forming an important network of remnant sites from a lost landscape. The proximity of the sites is important as this allows a degree of movement of wildlife particularly birds and bats. This also offers an opportunity for site management to be linked and information sharing to be explored.



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Key

- Highgate Wood site boundary
- Site of ancient pottery kilns AD 50-150
- Wood bank
- Surveyed earthworks
- Current footpath network

Highgate Wood

Figure 3.2
Archaeology



4 Natural environment

- 4.1 This section considers the natural fabric of Highgate Wood highlighting the key species and habitats.

CONTEXT

Nature conservation designations

Site of Metropolitan Importance

- 4.2 Highgate Wood is designated as a **Site of Metropolitan Importance** for Nature Conservation as it is considered to be of London-wide significance for nature conservation.

UK and London Biodiversity Action Plans

- 4.3 The UK Biodiversity Action Plan (BAP) sets out a national strategy for wildlife conservation, based upon action plans for habitats and species which are identified in the UK BAP. Habitat Action Plans (HAPs) relevant to Highgate Wood include the following:

- Broadleaved woodland
- Improved grassland
- Urban

- 4.4 Surveys of fauna at Highgate Wood have identified 31 BAP priority species. These are listed in table 4.1 below. Other protected species recorded at Highgate Wood are contained in **Appendix 3**.

Table 4.1: BAP priority species recorded at Highgate Wood

Moths	
Oak Hook-tip moth	
Lunar Yellow Underwing	
Shoulder Striped Wainscot	
Rosy Minor	
Rustic	
Mullein Wave	
Small Phoenix	
Small Square-spot	
Mouse Moth	
Grey Dagger	
Mottled Rustic	
Small Emerald	
Brindled Beauty	
Powdered Quaker	
White Ermine	
Buff Ermine	
Garden Dart	



Pipistrelles

White Letter Hairstreak	
Small Heath	
Birds	
Song Thrush	
Lesser Spotted Woodpecker	
Starling	
Dunnock	
Bats	
Pipistrelles	
Noctule	
Brown Long-eared	
Mammals	
Hedgehog	
Insects	
Stag Beetle	
Mining Bee	
Thick Legged Flower Beetle	
Fungi	
Podoschypha multizonata	

Thick Legged Flower Beetle

Mining Bee

London

4.5 The UK BAP is taken forward at a regional level through the London Biodiversity Action Plan which is delivered by the London Biodiversity Partnership. The relevant action plans for Highgate Wood include HAPs for **Parks and Urban Green Spaces** and **Woodland**. The aims of the Woodland HAP are:

- To maintain the extent of woodland in London at its 2008 value of 4,909 hectares.
- To enhance the condition of 500 hectares of woodland by 2020 using improved management practices.
- To increase the total extent of woodland habitat in London by 20 hectares by 2015 including five hectares of wet woodland.

4.6 The London BAP also notes the importance of built structures within the urban environment.

London Borough of Haringey

4.7 The London Borough of Haringey has prepared a BAP to protect and enhance biodiversity value across the borough which supports the national and regional strategies. The BAP has been prepared through input by the Haringey Biodiversity Partnership which is formed of local “Friends of”

groups, land managers, organisations from the voluntary sector and concerned individuals. The aim which is particularly applicable to Highgate Wood is:

- Promote and conserve ecological corridors and green chains including those which link to Highgate Wood and the Parkland Walk.

4.8 The CoL wish to contribute to London Borough of Haringey's BAP and have therefore adopted the following objectives and actions.

Objectives

- To assist London Borough of Haringey in realising targets on improving Ancient Woodland sites in the Borough.
- Deliver a programme of events on the woodland environment.
- Contribute to work on improving bat habitat within the borough and raising public awareness on bat related issues.

Actions

- Provide a team from the CoL to carry out two organised woodland management sessions between September and March with the assistance of volunteers.
- Hold 25 events annually centred on Ancient woodland habitat and its management.
- Hold four bat walk events annually in Highgate Wood and continue to develop and monitor bat habitat on site.

Habitat and Species Action Plans

4.9 The habitat and species action plans objectives relevant to Highgate Wood include:

- To encourage good conservation practice in parks and green spaces across LB Haringey, improving access to nature, and raising the awareness of the importance of parks and green spaces in the conservation of Haringey's biodiversity.
- To conserve and enhance Haringey's woodland for the benefit of biodiversity and for the local community.
- To improve the overall value of built structures in Haringey for the benefit of biodiversity.
- To help reverse the current population decline of bats of all species and to address the public misconceptions about bats and secure their status as culturally valued animals.

London Tree and Woodland Framework

4.10 The Woodland Advisory Group was formed to provide a strategic overview on the sustainable management of London's trees and woodlands. The organisations represented in the Group were:

- City of London

- Countryside Agency
- English Nature
- English Heritage
- Forestry Commission
- Government Office of London
- Greater London Authority
- Groundwork London
- London Development Agency
- London Tree Officers Association
- Royal Parks
- Thames Chase Community Forest
- Trees for London
- Woodland Trust

4.11 The Group produced a framework to address the protection, management and enhancement of London’s trees and woodland over the next 20 years. The Framework aims:

- To ensure trees and woodland contribute to a high quality natural environment.
- To help shape the built environment and new development.
- Through people’s contact with trees and woodland to help foster community and individual people’s well-being and social inclusion.
- To support the capital’s economy.

4.12 The Framework notes that ancient woodland sites are of irreplaceable value due to the interactions between plants, animals, soils, climate and people. It also states that woodland covers eight per cent of London’s land area and only 1.4% of the land area in London is now covered by ancient woodland. Much of this is on the edge of London which highlights the importance of ancient woodland of Highgate Wood.

HABITATS AT HIGHGATE WOOD

4.13 Highgate Wood is designated as Semi-natural Ancient Woodland, and as already mentioned above in 3.21, forms part of a group of important woodland sites in North London. Semi-natural Ancient Woodland supports a large number of species, a number of which are listed as vulnerable, particularly those species that require stable unchanging



Veteran hornbeam coppice.

conditions in order to survive. **Figure 4.1** shows the Highgate Wood in location to other Ancient Woodlands.

- 4.14 Although there are in excess of 500,000 hectares of Semi-natural Ancient Woodland in the UK much of what remains has been partially or completely replanted and the ancient woodland trees and precious woodland soils that have taken many centuries to develop have been lost and degraded. Much of the Ancient Woodland sites that survive are less than 20 hectares in size and half of the recorded sites are less than 5 hectares.

Species

- 4.15 The rich diversity of wildlife in the wood has been well researched and documented over the years. To date, over 900 invertebrate species, 338 moth species, 353 fungi species, 70 bird species, and seven bat species have been recorded. Many of these species are reliant on very particular niches found only in ancient woodlands, with their well-developed and complex ecosystems.

Current management action

- 4.16 There are a variety of niche habitats within the woodland areas. These niche habitats are mostly located within the seven existing conservation areas that have been created since 1977. There are also a number of ponds within the site that provide a home for frogs and newts. A detailed description of the all the existing conservation areas is included in the Appendices section.
- 4.17 The management of the conservation areas has been varied and evolved over time, in response to successes and opportunities for habitat diversity. **Figure 4.2** locates each of the conservation areas and provides details of when they were established.
- 4.18 Protective dead hedges have been established around areas with dense bluebell growth and dominating species such as holly and beech is kept in check. Dead wood and ivy is left in canopies of trees in less frequented areas. Wild service trees suckers are transplanted into conservation areas.
- 4.19 Current core conservation management principles include the following:
- Continue creating small conservation areas to encourage regenerative growth.
 - Focus on conserving stock of oak standards as 'key stone' trees.
 - Increase the existing areas of dead wood habitat, especially standing dead wood to enhance birds, bats and invertebrate habitat.
 - Improve the existing soil conditions throughout the woodland area using a programme of mulching and operations to reduce compaction and erosion.
 - Continue to monitor and survey fauna and flora species and record and review our conservation work.

EVALUATION

- 4.20 Highgate Wood consists of the 28 hectares of woodland and open space which is managed by a dedicated team of eight staff who collectively possess detailed knowledge of the site and its flora and fauna.
- 4.21 The Wood provides a range of habitats which support a number of protected and UK BAP priority species including bats, birds, fungi and moths. The management team and local specialists have dedicated a great deal of time and effort to recording biodiversity and species found on the site and much of this has been carefully logged and transferred to the GIGL database. This work has been carried out over a period of nearly twenty years which has created a valuable record which traces the changes in habitat and species distribution.
- 4.22 Highgate Wood is a Site of Metropolitan Importance for Nature Conservation and is therefore considered to be of London-wide significance for nature conservation. Its status as Ancient Woodland adds to that significance.
- 4.23 A monitoring programme to examine the rate and spread of canopy decline of mature oaks was carried out during May and June 2010. Woodkeepers mapped out 27 evenly spaced 50m square sections, and within these, a total of 327 mature oaks were surveyed for a percentage canopy decline and percentage caterpillar defoliation. Approximately half of all the trees surveyed appeared to have 50% or higher canopy decline, and are displaying symptoms of Chronic Oak Decline. This work is now repeated every summer to monitor further changes within the survey group, and the resulting data is processed by the Ecology team. The Management team should carefully consider the decline of oaks and options to reduce competition, through haloing, selective tree surgery, mulching and protection (from trampling and therefore compaction) could be explored.
- 4.24 There are several specific tree diseases that will at some point reach Highgate Wood, and these will need to be planned for and managed. Oak Processionary Moth is currently the disease that causes the most concern as it represents a significant health hazard to both the public and staff, and potentially could accelerate the current decline of a number of the oaks within the site. The disease is well established in West London and has now spread into Central London Boroughs. The Management team will need to seek advice and plan for Oak Processionary Moth's arrival and develop a strategy for controlling its spread within the site.
- 4.25 As the ancient former coppice hornbeams grow they become more prone to collapse as their structure becomes unbalanced. Management of the hornbeams also needs to consider how best to conserve and enhance such an important resource. Options such as those outlined for the oak above along with experimental pollarding or possibly re-coppicing could be explored.



Reproduced from Ordnance Survey digital map data © Crown copyright 2012. All rights reserved. Licence numbers 100047514, 0100031673. LUC LDN 5223-01 004 Ancient woodland context 25/10/2012

Highgate Wood	
Figure 4.1 Ancient Woodland Context	
LUC	



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<ul style="list-style-type: none"> Contours Conservation Areas Footpath Bird feeders hung in trees The Hollies (bird sanctuary) Site of historic importance Mature wild service trees Earthworks Compartment areas 	<ul style="list-style-type: none"> Area where blue bells thrive Site of ancient pottery kilns (AD 50-150) Wood bank Highgate Wood boundary Playground Woodland Canopy 2006 Grass 	<p>Highgate Wood</p> <p>Figure 4.2</p> <p>Habitats and nature conservation</p>
<p>Page 93 Scale @ A4: 1:4,500</p>		<p>LUC</p> <p>Source: Land Use Consultants</p>

5 Community and recreation

- 5.1 This section outlines the current use of Highgate Wood and its importance to the local community.

CURRENT USE

Informal use

- 5.2 Highgate Wood is a valuable resource for the local community with many users visiting on a daily basis for walking, dog walking and jogging. It is valued for its peace and tranquillity together with the opportunities it provides for contact with nature.
- 5.3 In addition to it being valued for its 'natural' environment, Highgate Wood also contains a number of popular built features including the café, playground and an education centre. Public toilets are also provided adjacent to the café and next to the playground.
- 5.4 The presence of a team of onsite staff helps to create a secure and safe environment for visitors to the Wood. Many regular visitors know or recognise the team.

Playground

- 5.5 The playground is a well-used facility attracting many visitors and is particularly favoured by younger children. A camera has been installed in a bird box with a monitor located in the building adjacent to the playground. This provides the opportunity to see birds nest-building and feeding their young.

Sport field

- 5.6 The sport field is located in the centre of Highgate Wood covering an area of approximately 2.6 hectares (6.5 acres). It is a popular feature of the Wood and is used throughout the year for informal games, picnics, sunbathing and walking etc. There are also two football pitches that are in use from September to April and a cricket pitch from April to September. The pitches are hired out to local teams and the sport field is also used by schools for sport days and athletics.



The sport field is popular with local football and cricket teams

- 5.7 There are changing facilities and showers provided in the building attached to the café and a score hut is provided for the cricket teams. The sport pitches are marked out prior to each game together with the erection of goalposts, nets and sightscreens. Two cricket practice nets are provided in the south-western section of the field and are open at all times throughout the year. They are the only free practice cricket nets in the London Borough of Haringey and are well used.

- 5.8 The woodland backdrop provides a unique setting to the sport pitch and there are number of teams and leagues who are long-term users and the fixture list is fully subscribed.



The sport pitch is often used for community events and activities.

EVENTS AND ACTIVITIES

- 5.9 The CoL holds a full programme of events and activities at Highgate Wood ranging from Christmas Tree Recycling to guide walks and bush craft skills. Events and activities are delivered by CoL staff with the support of volunteers. An example of the annual events calendar for Highgate Wood is shown in **Appendix 4**.

The City of London has a new Events Policy (2018) which will be adopted by Highgate Wood, providing guidance on holding events on the site.

EDUCATION AND INTERPRETATION

- 5.10 The ancient woodland of Highgate Wood and the species it supports provides a great number of opportunities for the local community to come into contact with the natural environment.

- 5.11 Highgate Wood is becoming increasingly popular as a local learning resource particularly local primary schools, who want to provide a natural outdoor setting for curriculum subjects such as natural history and the environment. Students are able to experience the woodland within walking distance to their school. CoL staff provide walk and talk sessions on nature and woodland species.



- 5.12 The sport field is very popular for summer sport days. Schools without sport fields are encouraged to use the fields for formal and informal sport activities.

A major development since 2013 is the growth of Forest School using Highgate Wood. This is a welcome development but being closely monitored.

- 5.13 **Education centre**
A free annual newsletter is produced by the CoL and is available from the education centre. The education centre also provides trail guide leaflets and information on wildlife and history.

Highgate Wood staff lead educational walks. (photo courtesy of Sue Czapska)

- 5.14 The education centre contains a Roman Kiln exhibition which includes a small section of the original 1st Century AD kiln that was unearthed in Highgate

Wood in the early 1970's. There are plans to improve this display which would involve the construction of an extension or reconfiguration of the existing building. The exhibition will be a joint venture between the CoL, the Museum of London and Bruce Castle Museum. Work is currently under way to prepare the proposals for the building work (see Chapter 7) and to secure funding. It is hoped that the project will be completed by 2014.

VOLUNTARY GROUPS

5.15 The Heath Hands volunteer group help with conservation work in the Wood including coppicing of hazel and holly, and clearing areas of brambles and ivy. Local school students also help with conservation works including the planting of hedges to protect sensitive ecological areas.

5.16 Some wooden bird and bat boxes have been made by local students and scout groups. A local resident has set up a scheme in which local estate agents donate "Woodcrete" bird and bat boxes to the Wood as well as a hedgehog and bumblebee box.

5.17 Queen's Wood is managed by the Friends of Queen's Wood, who work closely with Haringey's Conservation Officer to care for the site and identify funding for projects and objectives identified in the Management Plan. There have been a number of coppicing operations carried out since 1993, to encourage regeneration and greater floristic diversity. The Friends hold monthly volunteer sessions focusing on woodland management and several new ponds have been dug as new habitat. Several members of the Friends of Queen's Wood are also members of the Highgate Wood Consultative Committee, and this provides a useful connectivity between the two sites.



Volunteers carrying out tree planting in 2011.

VISITOR SURVEYS

5.18 A visitor survey was carried out in August 2000 by using face-to-face interviews with people in the Wood. The survey was carried out on one day and 122 questionnaires were completed. The aim of the survey was to understand current usage and satisfaction levels as well as capturing visitor opinion on current management.

5.19 A second survey was carried out over a 10 month period from October 2004 to August 2005. This was a self-selected survey with questionnaires being provided at the Information Hut. 151 surveys were completed, 119 of which were completed fully. The results of this survey recorded the following:

- 86.8% of respondents travelled to the Wood by walking (45.5%) or car/motorcycle (41.3%)

- 52.6% of respondents visited the Wood less than once a week with 21.1% visiting about once a week and 16.4% visiting three or more times
- 44.3% of respondents visited the Woods for one to two hours with 28.9% visiting for more than two hours and 22.8% visiting for half an hour to one hour
- 70.5% of respondents visited the Wood during the weekend with 32.5% of respondents visiting on weekend afternoons and 19% visiting on weekend mornings. 21.4% of respondents visited on weekday afternoons
- 31% of respondents visited from postcodes within N10
- 51.4% of respondents who visited the woods had children of school age
- 30.1% of respondents visited the Wood for relaxation or informal recreation and 24.4% of respondents visited for contact with nature
- 88.2% of respondents felt safe when they visited the Wood
- Fear of dogs (41.4%), fear of crime (27.6%) and intimidation from other people (24.1%) were identified as the main factors which made respondents feel unsafe
- 19.9% of respondents had a dog in their household
- 28% of respondents felt that there were issues with dogs in Highgate Wood with dog poo and dogs not on leads the main issues
- 92.5% of respondents felt that CoL provide very good (55.5%) or good (37%) services at Highgate Wood

EVALUATION

- 5.20 Highgate Woods is one of the few areas of woodland in London that has resident staff, which combined with relatively secure funding, provides a welcoming and safe environment for local communities.
- 5.21 The popularity and high level of use of the sport field can lead to conflicts between users groups along with wear to the fabric of the field. The management and maintenance of the sport field is guided by a separate management plan and involves a regular programme of aeration and fertilisation (autumn/ winter and spring/ summer feeds) to ensure alleviation of compaction and repair to worn areas of the field. The management plan for the sport field can be seen in **Appendix 5**.
- 5.22 The environment and history of the Wood, along with the enthusiasm and knowledge of staff combine to provide a significant educational resource. The education centre is used to display interpretative material and has further potential for improvement subject to fundraising.
- 5.23 The playground, toilets and café are all highly valued and well used facilities with the café and playground continuing to form hubs of activity in the Wood.
- 5.24 The Management team wish to explore the feasibility of creating a new 'Friends of Highgate Wood'. This would be primarily formed as a core of volunteers to carry out conservation work but could also contain a small

focus group based on the working group who were assembled for the Conservation Management Plan Workshop.

6 Built environment

- 6.1 This section provides details of the built features within Highgate Wood. A description for each of the features is given together with details of existing use and management arrangements. **Figure 6.1** locates the built features within Highgate Wood.

OVERVIEW OF THE BUILT ENVIRONMENT

- 6.2 Buildings began to appear within Highgate Wood shortly after the Ecclesiastical Commission transferred ownership of the Wood to the City of London Corporation as a gift (1886). Highgate Wood currently contains six staff lodges, a café and changing rooms, a Grade II listed drinking fountain, a playground, and gates at each entrance.

Drinking Fountain

- 6.3 One of the first built features added to the Wood was the drinking fountain. Located in the north part of the site, the fountain dates to 1888 and was erected shortly after the opening of Highgate Wood as a public open space. The fountain is listed at Grade II by English Heritage for its architectural importance. The obelisk is formed from Pink Peterhead granite with chamfered angles and is set over a broad basin. Both are carried on a square plinth standing on an octagonal base which is formed of grey granite. The plinth contains a narrow trough.

Lodges

- 6.4 Highgate Wood Lodge was the first building to be constructed in the Wood and dates to 1886. It was designed by the English architect Sir Horace Jones who was also responsible for the designs of Leadenhall Market and Old Billingsgate Market. The Lodge is built in the mock Tudor style popular at the time and was traditionally the home of Highgate Wood's Head Keeper. The Coronation and Hornbeam Cottages were built during the 1950's and Sheppard Cottages were built during the 1970s.
- 6.5 The lodges currently provide accommodation for the Wood Keeper team which enables the CoL to have a presence on site 365 days per year providing a sense of security for the site users. In June 2011 one of the Sheppard Cottages was converted into the new site office, providing a much improved facility for the team. A large machine shed adjacent to the new office serves as a central storage area for the team's machinery and stores.



New staff office near to cafe.

The café and changing rooms

- 6.6 The café is located in a former cricket pavilion, which dates to the 1930s. It is a well-used facility which is very popular with local residents and provides a useful focal point for the site. Its popularity often results in park users having long waits for tables.

- 6.7 The café is nestled within the woodland edge to the northeast of the sport pitch. However, its location in the heart of the Wood creates a major logistic problem as all deliveries and other related vehicle movements have to drive into the centre of the site. This leads to conflicts between pedestrians and vehicles.



The café at Highgate Wood located within former cricket pavilion.

Playground

- 6.8 The playground currently covers an area of 2,000 m². It is located near to Archway Road entrance and is within easy walking distance of several local primary schools. The playground was modernised in 1990 and a toilet block was added during the winter period of 1996/7. Further works were carried out in the playground during 2010 with the replacement of the Tots Tree house and the installation of a new space net.



The play area is a highly valued feature of Highgate Wood.

- 6.9 The playground is checked daily before opening to ensure that the equipment is safe for use. A more detailed inspection is carried out every week. A qualified specialist engineer inspects all the items annually and reports the findings to the City of London.

Education centre

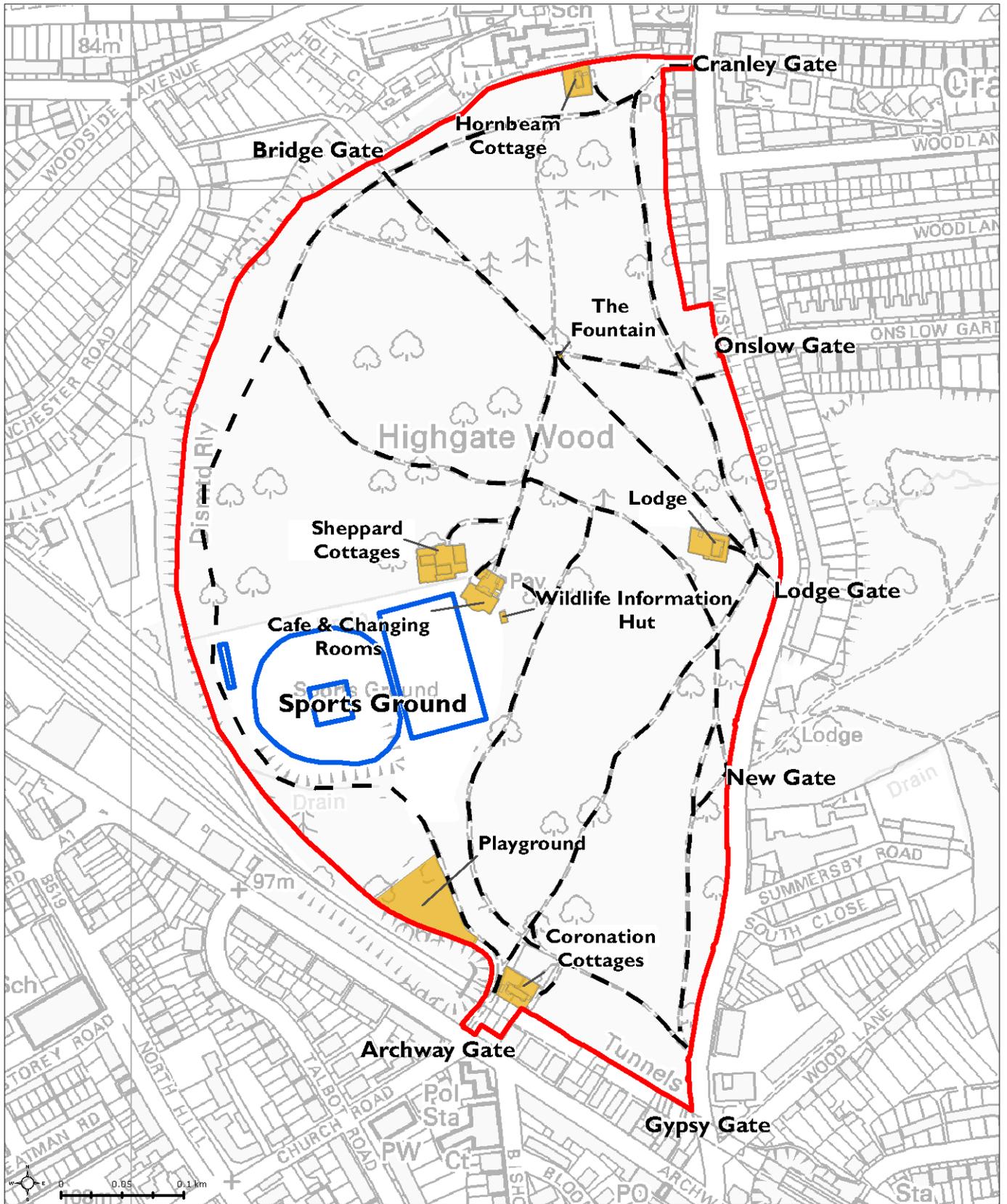
- 6.10 The education centre was added to the Wood in 1995 and provides information on the heritage and nature conservation aspects of the site. The building was constructed by a company called Norwegian Log and original drawings and specifications of the structure and its foundation slab have been obtained and appear in **Appendix 6**.

Gates

- 6.11 There are currently seven entrances to Highgate Wood however the 1873-76 Map records entrances at Gypsy Gate, Archway Gate and Onslow Gate. An entrance at Bridge gate is also shown but the location differs slightly due to the construction of the Alexandra Park Branch. Cranley Gate, Lodge Gate, New Gate and Bridge Gate are recorded on mapping dating to 1913-15. All the gates are of a modern design.

Paths

- 6.12 Highgate Wood has a good network of pathways providing access to all parts of the Wood. The pathways are designed to be unobtrusive and appropriate to the environment.



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LUC LDN 5223-01_007 Built fabric 11/04/2012

- Sports grounds
- Present day boundary
- Current path network

Highgate Wood

Figure 6.1
Built Fabric and Community Facilities



- 6.13 Highgate Wood forms part of the Capital Ring which is a 126 kilometre green footpath surrounding London which has been designated a 'strategic walk' by the Mayor of London.

Vehicle entry

- 6.14 Vehicle entry to the Wood is limited to a single access point at Onslow Gate along Muswell Hill Road on the eastern boundary. There is limited parking available in the Wood for visitors with impaired mobility. Other vehicle movements through the Wood include deliveries to the café and by the woodland team accessing the lodges. The vehicle route from Onslow Gate through to the café is surfaced in tarmac.

- 6.15 Cycle barriers have been introduced to try and reduce conflicts with other user groups.

Signage

- 6.16 Signage and noticeboards are provided at each of the entrances. The noticeboards provide information on facilities, details of forthcoming events and management activities. Finger posts are located at key locations throughout the Wood linking key features both within and outside of the Wood's boundary. Waymarkers are provided throughout the wood to demarcate Healthy Walk Trails and a children's' nature trail.

Function and maintenance of buildings and built features

- 6.17 The buildings and structures within Highgate Wood are maintained by the Property Services Division of the CoL Surveyor's Department. This includes responsibility for asset management and, in respect of these assets, health & safety and conformity to legislation. The Service Level Commitment document outlines the working relationship between Property Services and the Open Spaces Department.

- 6.18 Built features are inspected weekly and any repair issues are reported to Property Services. All issues are logged with progress tracked and the works assessed and planned in accordance with budget availability, or mandatory requirements. The Open Spaces Department are responsible for funding all improvements works which are arranged through Property Services or installed to a standard acceptable to Property Services.

- 6.19 All built features within Highgate Wood have been recorded in an Asset Registration Database. The database is a web based system and contains a description and use for each feature along with its location and a description of the current condition. A draft 20-year plan for the built features was produced in 2008/09 and highlights the projected annual costs for the repair and maintenance of each building/ feature. In addition, the CoL Surveyor has carried out detailed audits of all sites to ensure optimum use. Proposals to secure appropriate levels of long term funding to deal with the potential funding shortfall for repairs and maintenance have been developed by the Chamberlain and CoL Surveyor.

- 6.20 Ongoing maintenance operations of buildings and structures include:

- The public toilets are inspected and cleaned on a daily basis

- Path maintenance including infilling pot holes, surface dressing and weed control
- Inspection and cleaning of seating
- Removal of graffiti
- Repairing vandalism
- Clearance, and maintenance of drains/ gullies
- Repair, maintenance and installation of fences/ gates
- Repair, maintenance and installation of seats, signs, paths and bins
- Visual inspection of paths, fences, gates, notices and other features

Leases and tenancies

- 6.21 Five of the six lodges are currently occupied by residential CoL staff and one lodge is currently used as an office.

EVALUATION

- 6.22 The collection of lodges within the site allows the residential members of the team to provide extended opening times especially during the summer months when visitors and local residents can enjoy the long summer evenings.
- 6.23 The network of footpaths enables freely accessible routes around the site whilst the café, playground and education centre provide popular focal points for informal recreation and relaxation.
- 6.24 Although traffic movements are limited, there is still concern about safety issues and conflicts between pedestrians (particularly dog walkers and those with young children) and vehicles.
- 6.25 The café is very popular and well used facility. However the catering facilities are cramped and are inappropriate for its commercial use. There is also limited seating within the café. Likewise, the education centre is a popular facility but space for displays is restricted.
- 6.26 The entrances are clearly defined but signage is overbearing and not sympathetic to the woodland character.

7 Consultation

- 7.1 This section provides an overview of the consultation events carried out to guide the development of this CMP.

HIGHGATE WOOD ADVISORY GROUP

- 7.2 The process for the development of this CMP has involved the formation of an Advisory Group, which was formed of local specialists, members of the Highgate Wood Consultative Committee, representatives of local community groups/ organisations and members of the Highgate Wood management team.

Workshop

- 7.3 A workshop was held on Friday 9th September 2011 as a key stage in the process of producing the CMP for Highgate Wood. The purpose of the workshop was to gain the support and views from the Advisory Group.

- 7.4 Advisory Group members were assigned to one of three groups according to their core area of interest or expertise. Group discussions were guided by a facilitator. The three groups were as follows:

1. Heritage
2. Community/ Recreation
3. Biodiversity

- 7.5 Each group were asked to complete three tasks to consider the following:

A. Significance

- What is important / why / where?

B. Issues and opportunities

- How is the significance vulnerable?
- How Highgate Wood be improved?

C. Developing objectives

- How do we address the key issues/ opportunities? – developing a management approach

- 7.6 A summary of the findings of this workshop are provided in the paragraphs below.

Summary of significance from each group

I. Heritage

- Highgate Wood has a long history of use and development. Its heritage values include a range of archaeological features including the earthworks and the Roman Kiln site; the ancient woodland; development of Highgate Wood during the Victorian period; and the use of the woods during wartime. The broad range of heritage features provides significant opportunities for interpretation and education.

2. Community and recreation

- Highgate Wood is an easily accessible green open space with a special atmosphere. It provides a safe feeling with top quality facilities as well as excellent educational and recreational activities for all ages.

3. Biodiversity

- Highgate Wood is significant for the range of habitats and species that it supports and its location within the built environment and the connectivity with the surrounding nature conservation sites. It also has a consistent and diverse collection of historical survey records.

Common issue/ opportunity and themes

1. Conserving the woodland structure:

- The importance of preserving and perpetuating the 'key stone' species within the woodland and continuing to practise a degree of coppice management including the creation of future conservation areas.

2. The importance of further research and investigation:

- The need to carry out extensive research on the history of the site, focusing on the earthwork structures and Church archives. This research should also include monitoring the woodland and tree condition.

3. Networking:

- The importance of forging stronger relationships with both external agencies such as the Museum of London, but also other nearby Ancient woodland sites in the area.

4. Access considerations:

- The need to consider more carefully how to control access throughout the site, both in terms of vehicle movements and existing infrastructure but also pedestrian impact on the woodland areas and compaction and erosion concerns.

5. Community involvement:

- The need to increase community involvement, focusing on growing a core of local volunteer for conservation work and looking at encouraging young people to get involved.

Objectives

- 7.7 Having given consideration to the significance, issues and opportunities of Highgate Wood, each group was asked to develop a series of objectives to guide future management. These were then presented to the Advisory Group with each member encouraged to prioritise just two of the objectives. The results of this activity can be seen in **Appendix 7**.

8 Statement of significance

8.1 This section summarises the many and varied layers of significance that make Highgate Wood an important and highly valued resource.

8.2 The statement of significance is arranged under the themed headings as set out earlier in the Plan, however it is important to emphasise that **Highgate Wood's significance is defined by its evolved character as managed Ancient Woodland still retaining the distinct fabric of hornbeam coppice with oak standards. The inherent beauty of the Wood, its time depth value, the rich diversity of habitats and species and its use by the community are all related to this character and form of management.**

HERITAGE

8.3 Highgate Wood has a **long history of use and development**. Its heritage values include the range of archaeological features including the earthworks and the Roman Kiln site; the ancient and veteran trees as key features of the landscape; developments during the Victorian period and the use of the Wood during wartime. The heritage resource provides significant opportunities for interpretation and education.

8.4 The **extensive historic records** of Highgate Wood reach back to the Roman period. There are also records charting Highgate Wood through the early medieval period. Flints from the Early Mesolithic period have also been uncovered on the site, suggesting early human settlement. There are good sources of information from the period prior to the site's transfer over to the CoL's ownership which indicates the rapid decline of the Wood's use as a fuel resource with growing coal availability.

8.5 The **visible archaeological evidence** of banks, ditches, past tree management techniques and the significant discovery of the Roman pottery kiln give the Wood immense time depth interest. The Roman pottery kilns were discovered in in the late 1960's and there followed a number of archaeological digs overseen by the Museum of London. The excavations revealed a considerable quantity of pottery centred round a series of kilns using the natural resources on the site (wood fuel, clay and water) to sustain a transient pottery ware industry. Ancient hornbeam coppice stools and mature standard oaks provide engaging and attractive visible evidence of the former use and management of the woodland.

8.6 The heritage values provide immense opportunities for education and interpretation which are partly realised through various walks and talks by staff and a local historian, along with the education centre which provides static displays.

NATURAL ENVIRONMENT

8.7 **Ancient woodlands** are some of the richest sites for wildlife offering habitats suitable to support a wide range of wildlife and often containing more

threatened species than any other UK habitat². The Wood provides a **range of habitats which support a number of protected and UK BAP priority species** including bats, birds, fungi and moths. Highgate Wood contains important Ancient Woodland indicator species including the Wild Service Tree (*Sorbus terminalis*) which indicates a continual presence of woodland for hundreds of years. Highgate Wood is designated as a site of **Metropolitan Importance for Nature Conservation** providing a clear indication of its London-wide significance for nature conservation.

- 8.8 Highgate Wood is managed by a dedicated team of eight staff who collectively possess a great deal of **experience and detailed knowledge of the sites flora and fauna**. Together with the support of local specialists, the team have dedicated much time and effort to recording biodiversity and species abundance on site. This information has been collected over 20 years and is a **valuable record of changes in habitat and species distribution**.
- 8.9 **Several local experts on fungi, fauna, local history and archaeology live locally** to Highgate Wood. These individuals are a valuable source through supporting the management team and through their ongoing work leading educational walks on their specialist areas.

COMMUNITY AND RECREATION

- 8.10 Highgate Wood is an **easily accessible green open space with a special atmosphere**. It provides a safe environment with good facilities as well as educational and recreational activities for all ages.
- 8.11 The Wood is a very **important resource for the surrounding community** and provides a variety of options for precious periods of relaxation from the pressures and demands of modern urban life. The Highgate Wood team have been able to foster long standing relationships with local residents, which has helped nurture a **welcoming environment where people feel safe and secure**. The site has several distinct groups of people enjoying the natural environment from early morning joggers, to young children and their parents exploring the woodland to dog walkers and power walker groups. **The café is very popular** with families with young children and it acts as an essential hub to for the site where people can sit down for a coffee or meal. It is also generates a useful income for the CoL.
- 8.12 The **sport field within a natural woodland setting is a popular facility** for both football and cricket teams throughout the year. There are a number of teams and leagues who are long term users and the fixture list is fully subscribed. The cricket practice nets are the only free nets in the London Borough of Haringey and are well used throughout the season. The sport field is very popular for summer sports days.
- 8.13 **Local primary schools frequently visit Highgate Wood** as a learning resource making use of the natural outdoor setting for curriculum subjects such as natural history and the environment. Children are able to have a real outdoor rural experience within walking distance of their school, with staff being able to provide walk talk sessions on nature and woodland species.

² Woodland Trust

BUILT ENVIRONMENT

- 8.14 The addition of the built features during the late 19th and 20th centuries has resulted in a **collection of buildings set within a unique woodland setting** in the dense urban environment. **The Lodge and the Fountain are of particular importance and interest.** The Lodge was the first building to be constructed in the Wood and dates to 1886. It was designed by the English architect Sir Horace Jones who was also responsible for the designs of Leadenhall Market and Old Billingsgate Market. The Fountain was built in 1888 and is of national important as evidenced by its Grade II Listed Building status.
- 8.15 The **network of footpaths enables freely accessible routes** around the site whilst the **café, playground and education centre provide popular focal points for informal recreation and relaxation.** The five staff cottages allow for the Wood to be open to the public throughout the year with a member of staff available at all times.

SECTION C: ANALYSIS

9 Issues, vulnerability and opportunities

- 9.1 This section considers key management issues, ways in which the significance of the Wood is vulnerable and any opportunities that have become apparent during the CMP process. **Figure 9.1:** provides a photographic record of issues, vulnerabilities and opportunities.

HERITAGE

1: Heritage	
1(a)	A legacy of mismanagement of the Wood including management as a formal park and loss of historic woodland management techniques has changed the character of the Wood. This is being reversed but there is opportunity to further strengthen the woodland character.
1(b)	Earthwork features have been accurately mapped but the function and age of the earthworks remains unconfirmed. Further investigation of the earthwork structures and their history is required to establish their age and origins.
1(c)	There is some damage to earthworks due to erosion through foot-fall and vegetation growth on earthworks.
1(d)	There is a threat of damage to archaeology from general maintenance work e.g. tree planting.
1(e)	There are opportunities to obtain further information about the history of the Wood, e.g. in the St. Paul's archive.
1(f)	The Wood is a fantastic educational resource; the education centre provides engaging displays on the heritage of the Wood including part of the kiln structure. However there is scope to extend and improve learning facilities and material.
1(g)	There are a number of distinct areas of ancient woodland in the vicinity of Highgate Wood. There is opportunity to strengthen their connection to celebrate the fragments of a past landscape which once dominated the area.
1(h)	Connections with external heritage organisations and other partners could be improved to improve service delivery.

NATURAL ENVIRONMENT

2: Natural Environment	
2(a)	Up until recently there has been little support from the CoL ecology teams who have been focused on projects and surveys on Hampstead Heath.
2(b)	The current operational management plan does not provide detail on habitat management and surveying work. There is a need to identify the works to be done over the next 5-10 years.
2(c)	There is often little time allocated to woodland management due to the resource requirement of other features and for delivering activities (e.g. education walks).
2(d)	There are some specific and potentially serious issues to be addressed with the future of the existing woodland e.g. the continuing decline of the oak standards and the threat of other tree diseases such as Oak Precessionary Moth which could present and major public health and safety issue, and further weaken the trees.
2(e)	Until recently there has been very little communication at management level

2: Natural Environment	
	between Highgate Wood and other nearby woodland sites.
2(f)	Coppice woodland is under threat with a dramatic decline in managed coppice woodland in the UK over the last ninety years.
2(g)	The oak standard population is progressively declining.
2(h)	The tree age class distribution is poor with the majority of the existing oak trees 140-200 years old with a small number of older trees.
2(l)	Increased visitor numbers can negatively impact on the natural fabric of the site.
2(j)	The site suffers from frequent vehicle traffic movements mostly centred round the café operations.
2(k)	The Friends Group disbanded some time ago. A new Friends Group could be beneficial for the site and would enable the formation of a volunteer group to assist with woodland conservation operations. It would also provide a useful opportunity to raise additional funding for the site and might pair up with the Friends of Queen's Wood.
2(L)	There are opportunities to extend the existing education programme for primary and secondary school age groups.
2(m)	Highgate Wood is currently designated as a Site of Metropolitan Importance for Nature Conservation. However gaining Local Nature Reserve status would increase the protection of the Wood and would demonstrate its nature conservation importance to the surrounding community.

COMMUNITY AND RECREATION

3: Community and recreation	
3(a)	There is not currently a local representative group that has direct links with the site.
3(b)	Highgate Wood would benefit from a committed volunteer group from the local area.
3(c)	Recent years have seen a rise in the numbers of teenagers using the site particularly during spring/ early summer period. This has coincided with an emerging pattern of small isolated groups of individuals on site who have caused damage to property on site and have been involved in incidents of theft and threatening behaviour.
3(d)	There is reluctance from local secondary schools to use Highgate Wood for lessons or after school clubs.
3(e)	The Heath Constabulary are currently exploring an additional role at Highgate Wood to increase security and assurance to the public.
3(f)	There is renewed enthusiasm and interest in woodlands and woodland management due to increased public awareness of environmental issues.
3(g)	Highgate Wood is one of a number of Ancient Woodland sites in Haringey. There is opportunity to strengthen their connection to celebrate the fragments of a past landscape which once dominated the area.
3(h)	The Highgate Wood team have launched a new DVD to encourage more people to use the site as an excellent location to exercise with a number of different levels to suit individual needs.

3: Community and recreation

3(i)	Local horticultural and arboricultural colleges need suitable locations for training and there is potential for Highgate Wood to be used as a training location.
3(j)	The London Borough of Haringey's Magistrates Court is located close to the Wood and could provide an alternative non-urban location for young people to carry out community service.
3(k)	The sport pitch often creates conflicts between players, picnickers and others enjoying the field area on busy weekends.
3(l)	The sport pitch experiences problems with drainage and often becomes waterlogged during prolonged periods of wet weather.
3(m)	There could be potential to generate additional income through recreational events.
3(n)	There could be potential to provide further opportunities for improving general fitness and outdoor recreation to offset the increasing concerns about obesity within the primary school age group.
3(o)	Higher visitor numbers could increase disturbance to wildlife.

BUILT ENVIRONMENT

4: Built environment

4(a)	The location of the café at the centre of the site provides a major logistical problem as all deliveries and other related vehicle movements have to come into the centre of the site which leads to conflicts between pedestrians and vehicles.
4(b)	The size of the café restricts the current business operation.
4(c)	There is currently no cycling permitted in the Wood and there is limited vehicle access.
4(d)	Parking for authorised traffic is centred on the café which detracts from the woodland setting.
4(e)	Disabled access is limited to parts of the site.
4(f)	A number of lodges are poorly insulated and have antiquated inefficient heating systems.
4(g)	The play area is a popular facility but offers a limited range of equipment for children in the 7-10 age group.
4(h)	The buildings within the Wood could be run on more sustainable fuel systems given the rich resource on their doorstep.



Progressive decline of the Oak standards.



Sections of the Wood have been fenced off to create conservation areas.



The cafe is popular with visitors but the kitchen facilities are restricted.



The area surrounding the cafe experiences problems with erosion and compaction.



Onsow Gate is the only point of entry for vehicles.



The location of the cafe at the centre of the sites leads to conflicts with between pedestrians and vehicles.



The sport pitches are a well used by local clubs.



The Education Centre provides visitors with the opportunity to discover about the heritage of Highgate Wood.



The Roman Kiln which was discovered at Highgate Wood in the 1960s should be permanently displayed in the Education Centre.



Grade II Listed drinking fountain within Highgate Wood.



The play area is frequently used by families and experiences high levels of use at the weekends.



The Woodkeepers' Lodges are a unique feature of Highgate Wood.

**SECTION D: CONSERVATION STRATEGY,
OBJECTIVES AND ACTION PLAN**

10 Vision and Policies

- 10.1 This section of the report takes forward the findings of the preceding sections of this CMP to formulate a vision and management policies for Highgate Wood. The management policies are illustrated in **Figure 10.1: Masterplan**. The Masterplan should be read in conjunction with the woodland management proposals set out in the Highgate Wood Woodland Management Plan (2018) and as shown in **Figure 10.2: Highgate Wood Woodland Management Plan - selected specific management proposals**.

PUBLIC CONSULTATION

- 10.2 Visitors to Highgate Wood were given the opportunity to comment on the proposals for the conservation and management of the Woods during two public consultation events held on 2nd September and 20th October 2012. Draft versions of the masterplan, vision and management policies for the Wood were displayed near to the café. Visitors were encouraged to indicate whether they agreed or disagreed with each of the proposals. The response from the event was very positive with the results revealing that the majority of respondents were supportive the proposals for Highgate Wood. A full breakdown of the results from the consultation events is provided in **Appendix 8**.

VISION FOR HIGHGATE WOOD

- 10.3 The vision for Highgate Wood describes the direction for the Management team to follow and is supported by the site wide policies as identified in the tables below.

To ensure the continuity of Highgate Wood as a managed Ancient Woodland site, whilst maintaining its reputation as a safe environment for relaxation, recreation and education. This special character, combining with heritage features, and conservation value will be conserved and enhanced for the benefit of current and future generations.

SITE WIDE POLICIES

- 10.4 The following site wider policies have been developed and reviewed following the public consultation events.

- 10.5 Timescales are provided for each policy as follows:

- Short term: 2015/16
- Medium term: 2016/17 to 2018/19
- Long term: 2018/19 to 2022/23

HERITAGE

Policy I: Heritage		Responds to issue, vulnerability or opportunity	Timing			
			Ongoing	Short term	Medium term	Long term
Policy I(a)	Conserve all earthworks through gradual vegetation removal, fencing and interpretation.	I(c)	x			

	<p>On-going maintenance of the earthworks will be required.</p> <p>Achievements since 2013: New Conservation area of 2012 provided protection of central part of the major earthwork structure (approximately 150 metres) and stabilized erosion. Area will remain fenced off until 2020. Parts of the fence could be left in situ after 2020 to reduce further damage to earthwork profile.</p>	2012 Conservation area				
Policy I(b)	<p>Mark out all archaeological features and provide relevant education and training to management staff.</p> <p>Achievements since 2013: Arboricultural landscape historian provided a series of woodland archaeology classes in 2013 and several Highgate Wood staff attended.</p>	I(d)		x		
Policy I(c)	<p>Seek to extend the education centre to allow for the return of the Roman Kiln structures and display new information about the origin of the earthworks. An initial options appraisal for the extension of the education centre appears in Appendix 9 of this Plan.</p> <p>Achievements since 2013: The Highgate Wood Roman Kiln HLF bid was submitted in July 2015 but was unfortunately unsuccessful. A Charitable Incorporated Organisation (CIO) was registered with the Charities Commission in 2017 and was registered in March 2018. The Charity, 'Friends of the Highgate Roman Kiln' (FOHRK) are now raising funds for a second bid and have commissioned a draft report in preparation for the bid.</p>	I(f) FOHRK HLF Bid 2013		x		x
Policy I(d)	<p>Explore further opportunities for interpretation and education and develop a heritage themed programme of events throughout the year.</p> <p>Achievements since 2013: The annual Community Heritage Days have been themed around woodland craft, and products and where possible we have also tried to introduce the heritage theme. A long standing member of the HWCG and the Highgate Society provides a series of historical walks in Highgate Wood every year.</p>	I(f) Heritage/historical walks			x	
Policy I(e)	<p>Strengthen links with English Heritage and the Museum of London to explore avenues for future projects e.g. selective excavation and dating of earthworks.</p> <p>Achievements since 2013: The Museum of London supported the previous HLF bid for the return of the Roman Kiln to Highgate Wood, but following the unsuccessful bid the original Working Group was disbanded. With the creation of the FOHRK (see above) it is hoped that this will refocus resources on the woodland archaeology and excavate some of the principal earthwork features.</p>	I(h)			x	x

NATURAL ENVIRONMENT

Policy 2: Natural Environment		Responds to issue, vulnerability or opportunity	Timing			
			Ongoing	Short term	Medium term	Long term
Policy 2(a)	<p>The coppice with standards structure will be conserved with new conservation areas created and managed. The oak population will be conserved and its age class extended; species diversity will be maintained and enhanced. A programme of survey and monitoring will be implemented to inform future review of the CMP.</p> <p>Develop a prescriptive management strategy to guide the conservation of the oak and hornbeam population over the next 10 years and beyond.</p> <p>Achievements since 2013: A new Woodland Management Plan was drafted and presented to the Highgate Consultative Group in May 2018. This compliments the current Conservation Management Plan, providing a more detailed description of the current woodland management, creating a series of new compartments and establishing prescriptions for future woodland management going forward 2027/8. The vision and objectives mirror those in the Conservation Management Plan. The new Woodland Management Plan also addresses more recent issues such as Climate Change and Biosecurity.</p>	2(b) Woodland Management Plan 2017-2027		x		
Policy 2(b)	<p>Work closely with other City of London Open Spaces, the Forestry Commission and other tree health organisations to plan and protect against present and forthcoming tree disease threats.</p> <p>Achievements since 2013: With the arrival of Oak Processionary Moth (OPM) on Hampstead Heath in 2015, and in Queen's Wood in 2017 OPM surveys were carried out in Highgate Wood from 2016 onwards, including by independent surveyors commissioned by the Forestry Commission. In June 2018 the first OPM nests were found in Highgate Wood and have subsequently been removed but will undoubtedly return next year in 2019. Work also continues to monitor oak decline within the oak population and in 2017 an external consultant provided advise on potential new sites for conservation areas which have been followed up.</p>	2(d) Started in 2010 and ongoing Oak decline survey			x	
Policy 2(c)	<p>Promote research opportunities with students or post graduates with a focus on vulnerabilities of woodland species, in particular the decline of the oak standards.</p> <p>Achievements since 2013: A Research Fellow at the Institute of Zoology at Regents Park (ZSL) conducted a survey of hedgehogs during the summer in 2017, in and around greater North London, from Alexandra Palace,</p>	2(d) Oak decline survey				x

Policy 2: Natural Environment		Responds to issue, vulnerability or opportunity	Timing			
			Ongoing	Short term	Medium term	Long term
	Highgate and Queen's Woods, parts of Hampstead Heath, and then Regent's Park. The aim is to find out where hedgehogs still live in our parks and neighbouring gardens and use this information to better understand how we might be able to improve conditions for our urban hedgehogs. The Ecology Team assisted with the survey in Highgate Wood during June using a network of cameras installed across the site. Numbers of hedgehog sightings have dropped dramatically since 2012, so the single hedgehog sighting during the four week survey was not really a great surprise. Golder's Hill Park in contrast has a thriving population and may be an important refuge site for this threatened species. The ZSL survey has also provided opportunities to monitor the fox population and this is now the subject of a separate PhD project.					
Policy 2(d)	<p>Strengthen links with London Borough of Haringey and consider opportunities to create and enhance 'green corridors' and coordinate habitat management across local Ancient Woodland sites and raise awareness of this vulnerable habitat.</p> <p>Achievements since 2013: The main focus here has been on trying to save individual ancient or veteran trees in the immediate area threatened by development, subsidence claims or safety issues. In 2015 a joint action formed by members of Haringey Council, the Highgate Wood Consultative Group (HWCG), the Highgate Wood Manager, and the owners of an exceptional ancient hornbeam off Highgate North Hill, once part of Highgate Wood managed to save it from being felled due to alleged subsidence. The hornbeam was protected with a TPO and the case went to appeal as Haringey upheld the TPO. Sadly in 2016 a further attempt to save an oak in a rear garden in Church Road, also a survivor of the long lost southern part of Highgate Wood was not successful and the tree was felled. The Highgate Wood Manager and Tree Officer hosted a London Tree Officer's Seminar in 2017 at Kenwood House, which highlighted the plight of veteran and historic trees in the Highgate area to raise awareness of the loss of these irreplaceable trees.</p>	2(e) Working on OPM management			x	
Policy 2(e)	Manage and expand the existing coppice areas and seek opportunities to create new areas.	2(f) Consultation	x			

Policy 2: Natural Environment		Responds to issue, vulnerability or opportunity	Timing			
			Ongoing	Short term	Medium term	Long term
	<p>The coppice with standards structure will be conserved with new conservation areas created and managed. The oak population will be conserved and its age class extended; species diversity will be maintained and enhanced. A programme of survey and monitoring will be implemented to inform future review of the CMP.</p>					
	<p>Achievements since 2013: The latest Conservation area created in 2017 is next to the 2012 area, with the intention of creating a larger area and allowing coppicing operations in the 2017 area to increase light levels in the 2012 conservation area. This was part of a number of recommendations made to the Highgate Wood Team in March 2017 by an external Woodland Consultant based in South London. We have also carried out a series of smaller conservation areas in 2017 and 2018 focusing on hornbeam coppice that has been badly bark stripped.</p>	of coppicing 2017 area next to 2012 area				
Policy 2(f)	<p>Monitor the oak standard population as a keystone species, prolong its longevity and continue restocking operations.</p> <p>Achievements since 2013: The oak decline survey started in 2010 continues every summer and in 2019 will complete its tenth year. The survey results presented to the HWCG in May 2018 based on data collected between 2011 and 2017 showed two scenarios, a complete loss of the existing stock of mature and veteran status oaks by 2120, or a more gradual model showing steady loss over the next two hundred years. After nine years we now have data which gives us a much greater understanding of the extent and rate of decline and more latterly regeneration, but the surveys real value will be in another 10 years and beyond. Restocking is taking place including the planting of Hampstead Heath oaks in the 2017 Conservation area, and we are also raising seedling oaks on site to plant out later this year.</p>	2(h) As above. Now using oak seedlings from HH				
Policy 2(h)	<p>Encourage the Conservation and Arboricultural Staff on Hampstead Heath to become involved in the management of the Wood and explore the possibilities of learning from other CoL sites.</p> <p>Achievements since 2013: With the arrival of OPM on Hampstead Heath in 2015 and the increasing frequency of severe weather events in the last 5 years, the Tree Team now visit Highgate Wood monthly, sometimes more often. The Tree Team provide opportunities for the Highgate Team to work at other City of London Open Spaces, notably Burnham Beeches, and Epping Forest, and develop their knowledge and understanding of woodland management and tree safety. In 2017 The Highgate Wood Team also visited a managed</p>	2(c) HH Tree Team visiting HW monthly			x	

Policy 2: Natural Environment		Responds to issue, vulnerability or opportunity	Timing			
			Ongoing	Short term	Medium term	Long term
The coppice with standards structure will be conserved with new conservation areas created and managed. The oak population will be conserved and its age class extended; species diversity will be maintained and enhanced. A programme of survey and monitoring will be implemented to inform future review of the CMP.						
	woodland in Croydon to develop ideas which could be applied in Highgate Wood.					

COMMUNITY AND RECREATION

Policy 3: Community and recreation		Responds to issue, vulnerability or opportunity	Timing			
			Ongoing	Short term	Medium term	Long term
Policy 3(a)	<p>Build on existing relationships with the local community and stakeholders to form a dedicated Friends of Highgate Wood group formed around a core group of volunteers.</p> <p>Develop volunteering activities through Heath Hands and increase sessions.</p> <p>Achievements since 2013: No Friends of Highgate Wood has been formed, but significant progress on developing and increasing Heath Hands involvement in conservation work and woodland management have been made in Highgate Wood since 2013. There were 20 Heath Hands sessions in 2013/14, and in 2017/18 the number of sessions had increased to 28, with a total of 598 volunteer hours recorded. There has been a steady increase in size of the group, and most sessions now have anything up to 12 volunteers attending.</p>	3(a) and (q)	x			
Policy 3(b)	<p>Improve links with young people and youth community groups.</p> <p>Achievements since 2013: Further attempts have been made to include local schools, primary and secondary on the HWCG including this year during the Spring and Summer period, but without success. Fortismere have been proactive in trying to support the Highgate Wood Team with large number of pupils visiting the site during the GCSE period, but there has been no interest in taking this further and involving them with HWCG.</p>	3(c)			x	

Policy 3(c)	<p>Explore opportunities to host events that raise the awareness of the UK's woodland heritage and its vulnerability.</p> <p>Achievements since 2013: The Highgate Wood annual walks programme includes a number of walks where the public are made aware of the vulnerability of the woodland environment is highlighted. This has become more apparent in the last 5 years with the increasing visitor numbers and level of activities both licensed and non-licensed. The Highgate Wood Manger has also presented a number of Seminars on Ancient Woodland and its importance to the Hampstead Heath Consultative Group and also other London Tree and Woodland Professionals.</p>	3(f) Community Heritage Day		x		
Policy 3(d)	<p>Develop a health and well-being programme and investigate Natural England's Greenspace Walking Scheme.</p> <p>Achievements since 2013: This has not been achieved for a number of reasons; poor quality of walking surface especially in the winter months, and conflicting priorities.</p>	3(h)		x		
Policy 3(e)	<p>Explore options to resolve conflicts between sports people and those enjoying the field area on weekends.</p> <p>Achievements since 2013: This issue seems to have largely diminished. There were a number of incidents involving footballers and dogwalkers, but after challenging some of the teams about unrelated bad behavior this issue has disappeared.</p>	3(k)		x		
Policy 3(f)	<p>Explore feasibility of increasing charges for hiring out the facilities and explore all avenues for marketing and income generation. The charitable status of the organisation should be highlighted.</p> <p>Achievements since 2013: There are now 8 organisations or individuals paying to use Highgate Wood. In 2017 these activities were collectively generating £15,383.00 which nearly three times more than the revenue from the cricket and football bookings. The current fees and charges are in the process of being reviewed and the opportunity for increasing income should be considered, but also needs to be approached with some caution as large increases may force some current users to go elsewhere.</p>	3(m) Licenced activities increased with income		x		
Policy 3(g)	<p>Promote public access but ensure careful monitoring of visitor numbers and restrict access to sensitive ecologically and archaeologically sensitive areas.</p> <p>Achievements since 2013: This is the subject of considerable discussion at present; and was raised at the HWCG meeting in 2017 and 2018. Visitor number have increased significantly since 2013, with the growing</p>	3(o)	x			

	popularity of forest schools and other activities attracting 3138 additional visitors (mainly children) in 2017. The two most frequent activities are a pre-school nursery group and a forest school and they use specific areas in the woodland that are monitored for tree safety and ground compaction.				
Policy 3(h)	<p>Increase knowledge of and links to Queen's Wood through use of signage, websites, leaflets, maps and electronic information.</p> <p>Achievements since 2013: Highgate Wood have strengthened the links with Queen's Wood, and have been involved in Bat Walks, and a series of walks comparing Queen's Wood and Highgate Wood, looking at Geology, Natural Regeneration and a forthcoming walk on Oak decline. Queen's Wood volunteers have a stall at Community Heritage Day every year to promote the Friends of Queen Wood and recruit new members.</p>	3(g) Dual walks		x	

BUILT ENVIRONMENT

Policy 4: Built environment		Responds to issue, vulnerability or opportunity	Timing			
			Ongoing	Short term	Medium term	Long term
Policy 4(a)	<p>Investigate options to create a small car park for visitors with mobility difficulties close to Onslow Gate.</p> <p>Achievements since 2013: This has been the subject of considerable debate and due to several regular visitors with disabilities expressing their opposition to the proposal, the proposal has not been followed up.</p>	4 (a) and (d)		x		x
Policy 4(b)	<p>Re-configure the layout of the existing café building to improve kitchen facilities and to increase the capacity for indoor dining.</p> <p>Achievements since 2013: The installation of a kiosk serving light snacks and refreshments has helped capacity issues.</p>	4(b)		x		x
Policy 4(c)	<p>Rationalise vehicle deliveries and restrict vehicle movements throughout the site.</p> <p>Achievements since 2013: In June 2017 the vehicle gates at Onslow entrance were converted over to an electric system, with remote opening and closing controlled by the Highgate Wood Team. This has had a major</p>	4(a) Electronic gates		x		

	<p>impact on vehicle deliveries to the café and prevents vehicles entering the site without authorisation. A large secure storage box has been installed just inside Onslow gate so that café deliveries can be dropped off without having to drive into the site. In addition, a post box has been installed on the gates so that Royal Mail can drop off post without needing to drive into the Wood. These measures collectively have reduced vehicle movements and improved the experience of visitors visiting the site.</p>					
Policy 4(d)	<p>Promote access for all and ensure existing provision is DDA compliant.</p> <p>Achievements since 2013: In August and September of 2013 we asked for advise from the Head of the City of London's Access Team, who visited the site and made a number of recommendations. The map on the Highgate Wood Website was revised to show which gates are accessible to those with mobility problems, and highlighted the Onslow Gate for those using mobility scooters which have a wider wheel base than standard wheelchairs.</p>	4 (d) and (e)	x			
Policy 4(e)	<p>Improve environmental performance of buildings throughout the wood e.g. insulation of lodges, updating heating systems and photovoltaic installation.</p> <p>Achievements since 2013: In September 2013 a new 7.68Kw photovoltaic installation was commissioned installed by City Surveyors. This system is now used to charge an electric vehicle, and a series of other battery operated tools, including a hedge trimmer, leaf blower, and small chainsaws. The installation generates an average 5,500kw annually.</p>	4(f) PVs on Machine shed				x
Policy 4(f)	<p>Increase the range of play equipment to cater for children in the 7 – 10 age group.</p> <p>Achievements since 2013: Several new play units installed since 2013.</p>	4(g)			x	

Figure 10.1: Masterplan



Key - Existing

-  Site Boundary
-  Grass
-  Area where bluebells thrive
-  Site of ancient pottery kilns AD 50-150
-  Existing footpath network

-  Existing vehicular route
-  Mature wild service tree
-  Wood bank/ woodbanks or site of historic importance
-  Existing compartment areas
-  The Hollies (bird sanctuary)
-  Existing conservation areas

Key - Proposed

-  Meadow area
-  Option for alternative small car park for visitors with mobility difficulties
-  Next phase conservation areas
-  Pedestrian priority zones
-  Consider upgrading desire line to create new footpath

-  Re-configure the layout of the existing cafe building to improve kitchen facilities and to increase the capacity for indoor dining.
-  Diversify the woodland edge to enhance the ecological value and to address safety concerns.

Figure 10.1: Masterplan 

Figure 10.2: Woodland Management Plan - selected specific management proposals



11 Implementation

- 11.1 The delivery of the revenue and capital actions outlined in the preceding sections (and illustrated in Figure 10.1 Masterplan) will be co-ordinated by the CoL team led by the Highgate Wood Manager.
- 11.2 Each of the actions will be prioritised into a series of short, medium and longer-term action plans and will be included in the Open Spaces Department's business planning process. These tasks will then be incorporated into the North London Open Space Division's Annual Work Programmes.

AVOIDING HERITAGE IMPACTS

Avoiding risks during the implementation stage

- 11.3 In order to avoid risks to the heritage features during the implementation of the proposals, the following measures should be considered and reviewed:
- Tree removals and work to understory vegetation should be avoided from early March to August to avoid disturbance to breeding birds
 - Work should be carried out by CoL staff with the appropriate skills and knowledge or reputable and suitably qualified contractors
 - Allowances should be made for archaeological watching brief where required
 - Close supervision of capital works should take place by a contract administrator and the contractor's site agent
 - Plan for sufficient staffing levels to deliver the revenue projects and in particular and the delivery of annual conservation tasks

Design development and additional information required

- 11.4 If the masterplan proposals and actions are to be implemented as part of one contract then a multi-disciplinary team would need to be formed to carry out additional surveys and design work. The team is likely to include:
- Ecologists
 - Arboriculturist
 - Landscape Architect
 - Architects
 - Structural and Services Engineer
 - Quantity Surveyor
 - CDM co-ordinator

PERMISSIONS AND AGREEMENTS

- 11.5 Planning permission may be required for some aspects of the work including the extension of the education centre and the creation of a new car park. Tree works consent may also be required.

FUNDING

11.6 The CMP identifies a number of actions that will require additional funding. The following funding streams may be applicable for Highgate Wood:

- Heritage Lottery Fund
- English Woodland Grant Scheme
- Natural England's Access to Nature Scheme

12 Adoption of the CMP and review

12.1 The Conservation Management Plan will be continually reviewed, revised and re-written. The cycle of the CMP is to:

- Adopt the CMP
- Operate according to the vision and policies held within the CMP
- Monitor the operation of the CMP
- Review the working of the CMP
- Reviewing the CMP to ensure that the vision and policies contained therein remain valid with time and changing circumstances

MONITORING THE CMP

12.2 CoL will be responsible for carrying out monitoring of all capital and management works to ensure that these are being carried out satisfactory. The Highgate Wood Manager will be responsible for the day-to-day implementation of the CMP and for ensuring that all relevant staff members are involved in the monitoring review of the CMP.

12.3 In addition, the following methods of monitoring and review will be implemented:

- Consultation with stakeholders, users of the Woods and those not using the site but living within its expected catchment area, to ascertain whether the vision and policies contained within the CMP still reflect the community's requirements.
- All key CoL staff will hold an annual internal meeting to monitor standards, to measure progress and to consider the success of the nature conservation works.
- Feedback from the annual Green Flag and Green Heritage awards.
- Review of comments received through GreenSTAT.

12.4 The CMP covers a period of 10 years and will be subject to continual review annually to enable any improvements and alterations to be made as necessary. The CMP was reviewed in October 2018 and will be formerly rewritten in the 10th year.

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2013\5223_ConservationManagementPlan_110313_v8.doc

DOCUMENT INFORMATION

Setting

Value

Appendix I

Location of infrastructure at Highgate Wood



Reproduced from Ordnance Survey digital map data © Crown copyright 2012. All rights reserved. Licence numbers 100047514, 0100006678223-01 008 Historic Features All A3v2_RevB 07/03/2013

	Culvert		Woodland Canopy 2006
	Bus routes		Grass
	First aid		
	Contours		
	Current footpath network		
	Dog waste bins		
	Highgate Wood boundary		
	Playground		

Highgate Wood

Location of Infrastructure at Highgate Wood

LUC

Map Scale @ A4: 1:4,500

Source: Land Use Consultants

Appendix 2

**Plan charting the losses of Highgate Wood
during the 19th and 20th centuries**



Current extent of Highgate Wood covering an area of approximately 28 hectares.



1813: The construction of Archway Road resulted in the division of southern section of Highgate Wood, which subsequently resulted in the loss of approximately 15 hectares of woodland.



1870's: The construction of the Alexandra Palace railway line resulted in the division of the western section of Highgate Wood and the loss of approximately 1 hectare of woodland.



1870's to 1930's: The Northern Line and Lanchester Road developments led to a further loss of approximately 10 hectares of woodland.

Appendix 2: Losses of Highgate Wood during the 19th and 20th centuries

Appendix 3

Protected species recorded at Highgate Wood

Table 5.1: Protected/ flagship species recorded at Highgate Wood and associated with ancient high canopy/ open oak and hornbeam woodland

Species	Designations
Flora	
Bluebell	Haringey BAP priority Wildlife and Countryside Act Schedule 8
Wild service tree	Haringey BAP priority
Ivy	Haringey Flagship
Hornbeam	Haringey Flagship
Rosebay willowherb	London Flagship
Podoschypha multizonata	UK BAP priority London BAP priority Haringey BAP priority

Table 5.3: Protected/ flagship species recorded at Highgate Wood and associated with grassland and wildflowers within selected coppiced areas

Species	Designations
Moths	
Shoulder-striped wainscot	UK BAP priority London BAP priority
Rosy minor	UK BAP priority London BAP priority
Rustic	UK BAP priority London BAP priority
Blood vein	
Mullein wave	UK BAP priority London BAP priority
Small phoenix	UK BAP priority London BAP priority
White ermine	UK BAP priority London BAP priority
Buff ermine	UK BAP priority London BAP priority
Garden dart	UK BAP priority London BAP priority
Small Square-spot	UK BAP priority London BAP priority

Speckled wood	London Flagship
Oak hook-tip moth	UK BAP priority NERC S4I
Lunar yellow underwing	UK BAP priority NERC S4I
Mouse moth	UK BAP priority London BAP priority
Grey dagger	UK BAP priority London BAP priority
Mottled rustic	UK BAP priority London BAP priority
Small emerald	UK BAP priority London BAP priority
Brindled beauty	UK BAP priority London BAP priority
Powder quaker	UK BAP priority London BAP priority
Small heath	UK BAP priority London BAP priority
White-letter hairstreak	UK BAP priority London BAP priority Haringey BAP priority
Toadflax Brocade	

Table 5.4: Protected/ flagship bats recorded at Highgate Wood and associated with scrub regeneration within selected coppiced areas including birch, willow and blackthorn

Species	Designations
Bats	
45 Pipistrelles	London BAP priority Wildlife and Countryside Act Schedule 5 Conservation Regulations 1994 Schedule 2 Habitat and Species Directive Annex 2np
55 Pipistrelles	UK BAP priority London BAP priority Haringey BAP priority Wildlife and Countryside Act Schedule 5 Conservation Regulations 1994 Schedule 2 Habitat and Species Directive Annex 2np

Brown long-eared bat	UK BAP priority London BAP priority Wildlife and Countryside Act Schedule 5 Conservation Regulations 1994 Schedule 2 Habitat and Species Directive Annex 2np
Daubenton's bat	London BAP priority Wildlife and Countryside Act Schedule 5 Conservation Regulations 1994 Schedule 2 Habitat and Species Directive Annex 2np
Noctule bat	UK BAP priority London BAP priority Haringey BAP priority Wildlife and Countryside Act Schedule 5 Conservation Regulations 1994 Schedule 2 Habitat and Species Directive Annex 2np
Leisler's bat	London BAP priority Wildlife and Countryside Act Schedule 5 Conservation Regulations 1994 Schedule 2 Habitat and Species Directive Annex 2np
Natterer's bat	London BAP priority Wildlife and Countryside Act Schedule 5 Conservation Regulations 1994 Schedule 2 Habitat and Species Directive Annex 2np

Table 5.5: Other protected/ flagship species recorded at Highgate Wood

Species	Designations
Stag beetle	UK BAP priority London BAP priority Haringey BAP priority Wildlife and Countryside Act Schedule 5 Conservation Regulations 1994 Schedule 2 Habitat and Species Directive Annex 2np
Mining bees	
Bumblebees	
Hedgehog	UK BAP priority London BAP priority Haringey BAP priority

Smooth newt	Wildlife and Conservation Act Schedule 5
Native goldenrod	Haringey BAP priority

Table 5.7: Protected/ flagship birds recorded at Highgate Wood and associated amenity grassland

Species	Designations
Birds	
Lesser spotted woodpecker	UK BAP priority London BAP priority
Song thrush	UK BAP priority London BAP priority Red listed
Sparrow hawk	Haringey Flagship
Great spotted woodpecker	London Flagship
Starling	UK BAP priority London BAP priority
Long-tailed tit	Haringey Flagship
Dunnock	UK BAP priority London BAP priority Amber listed
Blackbird	Haringey Flagship
Robin	Haringey Flagship
Wren	Haringey Flagship
Redwing	Wildlife and Countryside Act Schedule 1 Part 1
Tawny owl	
Nuthatch	

Appendix 4

Example of an events calendar for Highgate Wood

Highgate Wood diary of events 2011

Month	Event
March	Birds and their song walk
April	The story telling tree Historical walk
May	Spring guided walk Birds and their song walk Tree identification walk
June	Insect safari Evening bat watch Come meet the bees
July	Evening bat watch Bushcraft skills (children session) Bushcraft skills (adult session) The story telling tree Summer guided walk
August	Great green picnic Birds of Bray (birds of prey display) Bugs and butterflies Historical walks Wildwood play day Evening bat watch City critters circus play day
September	Evening bat watch Heritage day Moth identification evening
October	Walk to look at fungi Autumn guided walk
November	Tree and fungi walk
December	Winter guided walk

Appendix 5

Sport field management plan

City of London

**MANAGEMENT PLAN
FOR
HIGHGATE WOOD PLAYING FIELD**

January 2006

Introduction

The sports field in the centre of Highgate Wood is a very important and popular feature. It is approximately 6.5 acres in size and is used on a formal and informal basis.

The purpose of this management plan is to firstly outline the history and current management of the sports field and secondly make recommendations for any improvements, in order to continue the high standards recently achieved and also to continue raising the standards.

General Description

The sports field has two main sporting activities played on it, (Football and Cricket). There are three football teams and four cricket teams. A small annual fee is charged. One of the football pitches overlaps the cricket outfield. Full football and cricket markings are set out before play and goalposts, nets and sightscreens erected. Changing facilities and showers are available for use by the teams and a score hut is provided for the cricket teams.

The cricket square is 29m X 29m, giving us 10 playing strips. The four cricket teams also have one evening a week allocated to them to use the practice nets situated at the north west area of the field.

The two practice nets have a hard Astroturf surface. They are opened at 8.00am and are closed 30 minutes prior to closing through the playing season. They are used on a first come basis. A minimal hourly fee for the hire of the nets is charged.

During the summer, a small number of local schools hire the field for their organised sports day. We provide the markings for the running tracks they require.

During the week a small number of local schools that do not possess sports grounds use the field for informal games.

In March 2001 three exercise stations were installed for general use:

- 1) Chin-up bars situated at the north west of the field.
- 2) Parallel bars situated at the south west of the field.
- 3) Sit up bench situated at the south of the field.

The two football pitches are of similar size (105m X 60m). One runs from north to south at the East Side of the field. The other runs east to west at the north side of the field. The pitch on the north side overlaps the outfield of the cricket, to the north of the Cricket Square.

Current Use

There are three football teams, which play alternate Saturdays and Sundays. Old Tollingtonians Football Club plays every Saturday with five teams in their club, each taking turns to play on our site. Enigma Football Club and Five Bells Football Club are our Sunday teams and play alternate Sundays.

There are four cricket teams, Metro Cricket Club and Strongroom Cricket Club who play alternate Saturdays. Palm Tree Cricket Club and Black Rose Cricket Club play alternate Sundays.

The Football Season runs from September to April and the Cricket Season runs from April to September.

Five schools use our facilities for their Sports Days through June and July, with many other local schools using our field for other sporting activities. (i.e.: Rounders, Running, Football, Rugby practice, Cricket).

The field is an open space for all to use on a daily basis from 7.30am to 15 minutes before dusk, (4.15pm winter – 9.30pm summer). The field is often used in our Guided Walks (from Nursery level to adult), as an example of different habitat and therefore the flora and fauna is different to that of the woodland.

Staffing

The site is managed and maintained using staff employed by the City of London Corporation, Open Spaces.

The staff consists of six; this includes the manager, who all assist with the duties involved in maintaining the field.

History

Early Ordnance Survey maps show the field to be a very prominent feature within the woodland. In the mid 1800's the field was known as The Brickfields, indicating that bricks were made from nearby clay and then dried on the field itself.

Football and Cricket appear to have been played on the field since 1900's.

In the Second World War barrage balloons were anchored on the east side of the field in front of the café as part of London's Defences during the Blitz. The balloon was held down by cables attached to metal rings embedded into sunken concrete blocks. In dry summers the anchor points become visible, as there is insufficient water for the grass over the blocks, so it becomes parched. After the war, the Government of the day levelled the playing field in order to enhance it as a playing field for sports in gratitude for the part it played in defending London.

Drainage was laid in 1983 by a Youth Opportunities Scheme, overseen by their Supervisor. No aeration took place on the field until 1992. No overseeding took place until 1993. Feeding the grass with fertiliser started in 1993

Current Problems

The drainage that was carried out previously has been laid at the incorrect depth, as it is too close to the surface and the fall is inconsistent. The popularity of the wood and field has grown in recent years and this has led to compaction of the soil. Also due to recent abnormally wet weather this has led to persistent waterlogging in areas.

There is no rest time for the field as the football and cricket seasons run directly after each other.

Soil analysis carried out recently showed the pH levels on the football pitch running north to south was low.

Solutions

To alleviate the immediate drainage and compaction problem we have acquired a field aerator that enables us to spike the field up to a 6-inch depth. This will open up the soil structure to allow it to breathe and allow the grass roots to penetrate deeper. It splits the grass allowing it to tiller to produce a tougher and more resilient surface.

Overseeding now takes place in early October after the Cricket Season. This has bulked up the perennial grasses which are more suited to constant use, are better able to cope with all weather conditions and are able to compete more successfully with the weed grasses.

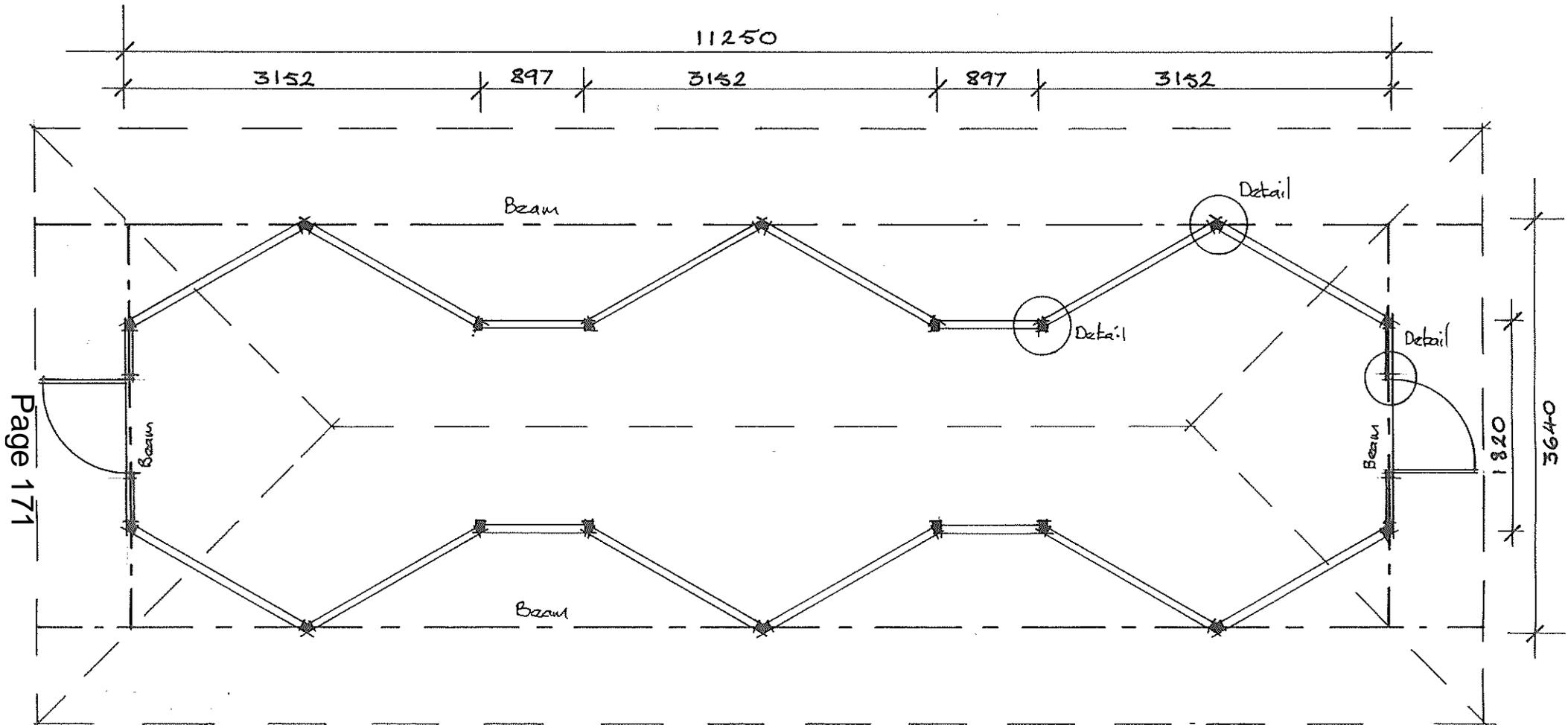
Over the last 5 years, the teams who play on the field and the groundstaff have seen a marked improvement in the playing surface, which helps with the playing quality. (See survey results).

Calcified seaweed has been distributed over the football pitch running from North to South to rectify the pH levels.

h:\bwood\mangpla2.doc

Appendix 6

Original drawings and specification for the Education Centre



Page 171

FLOOR PLAN Scale 1:50

Dimensions to outer corners of main posts.

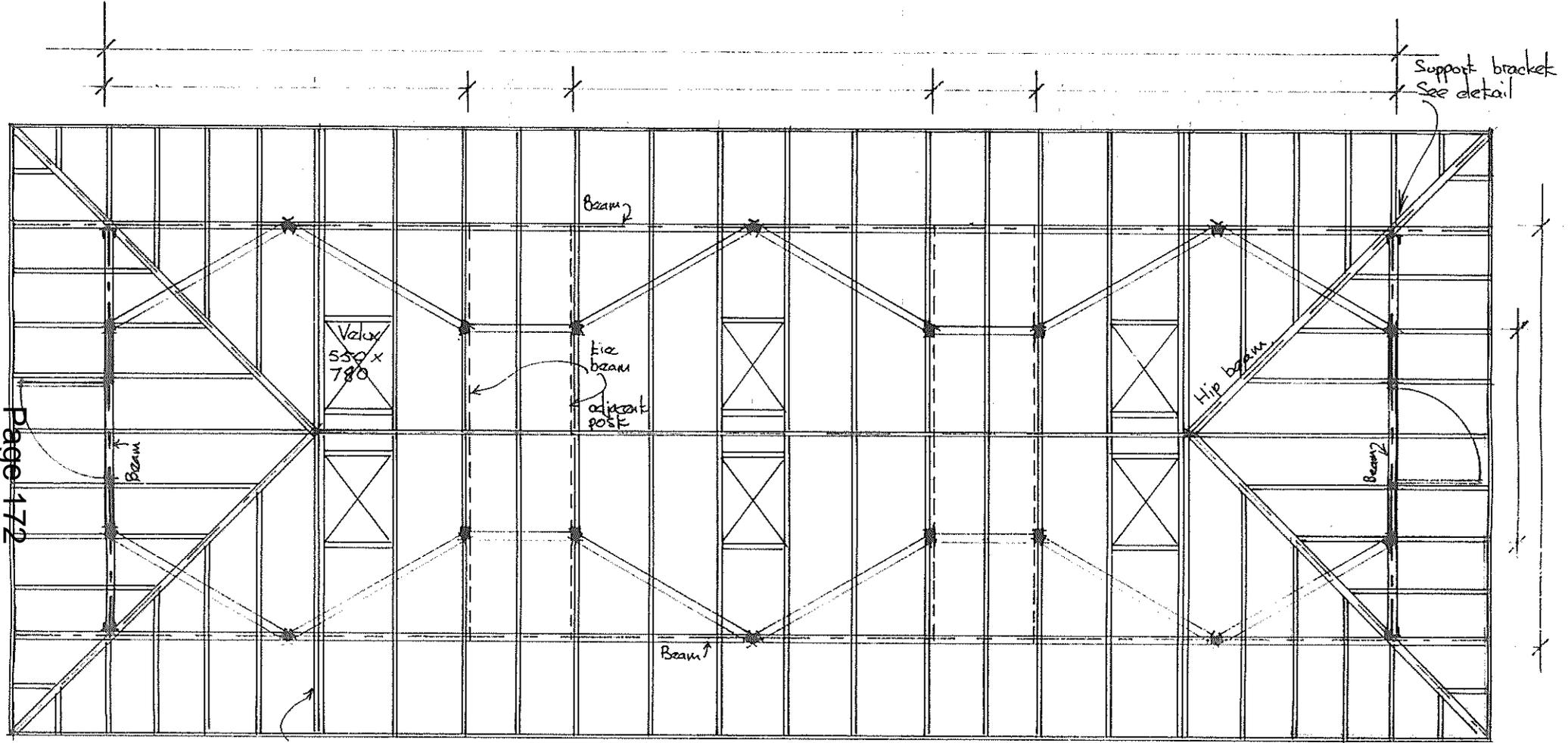
READ IN CONJUNCTION WITH
CORPORATION OF LONDON
Dwg HWIC/95/3 rev C

HIGHGATE WOOD

Dwg HWIC/NLC/01

Continuous fascia at corners.

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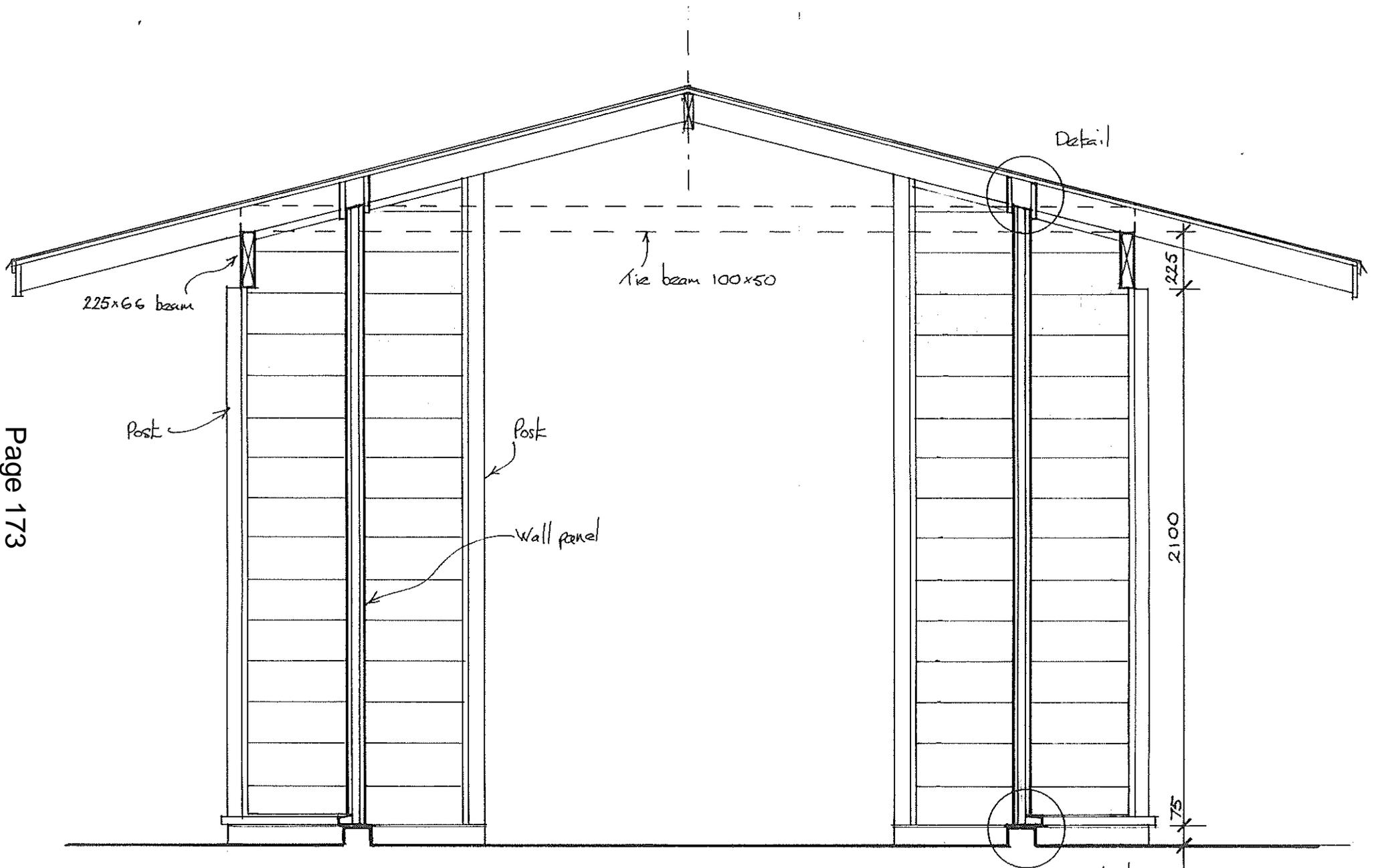


ROOF PLAN Scale 1:50
Double rafter at hip end

Rafters at 600 ctrs and to suit post positions.

Continuous fascia at corners

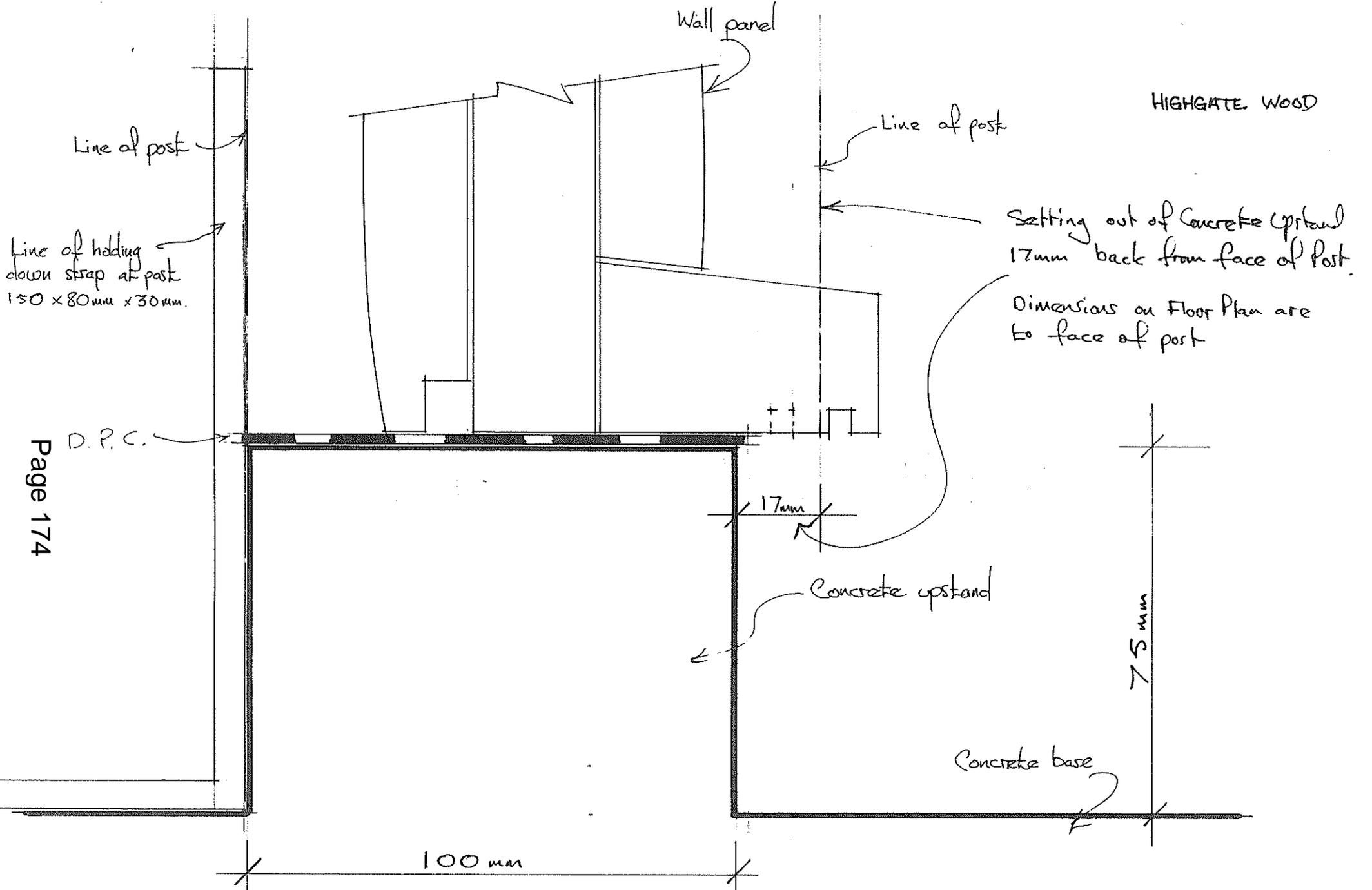
HIGHGATE WOOD
Dwg HWIC/NLC/02



SECTION A-A Scale 1:20

HIGHGATE WOOD
Dtg HWIC/NLC/03

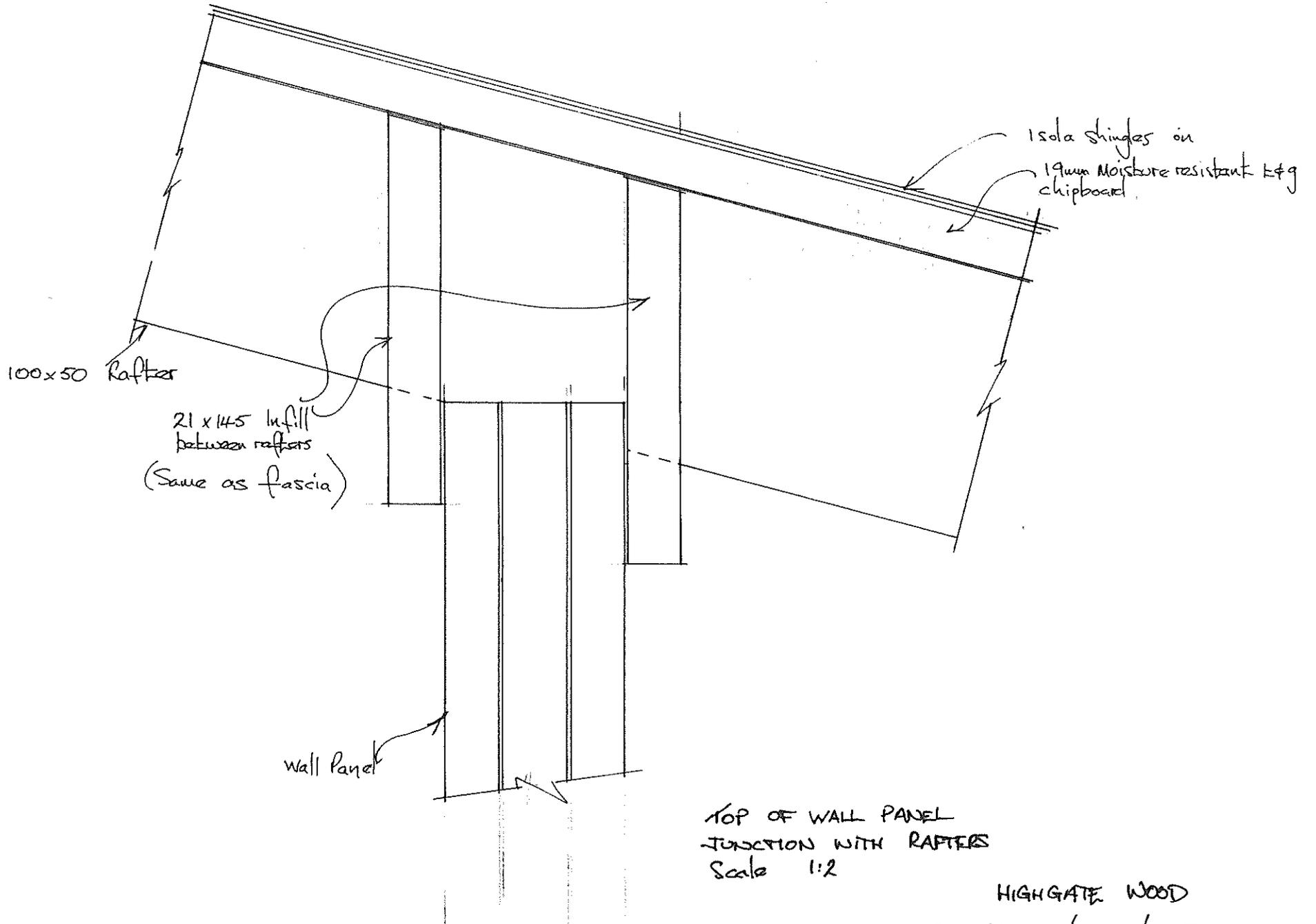
HIGHGATE WOOD



Page 174

SECTION THROUGH PANEL JUNCTION WITH BASE UPSTAND -

Full size,
Dwg HWIC/NLC/04



100x50 Rafter

21 x 145 Infill
between rafters
(Same as fascia)

150mm Shingles on
19mm Moisture resistant E+g
chipboard

Wall Panel

TOP OF WALL PANEL
JUNCTION WITH RAFTERS
Scale 1:2

HIGHGATE WOOD
Org HWIC/NLC/05

Floor Plan dimensions to outer face of post
Reduce by 17mm for outer face of
concrete upstand

Line of cill

17mm

60mm

66mm (Roof beam over)

9mm

Line of Concrete upstand
10x15 Cover piece

10x15 Cover piece

Line of Concrete upstand.

All fixing holes plugged

Holding down straps to inside face of post.

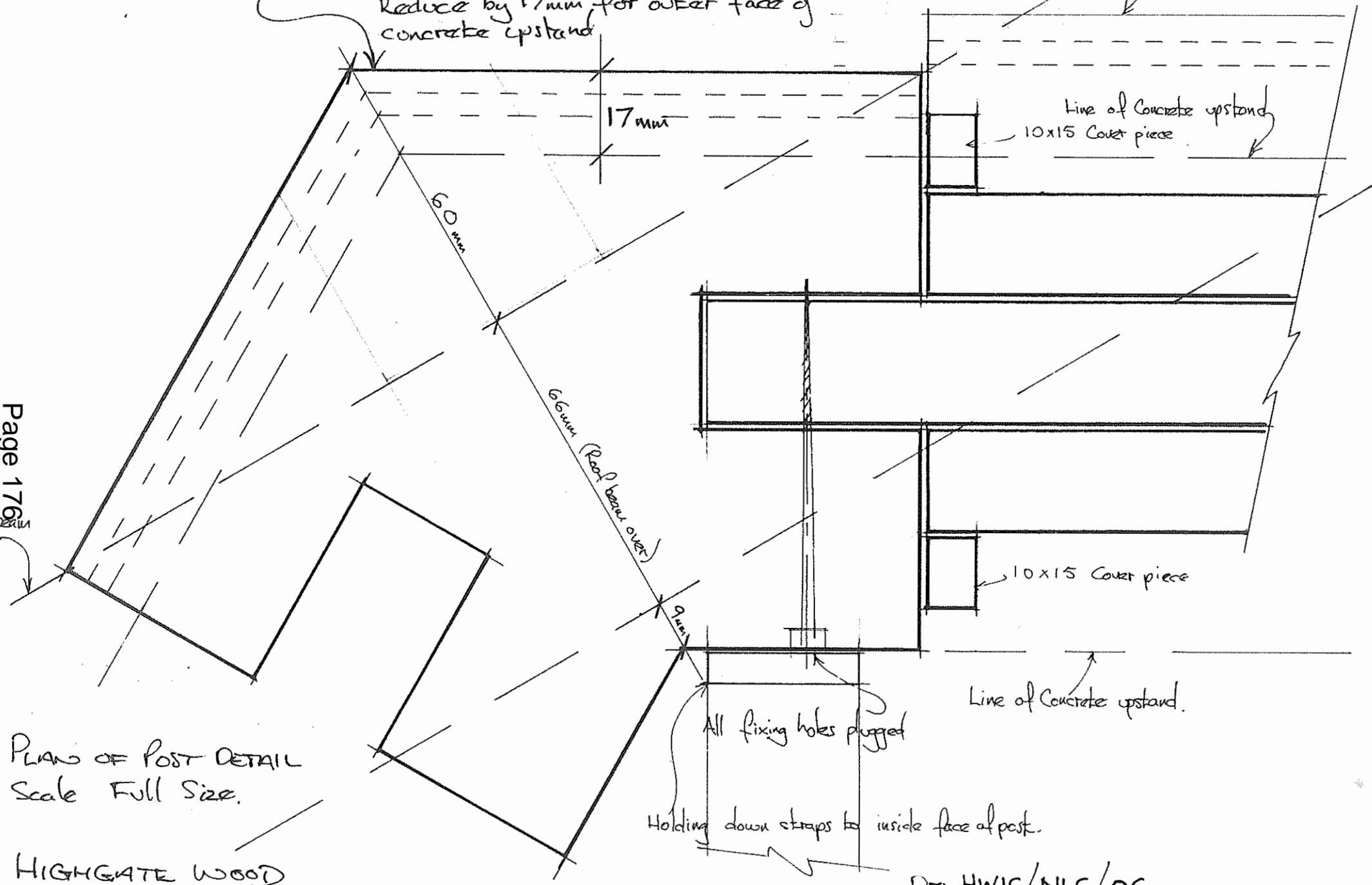
Dry HWIC/NLC/OG

Page 176

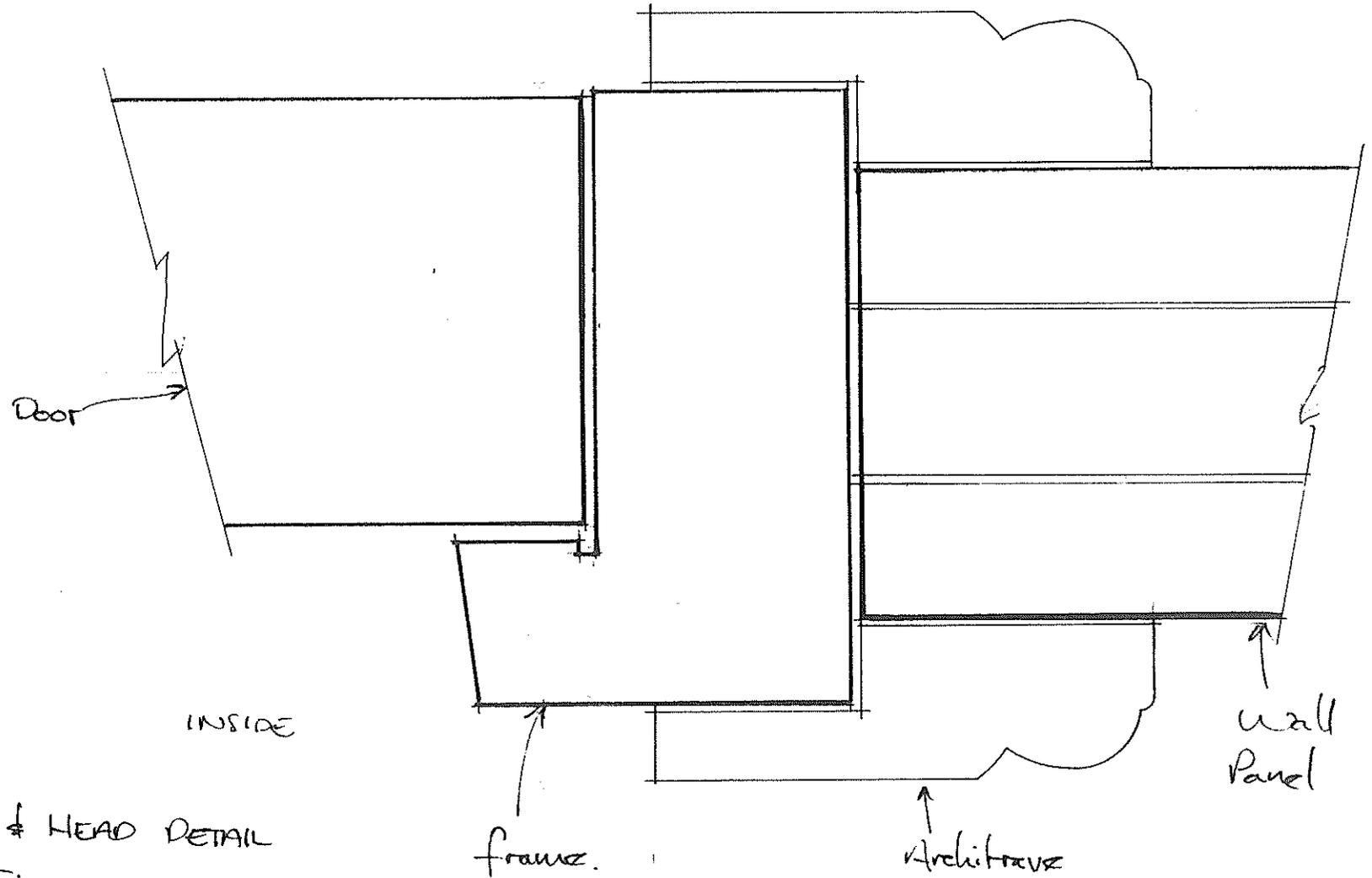
Roof beam
over

PLAN OF POST DETAIL
Scale Full Size.

HIGHGATE WOOD



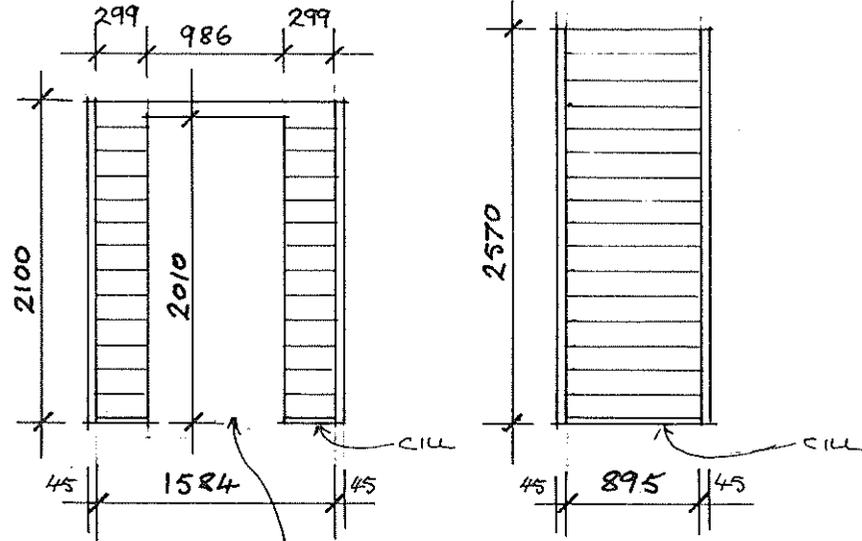
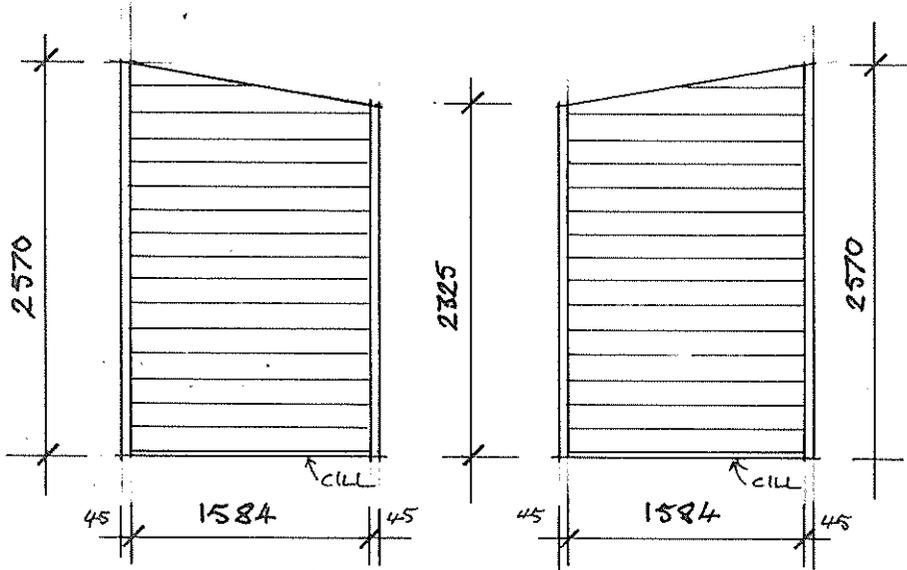
OUTSIDE



Door JAMB & HEAD DETAIL
Scale Full Size

HIGHGATE WOOD

Eng HWIC/NLC/07



6 No.

6 No.

2 No.

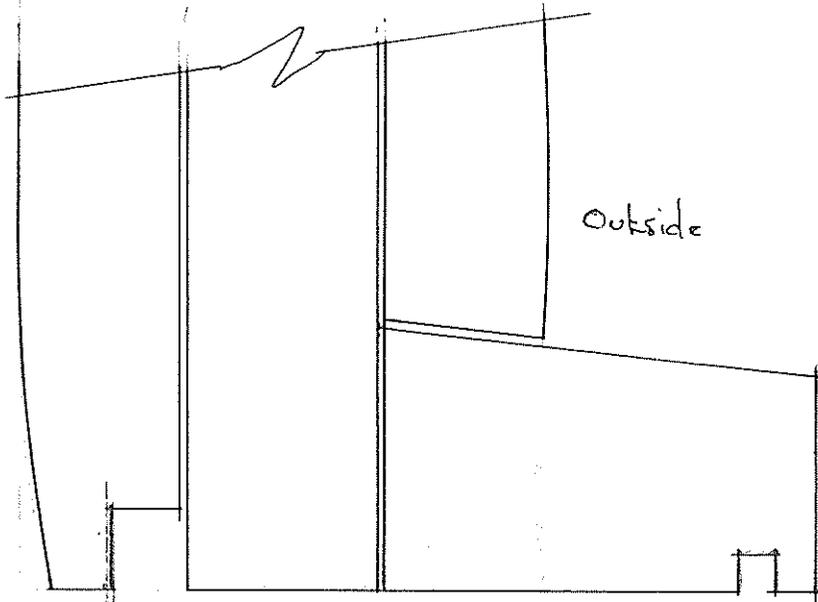
Temporary braces at bottom for transport.

4 No.

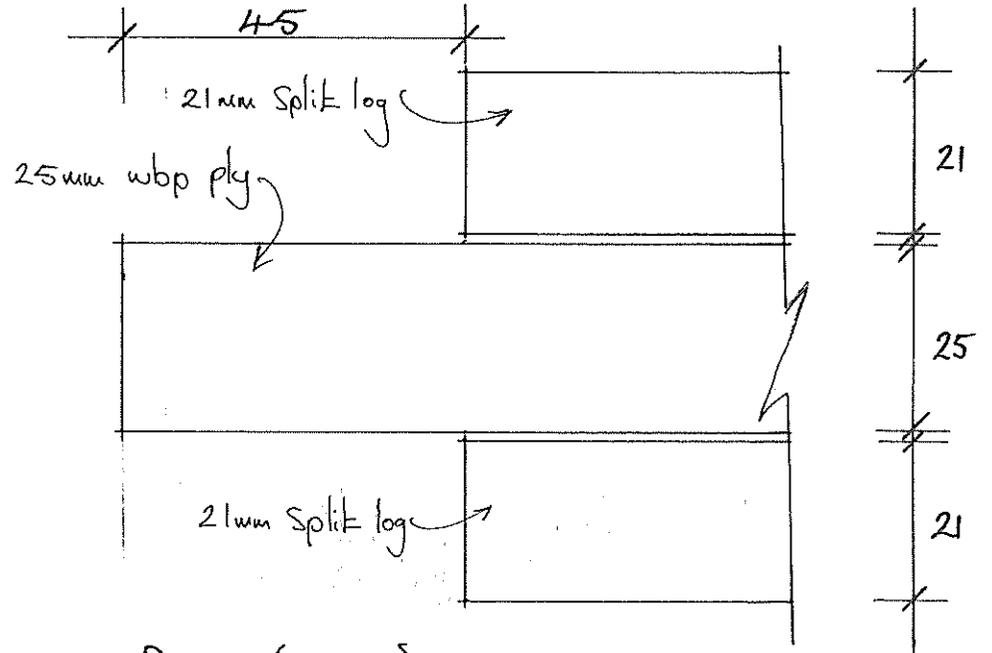
EXTERNAL VIEW Scale 1:50

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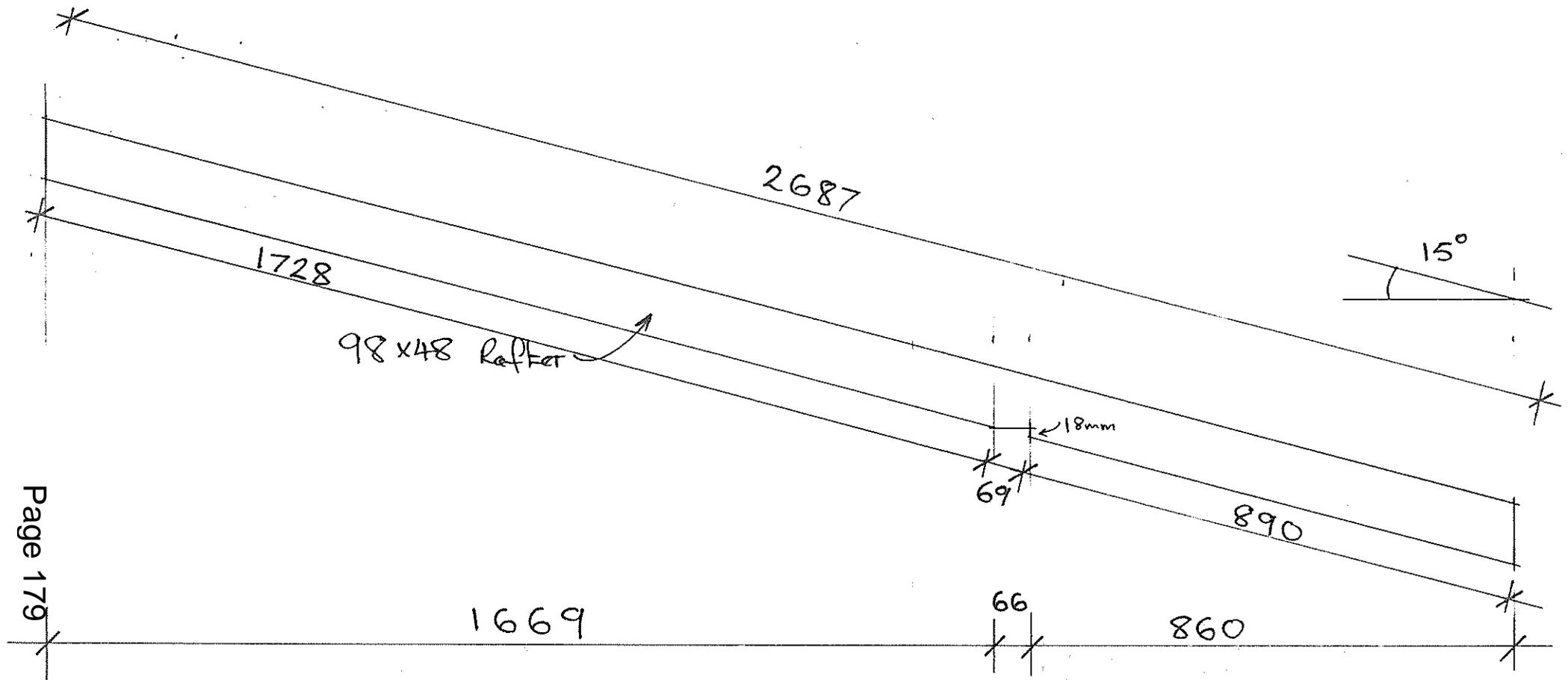
Inside.



SECTION OF CILL (Full Size)



PLAN (Full Size) OF EDGE OF PANEL.
Dwg HWIC/NLC/08

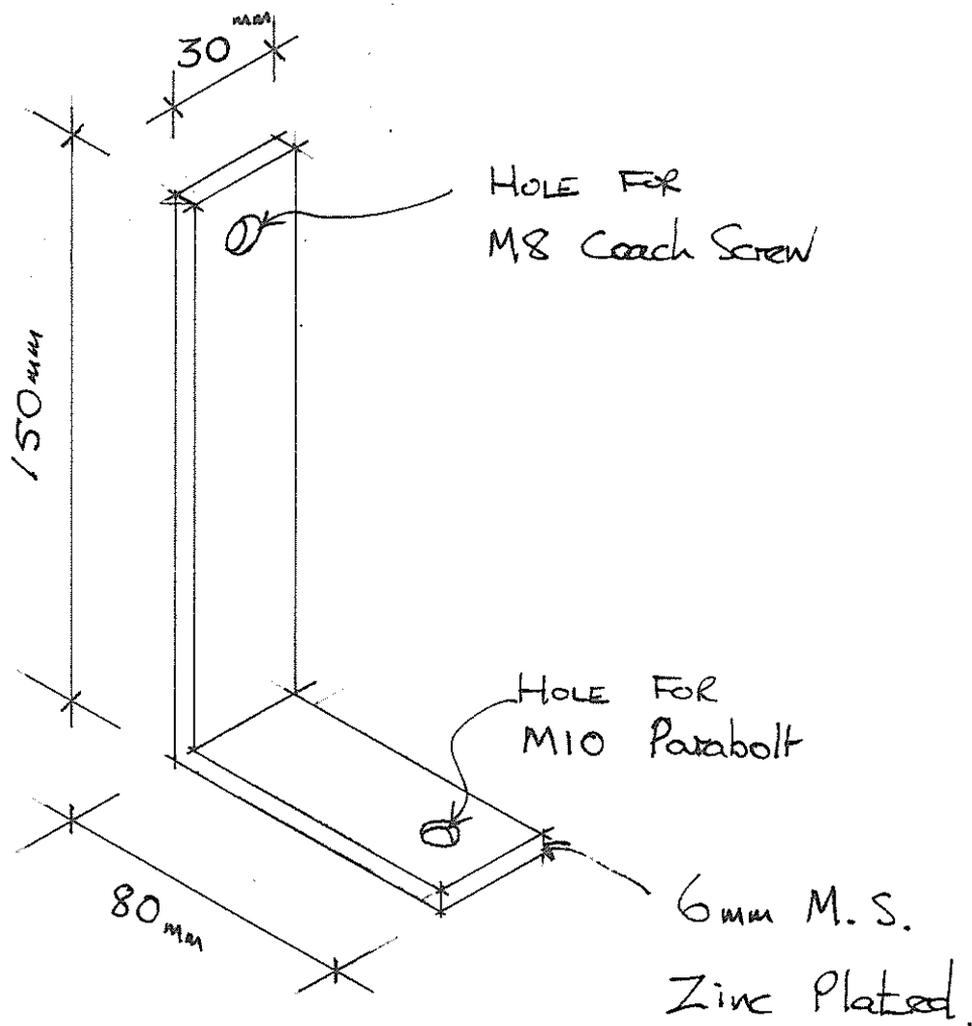


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Scale 1:10
 Highgate Wood
 Information Centre

58 N° required

Dwg HWIC/NLC/09



Scale 1:2

Highbate Wood
Information Centre

18 No required.

Dwg HWIC/NLC/12

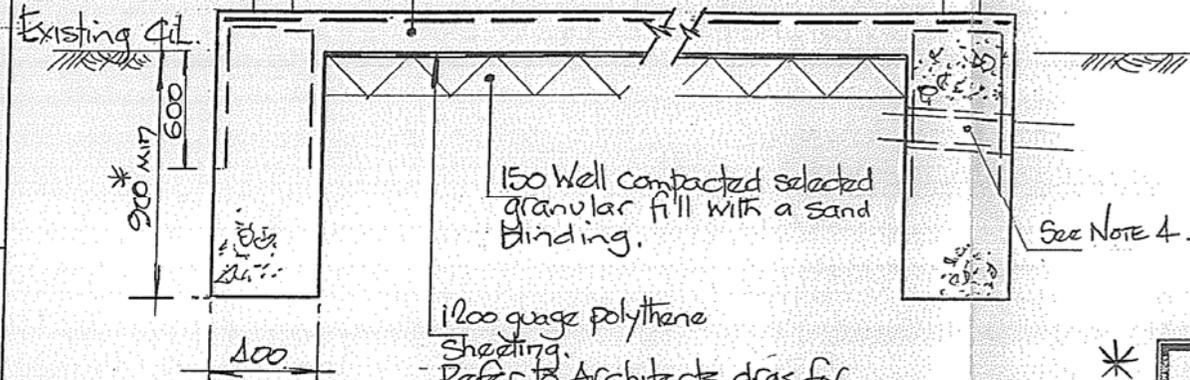
Cabins to Architects details.

150thk concrete slab
with A252 mesh top
35mm cover
Finish to Architects detail/spec.

150 Well compacted selected
granular fill with a sand
binding.

1200 gauge polythene
Sheeting.
Refer to Architects drgs for
full details of DPM arrangements.

See Note 4.



NOTES:

- 1 All work shall be carried out to the satisfaction of the Local Authority
- 2 Concrete to be a Designated mix ref FND4 in accordance with BS5328.
- 3 All top soil & deleterious/organic material shall be removed beneath the slab area & the surface compacted prior to laying the granular material.
- 4 Refer to Architects drgs for details of U/r drawings ~ Flexible connections shall be provided where the drain runs/services pass through the foundations

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DUE TO THE CLOSE PROXIMITY OF MATURE TREES AND A NUMBER OF EXISTING ROOTS AT FORMATION LEVEL OF THE STRIP FOOTINGS IT IS POSSIBLE THAT SOME MOVEMENT OF THE FOUNDATIONS COULD OCCUR IN THE FUTURE.

THIS DETAIL FOR THE FOUNDATIONS REPRESENTS A COMPROMISE IN RESPECT OF THE SIZE OF THE FOUNDATIONS AND THE TYPE AND SIZE OF THE PROPOSED BUILDINGS.

TO REDUCE THE RISK OF MOVEMENT OF THE FOUNDATIONS THE DEPTH OF THE FOUNDATIONS SHOULD BE INCREASED TO BELOW THE LEVEL OF THE TREE ROOTS IN ACCORDANCE WITH THE RECOMMENDATIONS OF THE N.H.B.C.

PRELIMINARY

<p>JOB TITLE HIGHGATE WOOD</p>	<p>DRAWING TITLE PROPOSED FOUNDATIONS FOR NEW TOILET BLOCK & INFORMATION CENTRE</p>	<p>MAURICE BAGULEY & PARTNERS CONSULTING ENGINEERS AND BUILDING SURVEYORS</p> <p>45 Gatwick Road Crawley West Sussex RH10 2RD. Tel:0293 565144 Fax:0293 565134 22 Market Place Wokingham Berkshire, RG11 1AP. Tel:0734 796060 Fax:0734 770345 24 Colchester Mews London SW10 9EA. Tel:071 370 4486 Fax:071 370 4491</p>	<p>SCALE 1:20</p> <p>DATE 15.7.06</p> <p>DRAWN</p>	<p>JOB NO. 8939</p> <p>DRAWING NO. 8939/st/01</p> <p>REV.</p>
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Appendix 7

Prioritised objectives as developed by the Highgate Wood Advisory Group

Prioritised objectives as developed by the Highgate Wood Advisory Group

Objectives for Highgate Wood	Number of Responses (most responses = greatest priority)
Heritage	
1. Conserve and enhance ancient coppice with standard woodland	11
2. Gain a more thorough understanding of Highgate Wood through a programme of survey and research	2
3. Explore all opportunities for interpretation and education	4
4. Protect earthworks throughout Highgate Wood	
Community and recreation	
1. Establish communication links with teenagers and secondary schools (Duke of Edinburgh) with a view to increase opportunities for activities and involvement of management of Highgate Wood.	4
2. Establish demand for and establish if require a Friends of Group.	1
3. Develop partnerships with health authorities, hospitals, surgeries to increase opportunities for activities to enhance physical and mental health, and wellbeing.	
4. Increase knowledge of and links to Park land walk and Queen's Wood etc. through use of signage, websites, leaflets, maps, electronic information.	1
5. Review sports charges and explore all avenues for marketing & income generation, including possibly schools & promote our charity status.	
Biodiversity	
1. To develop a prescriptive management approach to guide the appropriate conservation of HW and to maintain the oak population.	7
2. Promote public access but to balance use with nature conservation management operations through controlled movement around sensitive areas.	2
3. To promote and to protect the historical interest of HW providing interpretation and education of historic management operations.	
4. Improve the soil conditions throughout the site to encourage greater ground flora to encourage species resilient to a changing climate.	1
5. To establish partnership with local community groups and specialist organisations to identify potential funding streams and to promote education and to support future management.	1
6. Liaise with LB Haringey and neighbouring land managers to protect and promote the importance of HW within the local green infrastructure network.	

Appendix 8

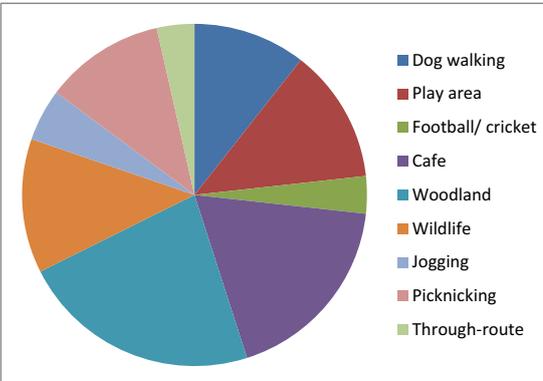
Results of the community consultation events held at Highgate Wood

Feedback from Heritage Day Consultation Event

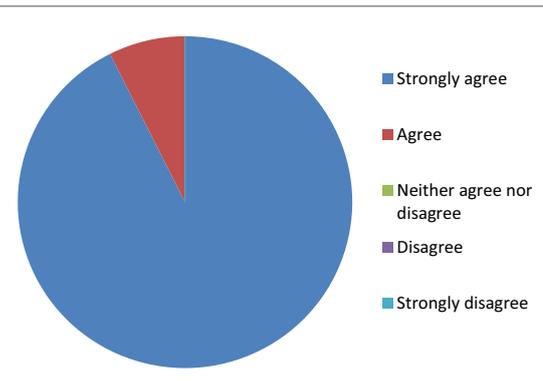
Date of consultation: 2nd September 2012

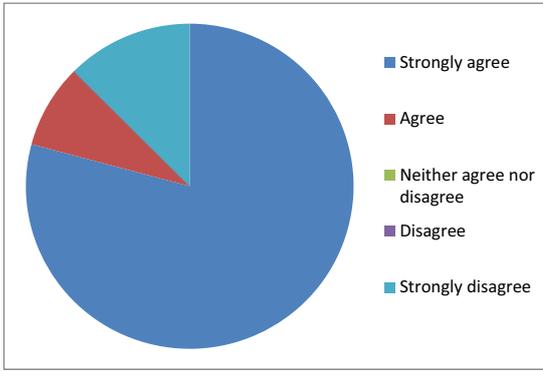
Location: Highgate Wood

1. Why do you visit Highgate Wood?

Item	Responses	
Dog walking	15	 <ul style="list-style-type: none"> ■ Dog walking ■ Play area ■ Football/ cricket ■ Cafe ■ Woodland ■ Wildlife ■ Jogging ■ Picknicking ■ Through-route
Play area	18	
Football/ cricket	5	
Cafe	26	
Woodland	32	
Wildlife	18	
Jogging	7	
Picknicking	16	
Through-route	5	

2. Comments on the draft vision for Highgate Wood and the policies for Theme 1: Heritage

Item	Responses	
Vision		
To ensure the continuity of Highgate Wood as a managed Ancient Woodland site, whilst maintaining its reputation as a safe environment for relaxation, recreation and education. This special character, combining with heritage features, and conservation value will be conserved and enhanced for the benefit of current and future generations.	25 respondents (93%) strongly agreed with the management vision. The remaining 7% agreed.	 <ul style="list-style-type: none"> ■ Strongly agree ■ Agree ■ Neither agree nor disagree ■ Disagree ■ Strongly disagree
Strongly agree	25	
Agree	2	
Neither agree nor disagree	0	
Disagree	0	
Strongly disagree	0	

Topic 1: Heritage		
The valuable heritage resource including the earthworks and ancient woodland fabric, the Roman Kiln site, selected developments during the Victorian period and evidence of the use of the Wood during wartime will be conserved, managed and interpreted.	19 respondents (79%) strongly agreed with the overarching policy for the management of heritage	 <ul style="list-style-type: none"> ■ Strongly agree ■ Agree ■ Neither agree nor disagree ■ Disagree ■ Strongly disagree
Strongly agree	19	
Agree	2	
Neither agree nor disagree	0	
Disagree	0	
Strongly disagree	3	
Policies		
Conserve all earthworks through gradual vegetation removal, fencing and interpretation. On-going maintenance of the earthworks will be required.	11 respondents (44%) strongly agreed and 9 respondents (36%) agreed with this policy. 1 respondent (4%) neither agreed or disagreed with the policy, 2 respondents (8%) disagreed and a further 2 respondents (8%) strongly disagreed.	
Mark out all archaeological features and provide relevant education and training to management staff.	16 respondents (70%) strongly agreed and 3 respondents (13%) agreed with this policy. 1 respondent (4%) neither agreed nor disagreed with the policy, 2 respondents (9%) disagreed and 1 respondent (4%) strongly disagreed.	

Seek to extend the education centre to allow for the return of the Roman Kiln structures and display new information about the origin of the earthworks.	14 respondents (64%) strongly agreed and 5 respondents (23%) agreed with this policy. 2 respondents (9%) and 1 respondent (4%) disagreed or strongly disagreed respectively.
Explore further opportunities for interpretation and education and develop a heritage themed programme of events throughout the year.	13 respondents (57%) strongly agreed with this policy and 4 respondents (17%) agreed. 6 respondents (26%) neither agreed nor disagreed.
Strengthen links with English Heritage and the Museum of London to explore avenues for future projects e.g. selective excavation and dating of earthworks.	13 respondents (57%) strongly agreed and 6 respondents (26%) agreed with this policy. 1 respondent (4%) neither agreed nor disagreed and 3 respondents (13%) disagreed.

3. Comments on the policies for Theme Two: Natural Environment

Item	Responses	
Policy 2: Natural Environment		
The coppice with standards structure will be conserved with new conservation areas created and managed. The oak population will be conserved and its age class extended; species diversity will be maintained and enhanced. A programme of survey and monitoring will be implemented to inform future review of the CMP.	26 respondents (96%) strongly agreed with the overarching policy. 1 respondent (4%) agreed with the policy.	
Strongly agree	26	
Agree	1	
Neither agree nor disagree	0	
Disagree	0	
Strongly disagree	0	
Policies		
Develop a prescriptive management strategy to guide woodland management operations and the conservation of the oak and hornbeam population over the next 10 years.	25 respondents (100%) strongly agreed with this policy.	
Encourage the Conservation and Arboricultural Staff on Hampstead Heath to become involved in the management of the Wood and explore the possibilities of learning from other CoL sites.	14 respondents (70%) strongly agreed and 5 respondents (25%) agreed with this policy. 1 respondent (5%) strongly disagreed.	
Promote research opportunities with students or post graduates with a focus on vulnerabilities of woodland species, in particular the decline of the oak standards.	15 respondents (71%) strongly agreed and 4 respondents (19%) agreed with this policy. 1 respondent (5%) neither agreed or disagreed and 1 respondent (5%) strongly disagreed.	
Strengthen links with London Borough of Haringey and consider opportunities to coordinate habitat management across local Ancient Woodland sites and raise awareness of this important habitat.	18 respondents (72%) strongly agreed and 1 respondent (4%) agreed with this policy. 1 respondent (4%) neither agreed or disagreed. 3 respondents (12%) disagreed and 2 respondents (8%) strongly disagreed.	
Manage and expand the existing coppice areas and seek opportunities to create new areas.	16 respondents (64%) strongly agreed and 4 respondents (16%) agreed with this policy. 4 respondents (16%) neither agreed nor disagreed and 1 respondent (4%) strongly disagreed.	
Monitor the oak standard population as a keystone species, prolong its longevity and continue restocking operations.	23 respondents (85%) strongly agreed with the policy. 3 respondents (11%) agreed and 1 respondent (4%) disagreed.	
Comments		
<ul style="list-style-type: none"> Reduction of Beech trees Control of parakeet population should be a priority I like parakeets and they don't seem to be displacing any other species – leave them alone! 		

4. Comments on the policies for Theme Three: Community and Recreation

Item	Responses	
Policy 3: Community and recreation		
The wide range of recreational facilities and uses of Highgate Wood will continue to be provided, actively promoted and enhanced. The City of London will continue to engage with schools, interest groups (e.g. London Wildlife Trust) and the general public to ensure that the Wood's importance and range of facilities is fully understood and used.	25 respondents (86%) strongly agreed with the overarching policy for	
Strongly agree	25	
Agree	4	
Neither agree nor disagree	0	
Disagree	0	
Strongly disagree	0	

Policies	
Build on existing relationships with the local community and stakeholders to form a dedicated Friends of Highgate Wood group formed around a core group of volunteers.	24 respondents (75%) strongly agreed with this policy. 6 respondents (19%) agreed, 1 respondent (3%) neither agreed nor disagreed and 1 respondent disagreed.
Improve links with young people and youth community groups.	21 respondents (78%) strongly agreed and 6 respondents (22%) agreed with this policy.
Explore opportunities to host events that raise the awareness of the UK's woodland heritage and its vulnerability.	20 respondents (71%) strongly agreed and 7 respondents (25%) agreed with this policy. 1 respondent (4%) neither agreed nor disagreed.
Develop a health and well-being programme and investigate Natural England's Greenspace Walking Scheme.	16 respondents (62%) strongly agreed and 5 respondents (19%) agreed with this policy. 5 respondents (19%) neither agreed nor disagreed.
Explore options to resolve conflicts between sports people and those enjoying the field area on weekends.	17 respondents (77%) strongly agreed and 3 respondents (14%) agreed with this policy. 2 respondents (9%) neither agreed nor disagreed.
Explore feasibility of increasing charges for hiring out the facilities and explore all avenues for marketing and income generation. The charitable status of the organisation should be highlighted.	7 respondents (28%) strongly agreed and 4 respondents (16%) agreed with this policy. 5 respondents (20%) neither agreed nor disagreed, a further 5 respondents (20%) disagreed and 4 respondents (16%) strongly disagreed.
Promote public access but ensure careful monitoring of visitor numbers and restrict access to sensitive ecologically and archaeologically sensitive areas.	18 respondents (62%) strongly agreed with the policy and a further 6 respondents (21%) agreed. 3 respondents (10%) neither agreed nor disagreed and 2 respondents (7%) strongly disagreed.
Increase knowledge of and links to Queen's Wood through use of signage, websites, leaflets, maps and electronic information.	20 respondents (59%) of respondents strongly agreed with this policy. 6 respondents (17.5%) agreed with the policy. 6 respondents (17.5%) neither agreed nor disagreed with the policy. 2 respondents (6%) disagreed.
Comments	
<ul style="list-style-type: none"> Establish links with Parkland Walk (info@parklandwalk.org.uk) 	

5. Comments on the policies for Theme Four: Built Environment

Item	Responses	
Policy 4: Built environment		
The condition and appearance of existing buildings will be maintained and the setting of key heritage features such as the Fountain and the Lodge will be enhanced. Infrastructure and site furniture will be maintained and rationalised where possible and high quality design and materials appropriate to the woodland setting will be used throughout. There will be a general assumption against further built development unless it is deemed to have no negative impact upon the heritage, ecology or enjoyment of the site and it is of outstanding architectural design or the benefits it delivers are of sufficient merit.	23 respondents (85%) strongly agreed with the overarching policy for the built environment at Highgate Wood. 4	<p>Legend:</p> <ul style="list-style-type: none"> Strongly agree Agree Neither agree nor disagree Disagree Strongly disagree
Strongly agree	23	
Agree	4	
Neither agree nor disagree	0	
Disagree	0	
Strongly disagree	0	
Policies		
Investigate options to create a small car park for visitors with mobility difficulties close to Onslow Gate.	7 respondents (28%) strongly agreed with this policy. 6 respondents (24%) agreed, 4 respondents (16%) neither agreed nor disagreed and 6 respondents (24%) disagreed and 2 respondents (8%) strongly disagreed.	
Rationalise vehicle deliveries and restrict vehicle movements throughout the site.	15 respondents (60%) strongly agreed and 3 respondents (12%) agreed with this policy. 1 respondent (4%) neither agreed nor disagreed with the policy, 4 respondents (16%) disagreed and 2 respondents (8%) strongly disagreed.	
Re-configure the layout of the existing café building to improve kitchen facilities and to increase the capacity for indoor dining.	13 respondents (48%) strongly agreed and 5 respondents (18.5%) agreed with this policy. 5 respondents (18.5%) neither agreed nor disagreed and the remaining 4 respondents (15%) disagreed.	
Promote access for all and ensure existing provision is DDA compliant.	14 respondents (61%) strongly agreed and 5 respondents (22%) agreed with this policy. 3 respondents (13%) neither agreed nor disagreed and 1 respondent (4%) disagreed.	
Improve environmental performance of buildings throughout the wood e.g. insulation of lodges, updating heating systems and photovoltaic installation.	20 respondents (17%) strongly agreed and 3 respondents (11%) agreed with this policy. 4 respondents (16%) neither agreed nor disagreed. 1 respondent (4%) disagreed with this policy.	
Increase the range of play equipment to cater for children in the 7 – 10 age group.	6 respondents (26%) strongly agreed and 8 respondents (35%) agreed with this policy. 7 respondents (30%) neither agreed nor disagreed, a further 2 respondents (9%) disagreed with the policy.	
Comments		
<ul style="list-style-type: none"> Recreational activities for teenagers urgent e.g. skateboard and more challenging zipwire. Disagrees with the need for recreational activities for teenagers. 		

- Why stop at 10 years?

Comments on masterplan proposals

Please don't create glades - trees close to pathway, create a lovely atmosphere

Establish a drop off area at Onslow Gate to goods etc. for café

The free adverts stack up on the frame next to the bus stop and are a blot on the landscape - can they be removed more regularly.

Please please do not abolish the small area of disabled DDA parking spaces by the café and house. Disabled people need to be near shelter from rain and seating. This facility can be life changing. Do not consider replacing it - no substitute

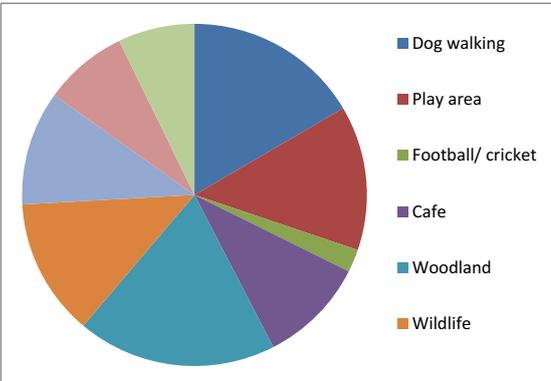
The top of the hill next to the bluebell area should never be turned into a conservation area, you do not need blackberries growing everywhere. All the visitors love that area as fo all the people that I meet there. It is unique in the wood. An area where the ground is parcially bare among huge trees is like a cathedral. It is special place- do not destroy it.

Feedback from Public Consultation Event

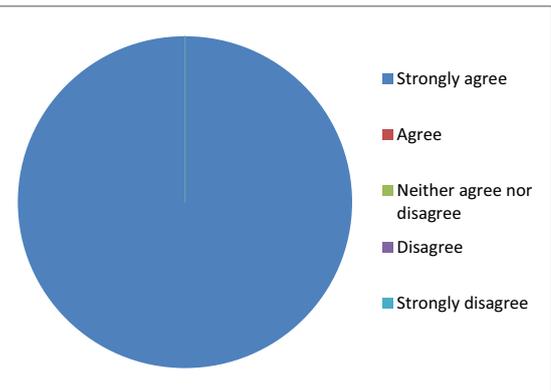
Date of consultation: 20th September 2012

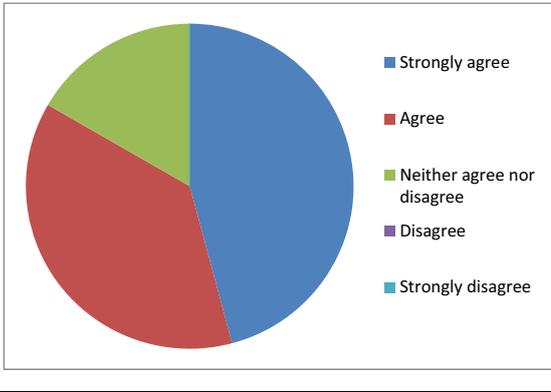
Location: Highgate Wood

1. Why do you visit Highgate Wood?

Item	Responses	
Dog walking	23	
Play area	19	
Football/ cricket	3	
Cafe	14	
Woodland	26	
Wildlife	18	
Jogging	15	
Picknicking	11	
Commuting/ through-route	10	

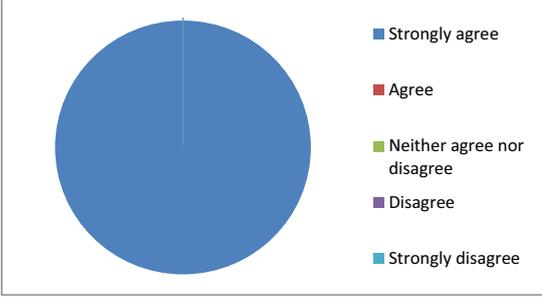
2. Comments on the draft vision for Highgate Wood and the policies for Theme 1: Heritage

Item	Responses	
Vision		
To ensure the continuity of Highgate Wood as a managed Ancient Woodland site, whilst maintaining its reputation as a safe environment for relaxation, recreation and education. This special character, combining with heritage features, and conservation value will be conserved and enhanced for the benefit of current and future generations.		
Strongly agree	23	
Agree	0	
Neither agree nor disagree	0	
Disagree	0	
Strongly disagree	0	

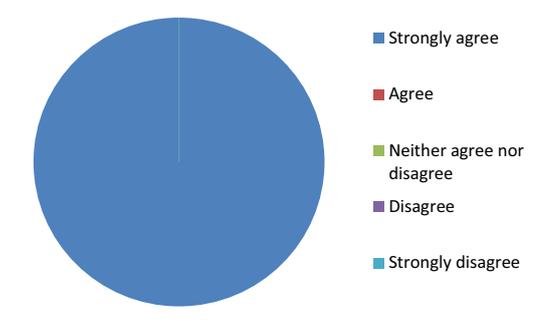
Topic 1: Heritage		
The valuable heritage resource including the earthworks and ancient woodland fabric, the Roman Kiln site, selected developments during the Victorian period and evidence of the use of the Wood during wartime will be conserved, managed and interpreted.		
Strongly agree	11	
Agree	9	
Neither agree nor disagree	4	
Disagree	0	
Strongly disagree	0	
Policies		
Conserve all earthworks through gradual vegetation removal, fencing and interpretation. On-going maintenance of the earthworks will be required.	7 respondents (33%) strongly agreed and 11 respondents (52%) agreed with this policy. 2 respondents (10%) neither agreed or disagreed with the policy, 1 respondent (5%) disagreed.	
Mark out all archaeological features and provide relevant education and training to management staff.	11 respondents (50%) strongly agreed and 7 respondents (32%) agreed with this policy. 3 respondents (14%) neither agreed nor disagreed with the policy, 1 respondent (4%) disagreed.	

Seek to extend the education centre to allow for the return of the Roman Kiln structures and display new information about the origin of the earthworks.	12 respondents (57%) strongly agreed and 4 respondents (19%) agreed with this policy. 3 respondents (14%) neither agreed nor disagreed, 1 respondent (5%) disagreed and 1 respondent (5%) strongly disagreed.
Explore further opportunities for interpretation and education and develop a heritage themed programme of events throughout the year.	13 respondents (65%) strongly agreed with this policy and 6 respondents (30%) agreed. 1 respondent (5%) neither agreed nor disagreed.
Strengthen links with English Heritage and the Museum of London to explore avenues for future projects e.g. selective excavation and dating of earthworks.	15 respondents (63%) strongly agreed and 5 respondents (21%) agreed with this policy. 4 respondents (16%) neither agreed nor disagreed.

3. Comments on the policies for Theme Two: Natural Environment

Item	Responses	
Policy 2: Natural Environment		
The coppice with standards structure will be conserved with new conservation areas created and managed. The oak population will be conserved and its age class extended; species diversity will be maintained and enhanced. A programme of survey and monitoring will be implemented to inform future review of the CMP.		 <p>Legend: ■ Strongly agree ■ Agree ■ Neither agree nor disagree ■ Disagree ■ Strongly disagree</p>
Strongly agree	18	
Agree	0	
Neither agree nor disagree	0	
Disagree	0	
Strongly disagree	0	
Policies		
Develop a prescriptive management strategy to guide woodland management operations and the conservation of the oak and hornbeam population over the next 10 years.	14 respondents (100%) strongly agreed with this policy.	
Encourage the Conservation and Arboricultural Staff on Hampstead Heath to become involved in the management of the Wood and explore the possibilities of learning from other CoL sites.	12 respondents (63%) strongly agreed and 5 respondents (26%) agreed with this policy. 2 respondents (11%) neither agreed nor disagreed.	
Promote research opportunities with students or post graduates with a focus on vulnerabilities of woodland species, in particular the decline of the oak standards.	10 respondents (59%) strongly agreed and 6 respondents (35%) agreed with this policy. 1 respondent (6%) neither agreed or disagreed.	
Strengthen links with London Borough of Haringey and consider opportunities to coordinate habitat management across local Ancient Woodland sites and raise awareness of this important habitat.	10 respondents (72%) strongly agreed and 2 respondents (4%) agreed with this policy.	
Manage and expand the existing coppice areas and seek opportunities to create new areas.	11 respondents (69%) strongly agreed and 5 respondents (31%) agreed with this policy.	
Monitor the oak standard population as a keystone species, prolong its longevity and continue restocking operations.	17 respondents (89%) strongly agreed with the policy. 2 respondents (11%) agreed with the policy.	
Comments		
<ul style="list-style-type: none"> Reduction of Beech trees Control of parakeet population should be a priority I like parakeets and they don't seem to be displacing any other species – leave them alone! 		

4. Comments on the policies for Theme Three: Community and Recreation

Item	Responses	
Policy 3: Community and recreation		
The wide range of recreational facilities and uses of Highgate Wood will continue to be provided, actively promoted and enhanced. The City of London will continue to engage with schools, interest groups (e.g. London Wildlife Trust) and the general public to ensure that the Wood's importance and range of facilities is fully understood and used.		 <p>Legend: ■ Strongly agree ■ Agree ■ Neither agree nor disagree ■ Disagree ■ Strongly disagree</p>
Strongly agree	13	
Agree	0	
Neither agree nor disagree	0	
Disagree	0	
Strongly disagree	0	
Policies		

Build on existing relationships with the local community and stakeholders to form a dedicated Friends of Highgate Wood group formed around a core group of volunteers.	15 respondents (88%) strongly agreed with this policy. 2 respondents (12%) agreed.
Improve links with young people and youth community groups.	9 respondents (60%) strongly agreed, 5 respondents (33%) agreed and 1 respondent (7%) neither agreed nor disagreed with this policy.
Explore opportunities to host events that raise the awareness of the UK's woodland heritage and its vulnerability.	11 respondents (65%) strongly agreed and 8 respondents (42%) agreed with this policy. 3 respondents (16%) neither agreed nor disagreed.
Develop a health and well-being programme and investigate Natural England's Greenspace Walking Scheme.	8 respondents (42%) strongly agreed and 8 respondents (42%) agreed with this policy. 3 respondents (16%) neither agreed nor disagreed.
Explore options to resolve conflicts between sports people and those enjoying the field area on weekends.	9 respondents (50%) strongly agreed and 6 respondents (33%) agreed with this policy. 3 respondents (17%) neither agreed nor disagreed.
Explore feasibility of increasing charges for hiring out the facilities and explore all avenues for marketing and income generation. The charitable status of the organisation should be highlighted.	7 respondents (37%) strongly agreed and 3 respondents (16%) agreed with this policy. 4 respondents (21%) neither agreed nor disagreed, a further 2 respondents (10%) disagreed and 3 respondents (16%) strongly disagreed.
Promote public access but ensure careful monitoring of visitor numbers and restrict access to sensitive ecologically and archaeologically sensitive areas.	11 respondents (79%) strongly agreed with the policy and a further 2 respondents (14%) agreed. 1 respondent (7%) neither agreed nor disagreed with this policy.
Increase knowledge of and links to Queen's Wood through use of signage, websites, leaflets, maps and electronic information.	11 respondents (65%) of respondents strongly agreed with this policy. 6 respondents (35%) agreed with the policy.
Comments	
· Establish links with Parkland Walk (info@parklandwalk.org.uk)	

5. Comments on the policies for Theme Four: Built Environment

Item	Responses	
Policy 4: Built environment		
The condition and appearance of existing buildings will be maintained and the setting of key heritage features such as the Fountain and the Lodge will be enhanced. Infrastructure and site furniture will be maintained and rationalised where possible and high quality design and materials appropriate to the woodland setting will be used throughout. There will be a general assumption against further built development unless it is deemed to have no negative impact upon the heritage, ecology or enjoyment of the site and it is of outstanding architectural design or the benefits it delivers are of sufficient merit.		<p>Legend:</p> <ul style="list-style-type: none"> Strongly agree Agree Neither agree nor disagree Disagree Strongly disagree
Strongly agree	19	
Agree	0	
Neither agree nor disagree	0	
Disagree	0	
Strongly disagree	0	
Policies		
Investigate options to create a small car park for visitors with mobility difficulties close to Onslow Gate.	13 respondents (65%) strongly agreed with this policy. 2 respondents (10%) agreed, 1 respondent (5%) neither agreed nor disagreed and 1 respondent (5%) disagreed and 3 respondents (15%) strongly disagreed.	
Rationalise vehicle deliveries and restrict vehicle movements throughout the site.	18 respondents (94%) strongly agreed and 1 respondent (6%) agreed with this policy.	
Re-configure the layout of the existing café building to improve kitchen facilities and to increase the capacity for indoor dining.	11 respondents (46%) strongly agreed and 3 respondents (12%) agreed with this policy. 9 respondents (37%) neither agreed nor disagreed and the remaining 1 respondent (4%) disagreed.	
Promote access for all and ensure existing provision is DDA compliant.	4 respondents (24%) strongly agreed and 13 respondents (76%) agreed with this policy.	
Improve environmental performance of buildings throughout the wood e.g. insulation of lodges, updating heating systems and photovoltaic installation.	8 respondents (50%) strongly agreed and 4 respondents (25%) agreed with this policy. 4 respondents (25%) neither agreed nor disagreed.	
Increase the range of play equipment to cater for children in the 7 – 10 age group.	4 respondents (20%) strongly agreed and 2 respondents (10%) agreed with this policy. 11 respondents (55%) neither agreed nor disagreed, a further 2 respondents (10%) disagreed and 1 respondent (5%) disagreed with the policy.	
Comments		
<ul style="list-style-type: none"> Recreational activities for teenagers urgent e.g. skateboard and more challenging zipwire. Disagrees with the need for recreational activities for teenagers. Why stop at 10 years? 		

Comments on masterplan proposals

I love Highgate

Establish a drop off area at Onslow Gate to goods etc. for café

Bluebell coverage has improved each year - be lovely if it continued

Access for disabled: Limited mobility only beside café; Wheelchair users by by Onslow; Radar- key access single gate beside normal gate for mobility buggy users

Onslow gate and driving too fast with no regard to pedestrians. A drop off point at the gate would be safer for all.

Local fund raising for the woods. Volunteer group from local community

Use of café needs to be expanded - allow dogs on leash to go into café (outside area only) create some form of marquee for inclement weather, make use of outside area within café)

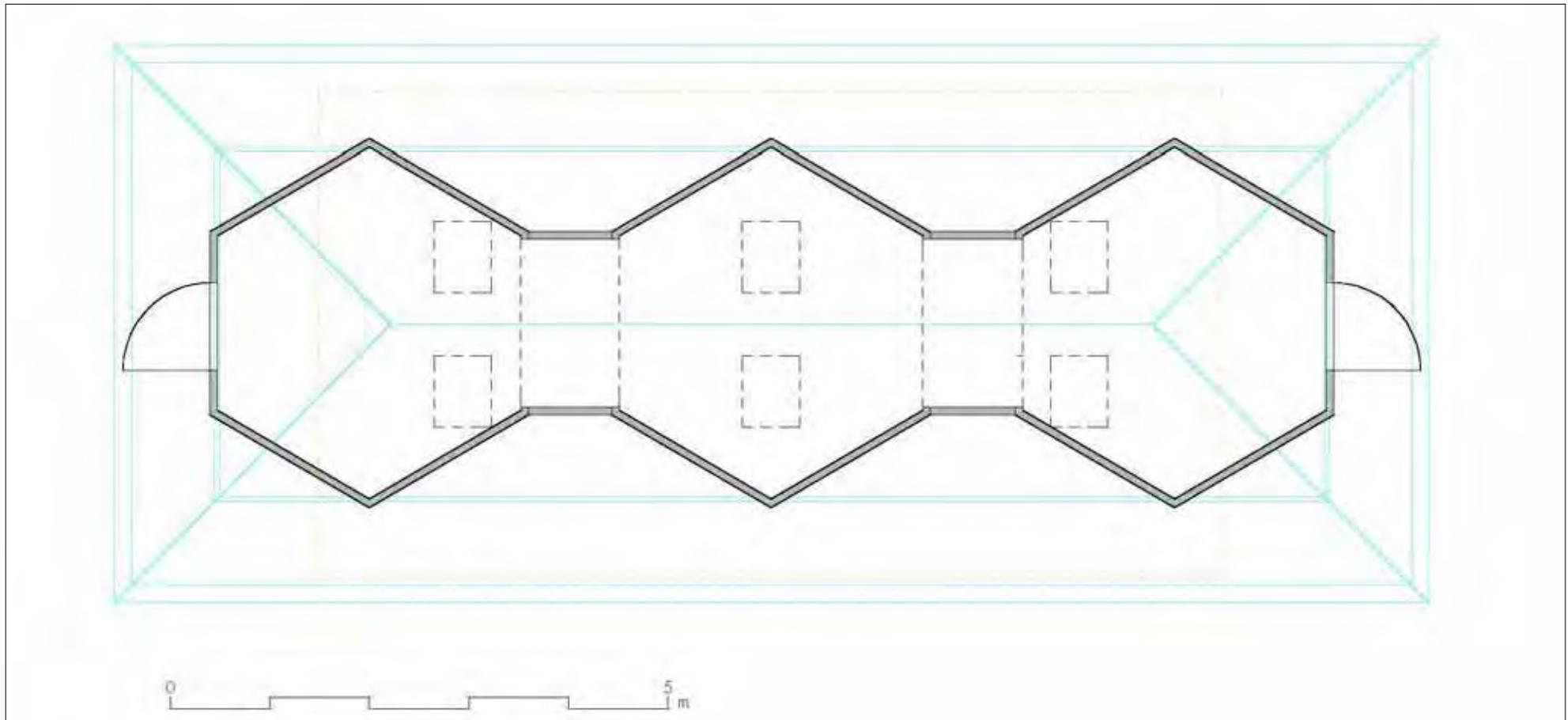
Harry likes the tree of animals in the play area.

Appendix 9

Options for the development of the Education Centre

Existing layout of the Education Centre at Highgate Wood

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The existing Education Centre was erected in 1995 by Norwegian Log. The walls of the structure are formed of plywood sheets clad on both sides with log profiles.

The plan below suggests that there was a smaller building on a concrete slab which predated the present building. It appears the existing building was placed with the principal loads on the old slab.

The original plan of three linked hexagons is simple and clear although the logic is more apparent on the plan than in reality.

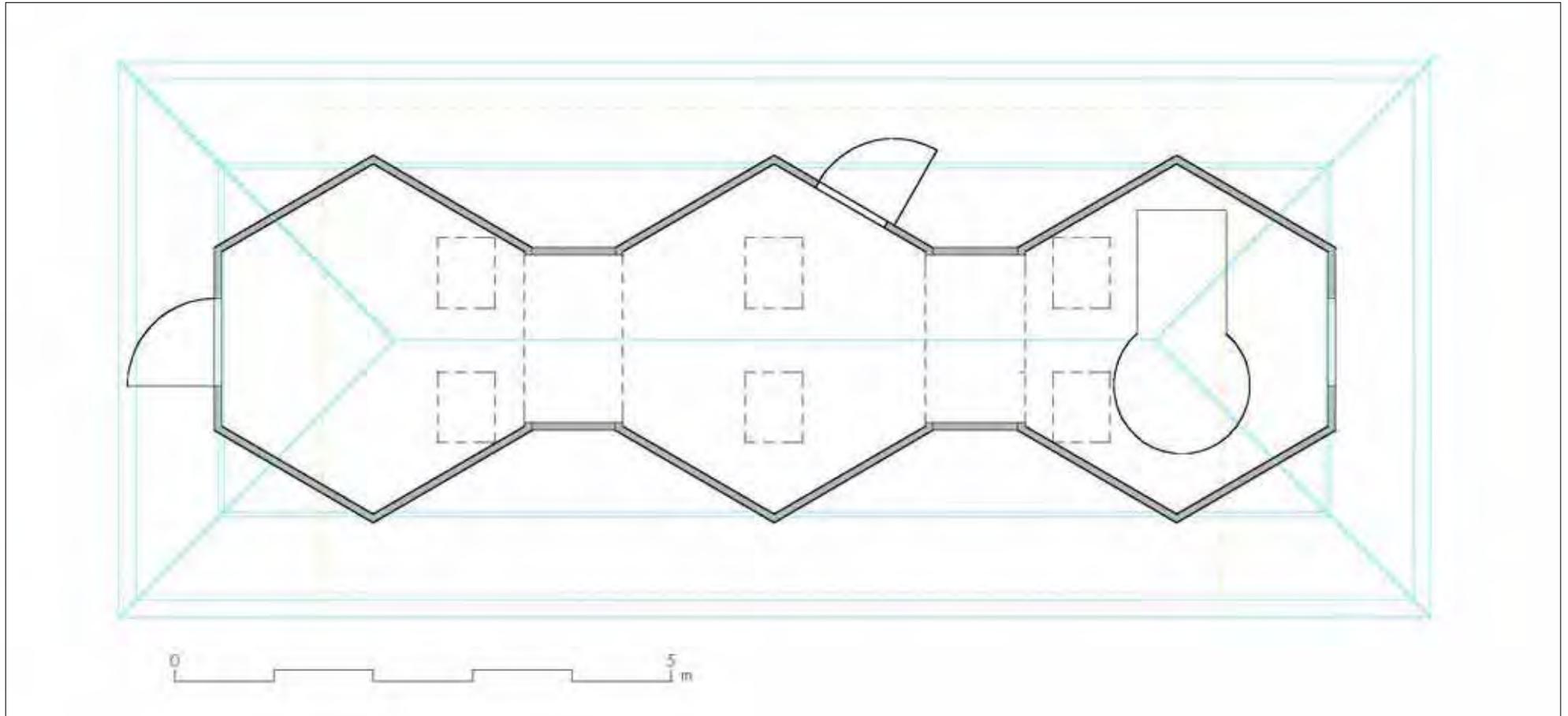


The existing Education Centre.



The Education Centre is located in the heart of Highgate Wood.

Alterations to the Education Centre at Highgate Wood: Option 1

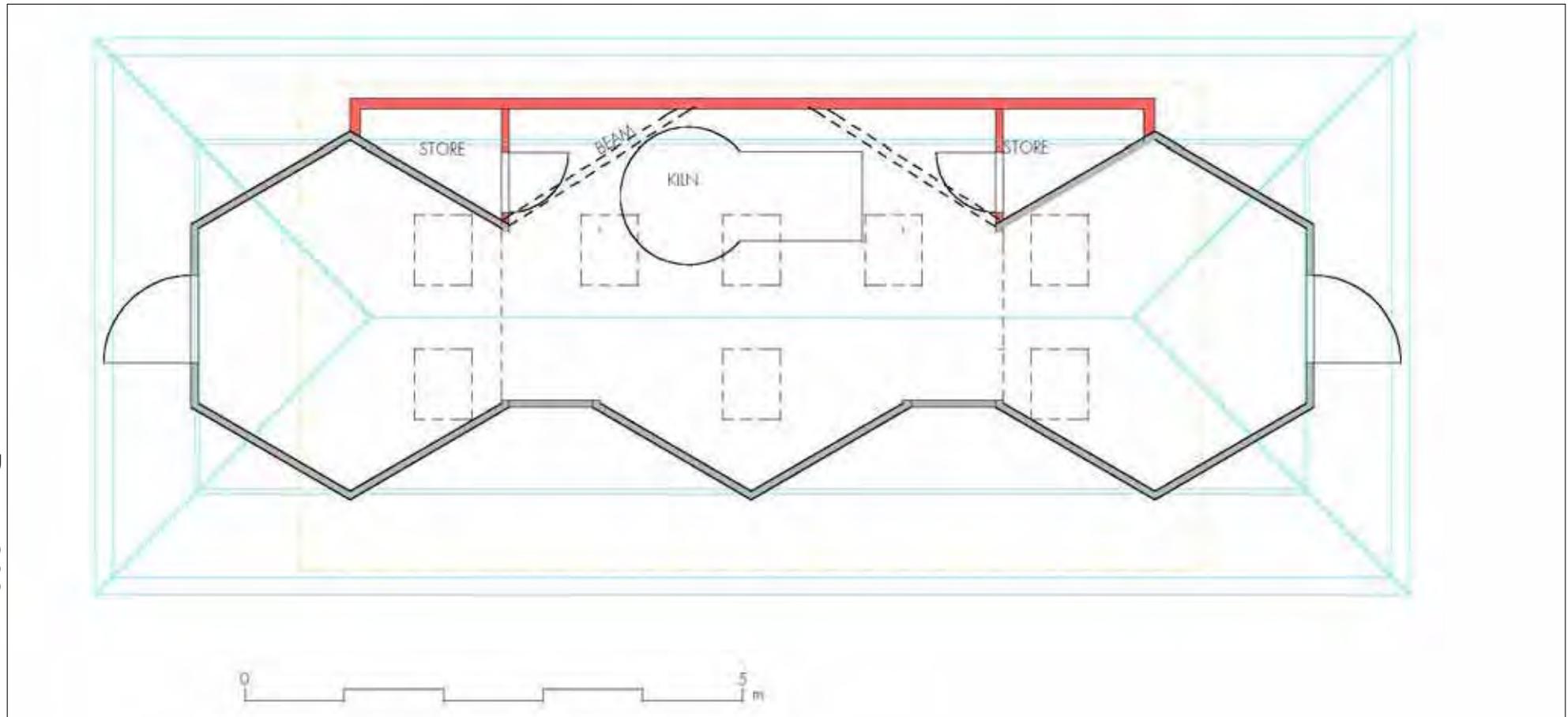


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Option 1 shows the kiln occupying one end of the building and a new door cut into the middle section to maintain a through route. The kiln appears to fit in the location shown but would allow for little space for anyone to move around it. Therefore, the kiln would end up being viewed from just one side, although there is the possibility that visitors could be looking through the former door.

Consideration would need to be given to which side of the kiln should be presented and whether it would need to be displayed in a case or whether there will need to be a barrier to stop visitors entering that section of the building.

Alterations to the Education Centre at Highgate Wood: Option 2



Option 2 shows the footprint of the building expanded. The middle section of the building has been extended to maximise the additional space whilst retaining the building within the original concrete floor base. However, consideration will need to be given to how the existing displays will work as the kiln would split them into two separate areas.

Additional roof lights are shown in the middle area to avoid the need to introduce new windows partly for security reasons and partly because the roof overhang limits their usefulness.



Open
Spaces

Registered Charity

Open Spaces Departmental Events Policy [Part One]

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1. Policy Statement

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

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

2. Aims

2.1. This Events Policy has been developed to:

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

3. Definitions and Scope

3.1 Terms of reference

City of London, also referred to as "the City"	The City of London Corporation
Site	"Site" is used to refer to each particular Open Space within the scope of this policy
Location	"Location" refers to specific locations or areas within the Site.
Open Spaces	"Open Spaces" is used to refer collectively to all the Sites within the scope of this policy.

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

3.2 Scope of policy

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

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

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

4. Legislative context

- 4.1 There is a variety of legislation pertaining in the management of the City's Open Spaces. Many of the Sites have specific founding legislation which sets out the City's powers and duties. The Site-specific policy contained within Part Two reflects the particular legislative context and requirements for each Site.
- 4.2 The City of London promoted the City of London Corporation (Open Spaces) Act 2018 within Parliament. This Act makes additional provision for events, subject to a suitable events policy being in place.

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

In this section "event" means—

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

5. Events covered by this policy

- 5.1 This policy applies to all events which are held on the City's Open Spaces where the permission or assistance of the City is required to facilitate it.
- 5.2 As a general guide, this policy does not apply to informal gatherings which take place on our spaces. However, if event organisers are planning an activity which requires additional facilities, infrastructure, may interfere with public use of the site, involve things which would otherwise be a breach of Open Space byelaws (such as the erection of structures), or go beyond the ordinary recreational use of an Open Space then it is likely that an application and decision would need to be taken in accordance with this policy.
- 5.3 There are a number of activities which are excluded from the scope of this policy, because they are dealt with under separate arrangements, specifically:
- Weddings and civil partnership ceremonies
 - Filming and photography
 - Sports activities attracting less than 500 people on dedicated sporting facilities and/or with limited infrastructure requirements, or covered by the sports licensing arrangements e.g. personal training, group exercise classes, fun runs.
- 5.4 Further details of these can be found on www.cityofLondon.gov.uk
- 5.5 If you are in any doubt whether you need to apply before arranging an event, please contact the relevant Site (www.cityoflondon.gov.uk)

6. Event Locations

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

7. Requirements for event organisers

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

Environmental protection

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

Character of the local environment

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

Amenity Impact

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

Community benefit

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

Health & Safety

- 7.7 The wellbeing, health, safety and security of those attending an event, or working or volunteering at an event, are paramount. The event organisers must provide details of their proposals to ensure this.

7.8 Event organisers will need to demonstrate these requirements through their application form and event management plan.

Re-instatement Bond

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

8. Events that are not allowed

8.1 Requests for the following types of events will be refused:

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

9. How we make decisions

Officer Event Group

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

Event application form

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

Event management plan

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

Things the Officer Event Group consider

- 9.4 Before making a recommendation, the Officer Event Group will look at the information provided in the application form and the event management plan. They will also consider:
- Whether the event is appropriate to the character and local environment of the Open Space or Site.
 - The potential for and extent of material damage to the amenity of the Open Space
 - Any potential to damage the Sites of Special Scientific Interest (SSSIs)
 - The potential for and extent of impairment to the public enjoyment of the Open Space
 - Whether the event complies with this policy and the relevant Site-specific policy
 - Whether the event is suitable for the Site location proposed
 - Whether the event clashes with any other events or activities
 - Whether the time of year is appropriate
 - Whether there is sufficient lead-in time
 - Whether the event would conflict with any restrictive covenants, byelaws or statutory provisions applicable to the Site
 - Whether appropriate arrangements have been made for wellbeing, health & safety, security, public liability insurance, stewarding and the provision of first aid
 - Whether arrangements for local authority licences have been made
 - Capability of the organiser
 - Any environmental impact outside the Site (e.g. noise nuisance)
 - Benefit to the local community or other users of the Site and/or to the charitable objectives of the Site
 - The event organisers performance in previous years.
 - The event organisers experience in running an event of a similar type and scale
 - Whether the event is not permitted in accordance with Section 8 – “Events which are not allowed” of this policy
- 9.5 Feedback will be provided to event organisers if the arrangements proposed are insufficient or require amendment. Events which do not meet the required criteria will be refused. The Superintendent or Committee may require event organisers to comply with particular conditions.

Approval process

- 9.6 Site specific policies will categorise events based on anticipated participant numbers and duration (including set up/set down times) as appropriate for each Site. These are contained in Part Two; Site specific policies.
- 9.7 Superintendents have authority to approve events which have up to 5,000 participants and a maximum duration of 2 days. For events of over 5,000 participants and/or of 3 or more days duration, approval will be sought from the relevant Committee. In addition, there may be exceptional circumstances when an application is received which is in some way contrary to an element of this policy but has a high level of benefit to the community or Site. In such a case, the Superintendent may refer such a decision to the appropriate Committee.
- 9.8 The time required to make determinations vary according to the scale of the event proposed. These are included with the Site-specific policies contained in Part Two. Event organisers must ensure they have allowed sufficient time for the application to be considered.

Local authority approvals

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

Insurance

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

10. Charges for Events

- 10.1 The holding of events gives rise to costs for the charitable funds from which the City manages the Open Space. These costs arise from administration, staff support, works which are required to facilitate the event and any required remediation works. Event organisers will generally be expected to meet the full costs associated with their event, although this requirement may be relaxed for events that are considered to provide strong benefits for the Site or its users and which are held on a non-profit basis.

- 10.2 For events involving an element of profit, or which are considered to provide limited benefit for the Site or its users, a hire fee may be charged in addition to cost recovery, in order to ensure wider benefit for the Site.
- 10.3 The Officer Event Group will estimate the costs associated with an event and will propose the charge to be made, subject to the approval of the Superintendent or Committee as appropriate.

Application fee

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

Refundable damage deposit

- 10.5 A damage deposit may be required, in advance, for each event. The type and size of the event and consideration of any potential remediation works will be relevant to the deposit required. The deposit will be held as a bond and used to fund any remediation works required and any additional costs incurred by the City of London for which the event organiser did not pay a charge.
- 10.6 The costs of any remediation works will be deducted from the deposit before it is returned. Should the deposit not be sufficient to pay for the remediation works or additional costs incurred by the City, the event organisers will remain liable for additional costs.

Hire costs

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

Cancellation

- 10.10 Where an event is cancelled by the organisers within the agreed cancellation period, the event holding deposit minus any costs incurred by the City will be refunded. No refunds will be given for any cancellations after the agreed cancellation period, and the City of London will be entitled to recover any additional costs incurred.
- 10.11 The City of London has the right to cancel an event, on its own authority or the advice of the Police or another appropriate authority. Examples of the reasons why the City may cancel an event in advance or during the event include:
- An emergency situation has arisen

- The event organiser has not complied with their event management plan
- The event does not have the required licences or insurances
- The charges including the deposit have not been paid / payment cleared in advance of the event
- The event is unsafe
- The weather is or is forecast to be very poor or extreme and will impact on the Site conditions
- The ground conditions are poor or unsuitable

10.12 In cases where an event is cancelled on the advice of the police, any other appropriate authority or for any of the reasons mentioned above, the City will not be liable for any fees, costs or damages incurred.

10.13 Cancellation periods are set out for different types of events within the Site-specific policies.

11. Event organiser's performance

11.1 Officers will monitor and review the performance of the event organiser throughout the event planning stages and delivery. Notes will be made where an event organiser has performed poorly so that this can be considered should future event applications be received.

12. PART TWO – Site Specific Policies

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

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



Open
Spaces

Registered Charity

Open Spaces Departmental Events Policy PART TWO: Highgate Wood

DRAFT

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DRAFT

1. Policy Statement

This Site-specific policy (Policy) should be read with the City of London Open Spaces Departmental Events Policy (Part One) which applies to all Open Spaces managed by the City of London.

This Policy provides guidance for completing an application to hold events at Highgate Wood. Highgate Wood is a Charitable Trust (Registered Charity Number 232986).

This Policy has been approved by the Hampstead Heath, Highgate Wood and Queen's Park Committee in consultation with the Highgate Wood Consultative Group.

This Policy provides a framework to make decisions about events at Highgate Wood including to:

- Meet the specific requirements of the City of London Corporation (Open Spaces) Act 2018.
- Meet the statutory obligations and charitable trust objectives to preserve Highgate Wood and to provide recreation and enjoyment.
- Facilitate events that are safe, and which are appropriate to the character of Highgate Wood.
- Assist event organisers in understanding the process for event applications and criteria for a licence being granted or refused.
- Provide a fee structure for charges that may apply to event applications.

Scope

This Policy applies to all events in Highgate Wood where the permission or assistance of the City of London is required to facilitate it.

Events covered by this policy include:

- Activities that include the setting aside of a particular area of Highgate Wood.
- Events and activities that occur over a wider course or more than one location; for example, cross-country running competitions.
- Activities that require access to additional services or infrastructure, or that may interfere with other visitors or go beyond ordinary recreational use.

The following events and activities are dealt with under separate arrangements:

- Sports activities at dedicated sporting facilities and/or with limited infrastructure requirements involving fewer than 500 people, or covered by other licensing arrangements; for example, personal training group exercise classes.
- Filming and photography – requests should be completed on the filming application form.

2. Introduction

Highgate Wood is an Ancient Woodland site, and is therefore not suitable for large events, nor is there a tradition of public events. A community based event is held on the site every year in early September organised by the City of London. Other than this annual event there are a small number of licenced activities and educational walks.

There are three types of events at Highgate Wood:

- Charity and community events run by a not-for-profit organisation, or by a community group for the benefit of the community.
- Commercial events run by profit making organisations.
- Free events organised by City of London such as the Highgate Wood Heritage Community day.

3. Legislative background

Highgate Wood and Queen's Park share the same legislation, the Highgate and Kilburn Open Spaces Act 1886.

3.1 Highgate Wood legislative framework

The City of London has powers and duties under various Acts of Parliament to manage Highgate Wood, protect it as a public open space and host certain types of events. The provisions that are most relevant to this Policy are summarised below.

Highgate and Kilburn Open Spaces Act 1886

The foundation legislation is the Highgate and Kilburn Open Spaces Act 1886. Under this Act the City of London:

- Must maintain and preserve Highgate Wood as a public park or open space for the perpetual use of the public for exercise and recreation.
- Must take all necessary steps to protect the trees pollards shrubs underwood heather gorse turf and herbage.

3.2 City of London Corporation (Open Spaces) Act 2018

As set out in Part One of the City of London Departmental Open Spaces Events Policy, the City of London has recently acquired additional statutory powers to hold events at various open spaces, including Queen's Park, under section 7 of the City of London Corporation (Open Spaces) Act 2018. Under this section an "event" means a ceremony, celebration, entertainment or similar occasion, or a conference, an exhibition or the making of a film.

The City of London may:

- Temporarily use or permit others to use land (including buildings) forming part of Highgate Wood for the purposes of an event.
- Provide, or arrange for another person to provide, equipment, facilities or services for the purposes of an event.
- So far as appears necessary in connection with an event, restrict or authorise others to restrict access temporarily to an area forming part of Queen's Park.
- Charge for the use of part of Highgate Wood, or the provision of services, etc. and charge for, or authorise others to charge for, admission to areas with restricted access.

In the exercise of these powers the City of London must prepare an events policy, which has been produced in consultation with the Highgate Wood Consultative Group.

This events policy must, in particular, include the following requirements:

- In deciding whether, and on what terms, to permit an event the City of London must have regard to the character and local environment of Highgate Wood (or the part of Highgate Wood in which the event is to take place).
- Such an event (whether individually or taken together with other events) must not cause material injury to the amenity of Highgate Wood or significant impairment to the public enjoyment of Highgate Wood.
- The locations in Highgate Wood to which events are confined must be specified.
- The frequency and duration of events in Highgate Wood must be limited.

3.3 Other statutory provisions

Although, an events policy is only required for events held under the provisions of the City of London Corporation (Open Spaces) Act 2018, for ease of use and consistency, the guidance in this Policy has been produced to cover all relevant events at Highgate Wood, irrespective of which statutory enabling power is being relied upon.

These include provisions under:

- Section 76 of the Public Health Acts Amendment Act 1907
- Section 19 of the Local Government (Miscellaneous Provisions) Act 1976

Further information about the legislative framework is provided in Appendix 2.

3.4 Bylaws

Regard must also be had to the byelaws that apply in Highgate Wood which can be found at www.cityoflondon.gov.uk/highgate.

4. Event Locations

Refer to the Schedule of Locations as presented in the map (Appendix 2).

Event locations are grouped into two zones. Event applications will be considered based on an assessment of the suitability of a location, including the local character of the location, the potential impacts on the fabric of the site and on the experience of Highgate Wood visitors and neighbours.

Zone A: Sports Field

Zone B: Pavilion Café Garden

Event applications will be carefully considered in consultation with specialist Officers to define conditions to ensure any potential impacts on the fabric of the site are minimised including measures to protect natural and heritage values, for example, the protection of tree root zones from soil compaction. The preparation of a condition report before and after the event may also be stipulated.

Based on the above assessment, an environmental impact fee may be applied to ensure the natural and heritage values are protected.

5. Timing and Frequency

In considering applications for events at Highgate Wood, the Open Spaces Events Policy (Part One) requires that this Policy includes restrictions on the location, duration and timing of events.

For the purposes of this Policy, events at Highgate Wood are ranked according to the number of people attending and the duration of the event as set out in Table 1 in Section 9.

Duration

Events located within Zone A will be limited to a maximum duration of two days including time for setup and break down and will be strictly controlled to minimise disruption to Highgate Wood visitors.

Timing and frequency

The number of weekends when more than one large or major event is scheduled shall be minimised to reduce the impacts on visitors, and impact on woodland environment and wildlife.

Visitor impacts

Event applications will be required to set out how potential impacts on visitors, neighbours and the woodland environment will be minimised. This should include litter, noise, lighting and vehicle movements to ensure the event is in keeping with the local character of Highgate Wood.

Exclusions

Events will be excluded from areas of high conservation value, or ecological sensitivity. Temporary and seasonal restrictions on specific areas will be enforced; for example, minimising disturbance during the bird nesting season.

Extent and infrastructure

Events that require significant infrastructure will not be considered in Highgate Wood due to access restrictions and impact on the natural environment and wildlife.

Events, such as Sponsored Walks, will be limited to surface paths and any associated small scale infrastructure will be limited to Zone A.

6. Local Authority Approvals

A Temporary Event Notice and other permissions and licences may be required from the Local Authority. Applicants are responsible for making enquiries to the following authorities as applicable:

- London Borough of Haringey

7. Local Officer Event Group

The Highgate Wood, Conservation & Trees Manager, the Leisure & Events Manager and the Operational Services Manager form the Officer Event Group which will meet monthly to consider event applications and make recommendations to the Superintendent. The Superintendent will direct the Officer Event Group recommendation to the appropriate approval pathway in accordance with the procedure described in Section 8. Other Officers and/or specialists may provide advice as appropriate to the type of event, Event Zone and potential impacts of the proposed event.

8. How we make decisions

Proposals for events will be assessed by the Officer Event Group and referred to the Superintendent and/or Consultative Group, as appropriate, in accordance with the thresholds described in Table 1. The Superintendent may choose to refer any medium or smaller event proposal to the Hampstead Heath, Highgate Wood and Queen's Park Committee for decision, for example where the proposal is unprecedented or unusual.

The Highgate Wood Consultative Group will automatically be consulted on any event proposal that is referred to the Hampstead Heath, Highgate Wood and Queen's Park Committee for decision. The Superintendent may also choose to consult the Highgate Wood Consultative Group on medium and smaller events. Such consultation may be by email or post.

8.1 Criteria for events at

When considering an event application, we will consider how effectively the proposal aligns with the following criteria:

- Aligns with the Highgate Wood Conservation Management Plan and Woodland Management.

- Is appropriate for the proposed location and complies with the Open Spaces Departmental Events Policy Parts One and Two.
- Is high quality and includes an event plan which sets out minimum standards for achieving a successful, safe and well-executed event.
- Is sustainable and based on a strong business case.
- Offers quality and memorable experiences for visitors and participants that connect people with Highgate Wood and the local community.
- Identifies and delivers added value for social inclusion.
- Promotes values of shared stewardship and collective responsibility.

The performance of the event organiser throughout the event planning stages and delivery will be monitored and reviewed. This performance will be considered when assessing future event applications.

9. Applications timescale

Events are ranked according to their scale as set out in Table 1. Scale considers the size of the event in terms of the number of people attending on any one day and the duration of the event (including time for set-up and break-down). Where the anticipated attendance and duration fall within different event scales in Table 1 the applicable scale is the larger of the two.

This ranking enables the assessment of suitability of events for the range of locations listed in the Schedule of Locations. The scale of an event also informs the conditions and any restrictions that may be applicable and the calculation of the cost of services that are to be provided.

Event applications must be received within the lead-in time stipulated in Table 1. Should applications not be received within these lead-in times, event applications may be declined.

Table 1: Event Scale (proposed)

Event Scale	Daily anticipated attendance	Duration including set-up and break-down	Approval	Minimum period for receipt of application prior to proposed event date	Application Deadline
Minor	1 – 50	Up to a day	Superintendent	3 weeks	None - rolling application process
Small	51 – 100	Up to a day	Superintendent	8 weeks	None - rolling application process

Medium	100 - 500	Up to 2 days	HHHWQP Committee	4 months	None - rolling application process
Large	501-1000	Up to 2 days	HHHWQP Committee	6 months	1 February 1 September

10. Application Form

An application for events at Highgate Wood can be located at Appendix 2.

11. Site Terms and Conditions of Hire

The types of charges applicable will be determined in accordance with the charging policy set out in Section 11.1. The rates charged will be in accordance with the Highgate Wood Schedule of Fees and Charges which is revised and approved by the Hampstead Heath, Highgate Wood and Queen's Park Committee annually.

Commercial events

Commercial events will be charged in accordance with the structure set out in Section 11.1.

Community and charitable events

The City of London proudly supports community and charitable events at Highgate Wood. Charity and community events will be assessed to determine an appropriate reduction or waiver of charges. Generally, the Hire Charge will be waived for community events. Additional discretionary discounts may be applied.

11.1 Charging Policy

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

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

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

Hire charge: A hire charge may be applied to events to reflect the value of hiring this unique outdoor space to event organisers. Days associated with set-up and break-down in addition to the duration on the event will be charged for to offset the loss of amenity for that period.

A holding deposit is included within the hire charge to secure an event location on a specific day. Late cancellation may result in the forfeit of this deposit.

Service charge: Where services are provided by City of London to support events, the cost of those services will be borne by the event organiser. Rates for services that require staff time or equipment and other services, such as waste disposal, will be based on full cost recovery, as set out in the annual Highgate Wood Schedule of Fees and Charges.

Environmental impact: This is an upfront charge for events that are likely to have a non-permanent environmental impact. Generally, this charge will be applied to events in Location Zone C.

Donation: Event organisers may wish to make additional voluntary contributions to the Highgate Wood registered charity (Number 232986) to support the cost of managing Highgate Wood.

Cancellation

The Open Spaces Events Policy Part One sets out the Cancellation Policy. Cancellation periods are specified below.

Table 2: Event cancellation period

Scale	Total anticipated attendance	Notice given for Cancellation	Refund
Minor	1 – 50	Any period	Full refund*
Small	51 – 100	At least 4 weeks	Full refund*
		Less than 4 weeks	Minus 25% of deposit
Medium	101 – 500	At least 2 months	Full refund*
		Less than 2 months	Minus 25% of deposit*
Large	501 - 1000	At least 2 months	Full refund*
		Less than 2 months	Minus 25% of deposit*

*minus application fee and City of London expenses

12. Review

A review of this policy will be undertaken at least every three years as set out in the Open Spaces Events Policy Part One. The Superintendent can request a review within that period as appropriate.

The revised policy will be submitted for consideration by the Highgate Wood Consultative Group and approved by the Hampstead Heath, Highgate Wood and Queen's Park Committee.

13. Site Specific Location Plan



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Legislative Framework

Highgate Wood legislative framework

The City of London has powers and duties under various Acts of Parliament to manage Highgate Wood, protect it as a public open space and host certain types of events. The provisions that are most relevant to this Policy are summarised below.

Under the Highgate and Kilburn Open Spaces Act 1886 the City of London:

- Must maintain and preserve Highgate Wood as a public park or open space for the perpetual use of the public for exercise and recreation.
- Must at all times as far as possible preserve the natural aspect of Highgate Wood.
- Must take all necessary steps to protect the trees pollards shrubs underwood heather gorse turf and herbage.

Under section 76 of the Public Health Acts Amendment Act 1907 (as amended by section 56 of the Public Health Act 1925 and applied to Highgate Wood by section 4 of the City of London (Various Powers) Act 1933) the City of London may:

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

Under section 19 of the Local Government (Miscellaneous Provisions) Act 1976 the City of London may:

- Provide such sporting and recreational facilities, whether indoor or outdoor, as it thinks fit.
- Provide premises for the use of clubs or societies having athletic, social or recreational objects.
- Provide such facilities in connection with recreational facilities as it considers appropriate including buildings, equipment, supplies and assistance of any kind, parking spaces and places at which refreshments may be bought from the City of London or another person.
- Contribute towards the expenses incurred by any voluntary (not for profit) organisation or local authority in providing recreational facilities.

As set out in Part One of the City of London Departmental Open Spaces Events Policy, the City of London has recently acquired additional statutory powers to hold events at various open spaces, including Highgate Wood, under section 7 of the City of London Corporation

(Open Spaces) Act 2018. Under this section an “event” means a ceremony, celebration, entertainment or similar occasion, or a conference, an exhibition or the making of a film.

The City of London may:

- Temporarily use or permit others to use land (including buildings) forming part of Highgate Wood for the purposes of an event.
- Provide, or arrange for another person to provide, equipment, facilities or services for the purposes of an event.
- So far as appears necessary in connection with an event, restrict or authorise others to restrict access temporarily to an area forming part of Highgate Wood.
- Charge for the use of part of Highgate Wood, or the provision of services, etc. and charge for, or authorise others to charge for, admission to areas with restricted access.

The City of London must exercise these powers having regard to an events policy prepared in consultation with such persons or bodies as it thinks appropriate. At Highgate Wood this consultation has included the Highgate Wood Consultative Group.

This events policy must, in particular, include the following requirements:

- In deciding whether, and on what terms, to permit an event under this section the City of London must have regard to the character and local environment of Highgate Wood (or the part of Highgate Wood in which the event is to take place).
- Such an event (whether individually or taken together with other events) must not cause material injury to the amenity of Highgate Wood or significant impairment to the public enjoyment of Highgate Wood.
- The locations in Highgate Wood to which events are confined must be specified.
- The frequency and duration of events in Highgate Wood must be limited.

Although, an events policy is only required for events held under the provisions of the City of London Corporation (Open Spaces) Act 2018, for ease of use and consistency, the guidance in this Policy has been produced to cover all relevant events at Highgate Wood, irrespective of which statutory enabling power is being relied upon.



Highgate Wood

Registered Charity

Event Application Form 2019

Dear Applicant

Thank you for your interest in Highgate Wood as a location for your forthcoming event.

Please refer to The City of London Open Spaces Department Events Policy Part One & Two when completing this form.

If you have any questions relating to your application, please contact us on 020 7332 3322.

Please return this form together with your supporting documentation, by post, email or fax, to:

Post: City of London Highgate Wood
Licence Applications
Heathfield House
432 Archway Road
London, N6 4JH

Email: hampstead.heath@cityoflondon.gov.uk

Fax: 020 8348 1677

Highgate Wood Event Application

4. Details of your proposed event

Please state the **exact** dates of your event:

i) Date and time the event opens to the public:

ii) Number of days required **before** this date for setting up (including arrival time on site):

iii) Date and time the event closes to the public:

iv) Number of days **after** this date for dismantling (please give on-site start and finish times):

5. Approximate number of people expected to attend your event

i) Participants:

ii) Adults:

iii) Children under 16:

v) Spectators:

Any additional information:

Highgate Wood Event Application

6. The Applicant

Full name, address and contact details of the **applicant** (Please use **BLOCK** capitals):

Full name, address and contact details of **second** contact (Please use **BLOCK** capitals):

7. Applying on behalf of an organisation

If you are applying on behalf of an organisation, please state the name and the address of the organisation:

Nature of organisation (please tick relevant box):

- Registered Charity
- Not for profit constituted organisation
- Individual
- Commercial company

Your capacity within the organisation:

and, the capacity within the organisation of the **second** contact:

Highgate Wood Event Application

8. Commercial Traders

Do you intend to invite any commercial traders i.e. food vendors, fairground rides, climbing apparatus?

Yes No (please tick relevant box)

If yes, please provide details of all such traders including names, addresses and contact numbers for the individuals or organisations providing such attractions.

Company 1:

Company 2:

Company 3:

Company 4:

Company 5:

Highgate Wood Event Application

You **must** obtain the City of London's consent for any additions and alterations to this list. Please note that it is at the discretion of the City of London as to whether traders etc. will be permitted as part of the event.

To ensure the safety of those attending the event an Environmental Health Officer may inspect any equipment brought onto the site by yourself or a commercial trader.

They will also examine any associated documentation e.g. fire and test certificates, your Risk Assessments and the suitability of training provided to equipment operators.

9. Fund raising

If you are fund-raising, please include the name of charity/fundraising project and full details of beneficiary of proceeds. Name all beneficiaries if there are more than one. Will all income raised go to the charity/project named above? If no, please provide details: (proof may be required)

10. Will your event include music, films, dancing or live entertainment?

Music

Yes No (please tick relevant box)

If yes, is it: Recorded Live amplified Live acoustic Other

Please give details:

Volume levels must not exceed 65 decibels at the nearest residence, or between Monday and Friday at the nearest place of work.

The Officer Event Group will be able to assist you in determining a level appropriate for your equipment and your event.

Highgate Wood Event Application

Films

Yes No (please tick relevant box)

Please give details:

Dancing

Yes No (please tick relevant box)

Please give details:

Live Entertainment

Yes No (please tick relevant box)

Please give details:

11. Will your event include alcohol and Catering?

Alcohol

Yes No (please tick relevant box)

Please give details:

Highgate Wood Event Application

Catering

Yes No (please tick relevant box)

Please give details:

12. Will your event include animals?

Yes No (please tick relevant box)

If yes, please give details:

13. Will you be using a Public-Address System?

Yes No (please tick relevant box)

Please give details:

Highgate Wood Event Application

14. Will your event require an electricity supply?

Yes No (please tick relevant box)

If yes, will you generate your own or is a City of London mains supply required (if feasible)?

We will generate our own* We will require a supply from the City of London **

* Organisers are required to consider the switch to cleaner technologies as well as ensuring Non-Road Mobile Machinery is compatible with the Stage V emission standards.

** This is available at an additional cost and **must** be provided by a City of London approved electrician. Under no circumstances must any attempt be made to make a connection to any electricity supply by you or any person associated with your event.

15. Will your event require a water supply?

Yes No (please tick relevant box)

If yes, will you provide water or is a City of London mains water supply required (if this is feasible)?

We will generate our own We will require a supply from the City of London *

* This is available at an additional cost. Under no circumstances must any attempt be made to make a connection to any water supply by you or any person associated with your event.

16. Will you be using any artificial lighting?

Yes No (please tick relevant box)

If yes, please give details:

17. Toilets

Please give details of the arrangements you will be making for providing toilet facilities and cleaning?

Highgate Wood Event Application

An important aspect of any event is the provision of adequate toilet facilities. The Officer Event Group will be able to assist you in deciding the level of provision appropriate for your event.

18. Will any other item or equipment at your event generate noise?

Yes No (please tick relevant box)

If yes, please give details:

It is important that the Officer Event Group have an opportunity to assess noise from all sources on site e.g. generators, vehicles, tannoy

19. Will you require vehicle access to facilitate the event i.e. articulated trucks, vans?

Yes No (please tick relevant box)

If yes, please provide details:

20. Will any items of plant and heavy equipment be used i.e. cranes, forklift trucks, etc.?

Yes No (please tick relevant box)

If yes, please state what will be used and on which areas of the site:

Highgate Wood Event Application

21. Will any elevated platforms, stages, marquees or other temporary structures or apparatus etc. be built?

Yes No (please tick relevant box)

If yes, please state what will be built:

Structures require inspection prior to your event opening to the public. The event organisers are responsible for arranging inspections prior to the opening of the event.

22. What arrangements have been made for car parking and marshalling of vehicles during your event?

Please give details:

23. What arrangements have been made for litter collection, recycling and disposal. When and how will this take place?

Please give details:

24. What facilities will be provided for First Aid?

Please give details:

Highgate Wood Event Application

An important part of any event is the adequate provision of first aid. The Officer Event Group will be able to assist you in deciding the level of provision appropriate for your event.

25. Will you be providing overnight security?

Yes No (please tick relevant box)

Please give details:

26. Will the event be open and accessible to all?

Please give details:

27. How will you actively encourage sustainable transport for people attending the event?

Please give details:

Highgate Wood Event Application

28. How does your event contribute to achieving event application criteria 8.1? (please refer to the Open Spaces Events Policy, Part Two: Highgate Wood)

Please give details:

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

Licenses

Your event may require a Premises Licence or Temporary Event Notice which is provided by the relevant Local Authority. We can advise which one it will be depending on your chosen site.

You are advised to allow a minimum of 10 weeks for a Premises Licence Application and 4 weeks for a Temporary Event Notice. Larger events may need to apply for a licence up to 6 months in advance. More information can be found here <http://www.londoneventstoolkit.co.uk>

Insurance

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

Hirers will be required to produce evidence of their insurance cover together with that of any exhibitor, band/dance group, sub-contractor, caterer etc. whom they have instructed or authorised to appear at the event (see <http://www.londoneventstoolkit.co.uk>). This information needs to be provided at least one month prior to the event if it is a medium, large or major event.

Insurance Company:

Policy number:

Amount of indemnity (**a minimum of £5M is required**):

Expiry date of current certificate:

Highgate Wood Event Application

We require a copy of a valid schedule or certificate of Public Liability Insurance without which, consent to use the land will be withheld. The Corporation may also take legal action against an event organiser who proceeds with an event having not provided this documentation.

Event Planning

You may be required to provide a range of plans and documents relating to your event such as Traffic Management Plans, Emergency Plan and Risk Assessments. More details about these can be found here <http://www.londoneventstoolkit.co.uk>

Declaration

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

Event communications		Transport (including parking)	
Security & stewarding		Toilet & drinking water provisions	
Crowd management		Food safety	
Emergencies		Waste management & recycling	
Fire		Environmental impact	
First aid		Disability compliance	
Lost children & vulnerable adults		Equal opportunities	

More information can be found <http://www.londoneventstoolkit.co.uk>

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

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

Highgate Wood Event Application

TERMS OF ACCEPTANCE

By returning this form, I confirm that I have read and understood the City of London Open Spaces Events Policy Part One & Two. I apply for permission to hold the event as described in this application form. I confirm that the information provided is correct and will inform the City of London if the details change.

Signed (please type on emailed documents)	
Print name	
On behalf of (organisation)	
Date	

Please return this form together with your supporting documentation, by post, email or fax, to:

Post: City of London Highgate Wood
Licence Applications
Heathfield House
432 Archway Road
London, N6 4JH

Email: hampstead.heath@cityoflondon.gov.uk

Fax: 020 8348 1677

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For office use only

Confirmed by Officer Events Group: _____

Date of the Event _____ 2019 Time of the Event _____

Place of the Event _____

No of people _____

Route Map _____

Liability Insurance _____

Risk Assessment _____

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Committee(s): Highgate Wood Consultative Group	Date(s): 17 October 2018
Subject: Tender of the Highgate Wood Pavilion Café	Public
Report of: Bob Warnock – Superintendent of Hampstead Heath	For Discussion
Report author: Richard Gentry – Hampstead Heath, Open Spaces Department	

Summary

This report sets out the proposed tender process for the Highgate Wood Pavilion Café.

The Highgate Wood Pavilion Café is currently operated by Hoxton Beach on a Tenancy at Will basis.

Recommendations

It is recommended that:

- Members give their views on the proposals to retender the Highgate Wood Pavilion Café as set out in para 6 - 14.
- The views of Highgate Wood Consultative Group will be conveyed to the Hampstead Heath, Highgate Wood and Queen's Park Committee.

Main Report

Background

1. In 2016 The City of London appointed a consultant to carry out an engagement and consultation exercise in relation to the Hampstead Heath Cafés and Highgate Wood Pavilion Café. The engagement process commenced in June 2016 and the findings were discussed with the Highgate Wood Consultative Group on 9 November 2016.
2. A number of key themes emerged from the engagement and consultation exercise that will be used to inform future decision-making in respect of café leases:
 - An aspiration for the preservation of the best qualities of the existing offer
 - An emphasis on the importance of good food
 - An emphasis on the need for reasonable prices
 - The identification of cafes as important social hubs

3. In January 2018, the Highgate Wood Pavilion Café tenant notified the City of London of their decision to terminate their Tenancy at Will. In order to maintain a catering provision at Highgate Wood expressions of interest were sought from the lease holders at Parliament Hill Café, Parliament Hill Fields Lido Café and the Refreshment House at Golders Hill Park to operate the Pavilion Café on a Tenancy at Will basis whilst a tender process was prepared.
4. Hoxton Beach, the lease holder for the Parliament Hill Fields Lido Café have been operating the Highgate Wood Pavilion Café, on a Tenancy at Will basis since March 2018.
5. Until recently it was only possible to let the Highgate Wood Pavilion Café for a maximum term of three years in accordance with section 76 of the Public Health Acts Amendment Act 1907. However, under section 6 of the City of London Corporation (Open Spaces) Act 2018, it is now possible to offer a lease of up to 15 years, or 21 years in exceptional circumstances.

Proposal

6. It is proposed to use the powers contained within the City of London Corporation (Open Spaces) Act 2018 to offer a longer lease in order to secure financial investment in the café facility.
7. It is also proposed that the length of lease offered by the City of London should be for a period of seven years with suitable break clauses and the option to extend for an additional three years, dependent upon performance and service delivery.
8. The tender process will require bidders to complete their submissions based on the Café Response Document (Appendix 1). Compliant responses are scored from nil response to very good. A tender evaluation matrix (Appendix 2) has been developed based on criteria deemed important for service delivery. A weighted score is calculated in the final column. Each 5% is equal to 1 weighted point. The bids will be scored against a matrix of 0 = unacceptable to 5 = excellent. This is based on a 60/40 quality/price evaluation ratio. Members views are sought on this approach.
9. In keeping with the City of London's commitment to sustainability, the Café Response Document requires that bidders provide information relating to the proposed environmental management of the operation.
10. Following the award of the lease, it is good practice to monitor and measure the leaseholders performance. Performance Indicators should be designed to monitor progress towards accomplishing the strategic objectives, gaining relevant insights to help manage and improve performance. Taking account of feedback from the Café Working Party, the Superintendent has revised the Café Service Standards & Performance Indicators document, (Appendix 3).
11. On completion of the tendering exercise the City of London will consult with Members of the HWCG at their spring meeting to give the opportunity to consider

and feedback on the catering concept and menu offer, including menu pricing of the highest scoring bids. This information will be anonymised.

12. The proposed timeline for the delivery of the Highgate Wood Pavilion Café Tender Project is:
 - 17 October 2018 – Members of the HWCG feedback on the proposals.
 - 28 November 2018 – Taking account of feedback from the HWCG the Hampstead Heath, Highgate Wood and Queen’s Park Committee (HHHWQPC) consider and agree the recommendations to commence the tender process.
 - December 2018 / January 2019 – City of London Procurement Team commence the tender process.
 - December 2018 / January 2019 – Site visits.
 - February 2019 – Tender Evaluation.
 - 3 April 2019 – Report outcome of Tender Evaluation to HWCG.
 - April 2019 – Conduct interviews with highest four bidders.
 - May 2019 – Report Tender Evaluation Outcome to HHHWQPC for decision.
 - May/June 2019 – Lease agreed and mobilisation.
13. The tender process will be managed through Capital eSourcing, this is a tendering portal exclusively used by the City of London to manage all tendering activity. Bidders are given the opportunity to register on this portal to allow access to tender opportunities.
14. The procurement process will include a site visit to the Highgate Wood Pavilion Café for prospective bidders.

Corporate & Strategic Implications

15. Highgate Wood & Queen’s Park, Kilburn is a registered charity for which the City of London is the trustee. The purpose of the charity is the preservation of Highgate Wood & Queen’s Park for the exercise and recreation of the public. The HHHWQPC manages Highgate Wood on behalf of the City of London and must take decisions in the best interests of the charity.
16. The provision of café facilities provides income which contributes to the maintenance of the open space, and the café must be let on the best terms that can reasonably be obtained for the charity in order to comply with the duties of the trustee. However, the café is also fundamentally part of the experience provided to users and the HHHWQPC may consider the wider social and environmental benefits that it brings to the open space.
17. In letting the Highgate Wood Pavilion Café under section 6 of the City of London Corporation (Open Spaces) Act 2018 the HHHWQPC must have regard to the desirability of ensuring that the service or facility is provided to a satisfactory standard throughout the duration of the lease. Before granting a lease the HHHWQPC must consult such persons or bodies as it thinks appropriate. Part II of the Landlord and Tenant Act 1954 (which provides security of tenure for commercial tenancies) does not apply.

18. This Policy contributes towards the achievement of the three aims set out in the City of London Corporate Plan 2018-23. Contribute to a flourishing society (1-4), Support a thriving economy (5) and Shape outstanding environments (9-12).
19. The Policy also meets the three objectives and outcomes set out in the Open Spaces Business Plan 2018-19 (a) Open spaces and historic sites are thriving and accessible, (b) Spaces enrich people's lives and (c) Business practices are responsible and sustainable.
20. A communications plan will be in prepared to keep visitors informed throughout the tendering process.
21. The income generated from letting the café will be reinvested into the management of Highgate Wood.

Conclusion

22. The engagement and consultation exercise that was undertaken has provided valuable information about the public's views on the café. The café facility is valued as a community hub and food cost, quality, and atmosphere are seen as the most important factors. The Superintendent recommends that a new tender process is commenced as set out in paragraphs 6 -14.
23. The Procurement for a tenant will be an open and transparent process, with clear outcomes which meet the key drivers as set out in the engagement process; social, environmental and economic outcomes.

Background paper - Café Engagement Report 2016

Appendices

- Appendix 1 – Café Response Document
- Appendix 2 – Proposed Evaluation Criteria Matrix
- Appendix 3 - Revised Café Service Standards & Performance Indicators

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Hampstead Heath

Registered Charity

Hampstead Heath
Highgate Wood
Queen's Park

Appendix 1

CITY OF LONDON

Management Let – XXX Café -

Schedule 2 - Response Document

Date: xx/xxx/xxxx



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Highgate Wood
Queen's Park

BIDDER'S FULL NAME & ADDRESS: _____

Executive Summary

The name of the legal organisation and the names of any consortium members who are bidders of the key services, together with the service, which they are to provide, listed alongside them:

Contact names, numbers and descriptions of roles of all relevant persons within the submission team:

How the consortium will work together to deliver the services if applicable:

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Hampstead Heath
Highgate Wood
Queen's Park

Bidders are required to complete Submissions 1- 9 and Schedule 3 below.

Any additional information should be submitted at the end of each Submission as an Appendix.

Submission 1 - Catering Concept – **Weighting 25%**

This should be completed to provide a concept/method statement giving an outline 'picture' of the style of the catering service proposed. This should include the **core values / principles** on which the facility will be run. The following information should be provided as part of this submission:

- Broad Description of the Catering Service Proposed
- Planned Opening Hours, (note the summer operating hours of the Lido facility)
- Intended Ambience/Atmosphere
- Anticipated Customer Profile and Type of Use
- Proposed Menu Style
- Proposed Service Style
- Method of Food Production
- Business Performance Indicators (how you will show other than through Turnover that you are performing)

This should then be summarised in the following table with a maximum of five sentences per column:

Outline Service Description	Opening Hours	Ambiance	Customer Profile	Menu Style	Service Style	Food Production	Business Performance Indicators

If there is a reference site whose values you wish to replicate, or which illustrates your intended concept well, please also include details in Submission 1.

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Highgate Wood
Queen's Park

Submission 2 – Investment – Weighting 5%

This should be completed to provide an outline of any investment proposed in the premises and should include, but not be limited to:

- A costed list of the equipment you will provide to fit out the café to deliver the services outlined in the specification (The City of London Corporation may provide some catering equipment, this is to be confirmed)
- Description of any planned refurbishment works
- Layout drawings, if applicable, drawings are provided with the tender documents
- Design mood boards to show the look and feel proposed
- Anticipated time for completing any proposed works
- Estimated total investment

Submission 3 - Menu – Weighting 15%

A sample menu with all proposed tariffs for each service period should be shown here. Prices should be specific and not 'prices from' and all items must be listed.

If daily/weekly specials or seasonal variations will feature please give examples. Please ensure that the menu shown reflects the full offer proposed to be served on a day to day basis and includes any takeaway options.

Submission 4 - Management Structure and Support – Weighting 5%

Please provide the following:

- The proposed management / staffing structure for the Café, showing clearly the responsibilities associated with each role;
- How the company plan to manage staffing for the daily fluctuations in business;
- The degree and nature of any off-site senior management support (where applicable).

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Highgate Wood
Queen's Park

Submission 5 – Food Safety and Environmental Management - **Weighting 5%**

- Please provide a copy of your Food Safety Policy
- Complete the following table to provide information relating to the proposed environmental management of the services:

Objective	Action Plan
To minimise the impact of waste, including food waste, on the environment	
To reduce energy consumption and emissions	
To reduce the impact of harmful chemicals on the environment	
To encourage the use of small to medium enterprises in the supply chain	
To encourage the use of fairly traded and ethical goods in the supply chain	



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Highgate Wood
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Submission 6 – References / experience - **Weighting 5%**

Submission 7 - Sales Forecast and Profit and Loss Account Forecast

Sales Forecast - **Weighting 15%**

Turnover figures should be projected for the period the agreement, itemised in as much detail as possible. Supporting information such as average projected spend per head should be provided.

£	Year 1	Year 2	Year 3	Year 4	Total
Total					

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Hampstead Heath
Highgate Wood
Queen's Park

Profit and Loss Account Forecast

A fully itemised Projected Profit and Loss Account should be submitted as follows:

£ or % of sales	Year 1	Year 2	Year 3	Year 4	Total
Total All Sales (A)					
Raw Material Cost					
Gross Profit (A-B) (C)					
Gross Profit %					
Fixed Labour (D)					
Variable Labour (E)					
Total Labour (D+E)					
Labour Cost %					
Overheads (G)					
Overhead Cost %					
Depreciation (H)					
Start Up Costs (I)					
Net Profit before Rent					
Net Profit %					
Fixed Rent (L)					
Top Up Rent (M)					
Total Rent (L+M) (N)					
Rent %					
Tenant Earnings (J-N)					
Tenant Earnings %					

Notes:

Depreciation should be made on a straight-line basis over period
Start Up costs are one off costs

Hampstead Heath

Registered Charity

Hampstead Heath
Highgate Wood
Queen's Park

The following table should be completed itemising the overheads line (**G**) of the profit and loss account. Any areas where there is no expected expenditure should be left blank. (Add rows where necessary).

£	Year 1	Year 2	Year 3	Year 4	Total
Disposables					
Cleaning Materials					
Uniforms and Laundry					
Light Equipment					
Equipment					
Equipment Hire/ Lease					
Credit Card Costs					
Building Maintenance					
Security Cash					
Deep Cleaning					
Pest Control					
Marketing					
Telephone, Printing,					
Recruitment/Training					
Utilities					
Waste Removal					
Insurance					
Accountancy					
Legal and Professional					
Bank charges					
Misc. Please specify (add additional rows if required?)					
Total					

Hampstead Heath

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Hampstead Heath
Highgate Wood
Queen's Park

Submission 8 – Financial Offer – Weighting 25%

The financial offer to the City of London Corporation for the period of lease should be stated as follows:

- The fixed monthly rent offered - the base rent

Submission 9 – Lease Heads of Terms

The City does not envisage any substantial departure from the Lease terms and conditions. Tenderers are to confirm full acceptance of these terms and conditions.

However if there are any terms that the Bidder does not believe are acceptable, please detail them in this submission.



Hampstead Heath

Registered Charity

Hampstead Heath
Highgate Wood
Queen's Park

SCHEDULE 3

FREEDOM OF INFORMATION QUESTIONNAIRE

FREEDOM OF INFORMATION ACT QUESTIONNAIRE

The City of London is subject to the Freedom of Information Act 2000 (*and to other public access to information legislation*).

If you consider that any information supplied for the purposes of this procurement or which will be supplied during the performance of the lease is either commercially sensitive or confidential in nature (within the meaning of the aforementioned Act), this should be highlighted in the body of the submission and the reasons for its sensitivity and applicability for exemption given in the table below.

The City of London does not guarantee to comply with your request for reserved information, which will be considered only at the time of any request for the information. The City of London will wherever possible revert to you in the event of an Information Request. **However a failure to indicate in this table that information is in your view exempt may be seen as consent for automatic release of unreserved information. Requests for Exemption may not be considered at a later date.**

It is the Tenderer's responsibility to obtain independent legal advice on the provisions of the Act. The City of London is not offering advice in regard to the Act, and nor are its officers responsible or authorised to provide any such advice.

Information Class	Exemption (section of the Act)	Detailed Reason for Application of Exemption	No. of Years Exemption to Last

Signed	
Date	
For and on behalf of	
Position or status within Company	

Caterer Name:	Bid I
Assessor Name:	

	Score	Weighting	Weighted Score
Quality			
Catering Concept	5	25%	25
Investment	5	5%	5
Menu	5	15%	15
Management Structure and Support	5	5%	5
Food Safety and Environmental Management	5	5%	5
References / experience	5	5%	5
Price			
Strength of Business Plan - Sales Forecast and Profit and Loss Account Forecast	5	15%	15
Financial Offer - Rental Payment	5	25%	25
Financial Offer - Top Up Rent		0%	0
Total	40	100%	100
Out of a possible	40	-	100

Scoring Guidance

Scoring Guidelines		
Grade	Interpretation	Criteria
0		Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.
1	Poor	Response is partially relevant but generally poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate required capability and capacity to undertake the Contract.
2	Adequate	Response meets the requirements of the question is relevant and acceptable. The response provides sufficient evidence of required capability and capacity to undertake the contract but may lack details on how the requirement will be fulfilled in certain areas.
3	Good	Response performs well against the question showing a good level of relevant evidence of capacity and capability to meet the Contract requirements. The response is sufficiently detailed to demonstrate a good understanding and provides the majority of details on how the requirements will be fulfilled.
4	Very Good	Response performs very well against the question showing considerable relevant evidence of capacity and capability to meet the Contract requirements. The response is highly detailed to demonstrate a very good understanding and provides full details on how the requirements will be fulfilled.
5	Excellent	Response performs strongly against the question showing substantial evidence of capacity and capability to meet the Contract requirements which is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides full and well considered details of how the requirement will be met.

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Other Guidance

Complete scoring for each caterer on the separate spreadsheets and the summary sheet will populate automatically

- White Boxes Need to be filled out by the assessor
- Grey Boxes Are for information only
- Blue Boxes Will automatically populate once the white boxes are completed

Revised Café Service Standards & Performance Indicators

Item Reference	Description	Assesment
1. Social Outcomes	Social Outcomes: Open Space cafés as places to meet and make friends; cafés as places offering healthy food at affordable prices; cafés supporting a strong sense of place and designed identity in the landscape, supporting distinctiveness.	
1.1	Quality food and a balanced menu using seasonal ingredients that caters for a variant of users. Menus and prices are clearly displayed to actively promote products and allow quick and easy decision making.	
1.2	Changes to core menu provided to reflect seasonal dishes. Caterer communicates to COLC regarding proposed changes to menus, service style, and other operational matters.	
1.3	Training is delivered to staff which includes customer care and product knowledge and an awareness of food ingredients and allergens.	
1.4	Caterer has a complaints procedure and deals with all complaints received within 10 working days. Customers have access to feedback forms. Caterer responds to the complaints, monitors and applies learning, e.g. 'You said, we did'.	
1.5	Queuing times are managed effectively at different times of the day. It is accepted there may be unusual circumstances but general objectives should remain.	
1.6	Demonstrate steps that you are taking to minimise waiting times for food delivery to customer. It is accepted there may be unusual circumstances but general objectives should remain.	
1.7	Demonstrate steps to achieve and maintain annually a Food Standards Agency, hygiene rating of 4 or above.	
1.8	Demonstrate how the cafe is accessible and relevant to a diverse range of users. In line with the Open Spaces Dept. Events Policy, some events may need to be agreed in advance between the City of London and the café leaseholder.	
2. Environmental Outcomes	Environmental Outcomes: cafés buildings operating as carbon efficient structures; cafés supporting local food production and environmentally friendly growing.	
2.1	Café ambiance reflects the open space landscape to create a distinctive destination, encouraging an increased connection with the environment. Collaborating with the City of London to develop an environment which is appealing.	
2.2	Demonstrate arrangements to ensure all internal areas are kept clean at all times including the following - Kitchen areas (floors, walls, kitchen apparatus and equipment), Servery Areas (floors, walls, kitchen apparatus and equipment, Refrigeration, Store rooms, service yards and the public areas.	
2.3	Demonstrate initiatives to drive down the negatives of your activities, e.g. Caterer adopts a responsible procurement process where possible e.g. MSC Fish, Red Tractor Meat, Fairtrade and other Ethically traded products etc. and makes customers aware of this. Demonstrate the Environmentally friendly packaging, including plates, bags, cups and crockery are utilised at all times. Caterer implements procedures to minimise energy consumption. Caterer implements good waste management practices including recycling.	
3. Economic Outcomes	Economic Outcomes: Open Space cafés as places of employment, places where people can acquire new skills and centres of entrepreneurial activity. Open Space cafés as elements in vibrant urban centres.	
3.1	Caterer shows evidence of continuous improvement and development in response to customer feedback and the Café Service Standards.	
3.2	Demonstrate how pricing is benchmarked with other local cafés.	
3.3	Demonstrate how caterer supports local employment opportunities.	
3.4	Caterer demonstrates training and development opportunities for staff.	
3.5	Caterer demonstrates future investment opportunities to improve and grow the business, working in collaboration with the City of London through its Work Programmes.	

Notes: Assesment Grades

0 = Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.

1 = POOR - Response is partially relevant but generally poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate required capability and capacity to undertake the service standards.

2 = ADEQUATE - Response meets the requirements of the question is relevant and acceptable. The response provides sufficient evidence of required capability and capacity to undertake the service standards but may lack details on how the requirement will be fulfilled in certain areas.

3 = GOOD - Response performs well against the question showing a good level of relevant evidence of capacity and capability to meet the service standard requirements. The response is sufficiently detailed to demonstrate a good understanding and provides the majority of details on how the requirements will be fulfilled.

4 = VERY GOOD - Response performs very well against the question showing considerable relevant evidence of capacity and capability to meet the service standard requirements. The response is highly detailed to demonstrate a very good understanding and provides full details on how the requirements will be fulfilled.

5 = EXCELLENT - Response performs strongly against the question showing substantial evidence of capacity and capability to meet the service standard requirements which is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides full and well considered details of how the requirement will be met.

Other Guidance

Economic outcomes: open space cafés as places of employment, places where people can acquire new skills and centres of entrepreneurial activity. Open space cafés as elements in vibrant urban centres

Social outcomes: open space cafés as places to meet and make friends; cafés as places offering healthy food at affordable prices; cafés supporting a strong sense of place and designed identity in the landscape, supporting distinctiveness

Environmental outcomes: cafés buildings operating as carbon efficient structures; cafés supporting local food production and environmentally friendly growing

Notes

Scoring Guidelines		Criteria
Grade	Interpretation	
0		

Other Guidance

Economic outcomes: open space cafés as places of employment, places where people can acquire new skills and centres of entrepreneurial activity. Open space cafés as elements in vibrant urban centres

Social outcomes: open space cafés as places to meet and make friends; cafés as places offering healthy food at affordable prices; cafés supporting a strong sense of place and designed identity in the landscape, supporting distinctiveness

Environmental outcomes: cafés buildings operating as carbon efficient structures; cafés supporting local food production and environmentally friendly growing

Committee(s)	Dated:
Highgate Wood Consultative Group – For Discussion	17 October 2018
Hampstead Heath Consultative Committee – For Discussion	29 October 2018
Queen’s Park Consultative Group – For Discussion	31 October 2018
Hampstead Heath, Highgate Wood and Queen’s Park Committee – For Decision	28 November 2018
Subject: Fees and Charges 2019/20 & 2020/21	Public
Report of: Superintendent of Hampstead Heath	For Discussion/ Decision
Report author: Yvette Hughes – Open Spaces Department	

Summary

This report sets out the proposed fees and charges for a range of sports facilities and services provided at Hampstead Heath, Highgate Wood & Queen’s Park for 2019/20. In addition, the report sets out the proposed fees and charges for Weddings and Civil Ceremonies for 2020/21.

Recommendations

It is recommended that:

- The Hampstead Heath Consultative Committee, Highgate Wood Consultative Group and Queen’s Park Consultative Group discuss the proposed fees and charges for 2019/20 and 2020/21, as set out in Appendix 1 of this report.
- The views of the Hampstead Heath Consultative Committee, Highgate Wood Consultative Group, and Queen’s Park Consultative Group be conveyed to the Hampstead Heath, Highgate Wood and Queen’s Park Committee at their 28 November 2018 meeting.
- The Hampstead Heath, Highgate Wood and Queen’s Park Committee agree the proposed fees and charges for 2019/20 and 2020/21, as set out in Appendix 1 of this report.

Main Report

Background

1. Charges for the wide range of services, recreation and sporting facilities provided in all the City Corporation's Open Spaces are reviewed annually, to ensure that prices and ticket options are relevant and appropriate. The current 2018/19 (and 2019/20 Weddings and Civil Ceremony) charges for Hampstead Heath, Highgate Wood and Queen's Park were approved by the Hampstead Heath, Highgate Wood and Queen's Park Committee in November 2017.
2. The income generated from fees and charges contributes to the cost of providing sports and recreational facilities across Hampstead Heath, Highgate Wood and Queen's Park.

Current Position

3. The Hampstead Heath Sports Advisory Forum have been consulted on the proposed sports charges for 2019/20.
4. The proposed fees and charges include concessionary rates, offering a 40% discount on the standard adult charge.

Proposed Charges 2018/19

5. It is proposed that the majority of charges for 2019/20 and the 2020/21 charges for Weddings and Civil Ceremonies be increased by 2.7% in line with Consumer Price Index (CPI), with rounding to aid cash handling. Consequently, this may represent a marginally higher or lower percentage uplift.
6. Highgate Wood Metro Blind Cricket Team Support Scheme recognises a 50% discount on the changing room hire charge. This is to support the team developing blind cricket in line with the City of London Open Spaces Department Sports and Physical Activity Framework.
7. It is proposed that the charges for Swimming, including the Bathing Ponds at Hampstead Heath are retained at their current rates. The Bathing Ponds entry payment review will continue during the 2019/20 season while we work to facilitate further methods of payment at the facilities.

Corporate & Strategic Implications

8. This Policy contributes towards the achievement of the three aims set out in the City of London Corporate Plan 2018-23. Contribute to a flourishing society (1-4), Support a thriving economy (5) and Shape outstanding environments (9-12).
9. The Policy also meets the three objectives and outcomes set out in the Open Spaces Business Plan 2018-19 (a) Open spaces and historic sites

are thriving and accessible, (b) Spaces enrich people's lives and (c) Business practices are responsible and sustainable.

Financial Implications

10. The City's Financial Regulations require all Departments to recover full costs when setting charges to persons or external organisations, or submit reasons to the appropriate service Committee when that objective is not met. It is therefore at the discretion of individual spending Committees to determine the actual level of fees and charges relative to the services they provide, after taking into account local considerations and priorities.
11. The Superintendent will provide an update on target income budget for the service in the 2019/20 financial year at the meeting.
12. As stated, the proposed price changes reflect an uplift of 2.7%. This has been rounded for ease of transactional processing.

Appendices

- Appendix 1 – Proposed Fees and Charges for 2019/20 & 2020/21

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(DRAFT) APPENDIX 1 – HAMPSTEAD HEATH, HIGHGATE WOOD AND QUEEN'S PARK

The proposed charges operate from 1 April 2019; all charges include VAT at 20%, except where stated.

NOTES

1. The majority of the fees and charges have been increased by 2.7% and rounded to assist with cash handling.
2. Concession and Junior charges reflect a 40% discount on the adult ticket prices
3. ***1** The Athletics Track and associated infield is available for sports clubs to use for group coaching and training sessions. Training sessions can be booked during the following times:
 - Tuesdays and Thursdays: 5pm – 9pm (the track must be vacated by 8:40pm, with the changing rooms remaining open until 9pm)
 - Monday, Wednesdays and Fridays: 5pm – until 30 minutes before park closing (park closing times vary throughout the year)
 - Weekends: 7:45am – 4pm
 - Floodlights will be switched on as necessary on Tuesdays and Thursdays, and will be switched off by 8:40pm.
 - Training sessions commence on the hour and are for a minimum of one hour, except for bookings starting at 8:00pm, which are for forty minutes. Block bookings are available for clubs wanting regular training sessions and can be booked for periods of ten consecutive weeks or more. Clubs booking for a full year (50 weeks) can benefit from additional benefits and guarantee to be offered the same booking times for the following year. Tuesdays and Thursdays training sessions have three club booking slots available, with a maximum number of participants per booking slot limited to fifty. Sole use is subject to availability and will require the hirer to book all three available slots, which would allow up to 150 participants to attend.
4. ***2** Corporate Event prices will be worked up on a case by case basis
5. Schools use of the track will comprise of the following sessions:-
6. There is a charge of £10 to replace lost or damaged season tickets.
 - AM session 9.00 – 12.30
 - PM session 13.00 – 16.30
 - Full day session 09.00 – 16.30
7. ***3** Highgate Wood Metro Blind Cricket Team Support Scheme recognises a 50% discount on the changing room hire charge to support the team developing blind cricket in line with the City of London Open Spaces Department's Sports and Physical Activity Framework
8. ***4** The Parliament Hill Bowling Club and Hampstead Heath Croquet Club have been consulted on the proposed charges for 2018/19. The public fees collected from Bowls are passed onto the Bowling Club.
9. Swimming charges have not been increased for 2019/20. The Bathing Ponds entry payment review will continue during the 2019/20 season, while we work to facilitate further methods of payment at the Bathing Ponds.
10. ***5** The Sauna Season Ticket and Day Ticket prices have been increased by 2.7%.
11. ***6** Sauna day tickets must be purchased in conjunction with a swimming ticket.
12. ***7** Where site meetings are required, fees will be applied to cover the cost of

stafftime.

13. Credit and Debit card payments can be taken over the telephone at the Parliament Hill Office (0207 332 3773) and Heathfield House (0207 332 3322).
14. *8 Children's tennis coaching reflects a 20% discount on the price of adult coaching, to account for coaching costs.

HAMPSTEAD HEATH, HIGHGATE WOOD & QUEEN'S PARK	Charges approved 1/4/15 (£) +2.4%	Charges approved 1/4/16 (£) Benchmarking exercise	Charges approved 1/4/17 (£) +1%	Charges approved 1/4/18 (£) +2.6%	Proposed Charges 1/4/19 (£) +2.7%
ATHLETICS TRACK (Hampstead Heath)					
Meetings – Full day (Monday – Friday, excluding bank holidays)	-	-	244.00	250.00	257.00
Meetings – AM/ PM Session (Monday – Friday, excluding bank holidays)	93.00	120.00	122.00	125.00	129.00
Meetings – Full day (weekends & bank holidays)	-	-	304.00	312.00	320.00
Meetings – AM/PM Session (weekends & bank holidays)	130.00	150.00	152.00	156.00	160.00
Clubs Block Booking*1 (Tuesday & Thursday only)	-	-	-	22.56	23.17
Schools Use – Full day	-	-	146.00	150.00	154.00
Schools Use – AM/PM Session	55.00	72.00	73.00	75.00	77.00
Corporate events	(*2)	(*2)	(*2)	(*2)	(*2)
Day Ticket - Adults	3.50	3.50	4.00	4.00	4.50
Day ticket - Concession	1.50	2.10	2.50	2.50	3.00
12 Month Season Ticket - Adult	62.00	72.00	73.00	75.00	77.00
12 Month Season Ticket - Concession	31.00	42.00	44.00	45.00	46.00
Monthly Season Ticket - Adult	-	-	20.00	21.00	22.00

HAMPSTEAD HEATH, HIGHGATE WOOD & QUEEN'S PARK	Charges approved 1/4/15 (£) +2.4%	Charges approved 1/4/16 (£) Benchmarking exercise	Charges approved 1/4/17 (£) +1%	Charges approved 1/4/18 (£) +2.6%	Proposed Charges 1/4/19 (£) +2.7%
Monthly Season Ticket - Concession	-	-	12.00	12.50	13.00
Season Ticket replacement cost	-	-	5.00	5.00	10.00
CRICKET (Hampstead Heath & Highgate Wood)					
Adult match pitch (prepared and marked)	77.00	90.00	91.00	93.00	96.00
Adult match pitch - Parliament Hill, weekends (prepared and marked)	98.00	98.00	99.00	102.00	105.00
Junior pitch (prepared and marked)	46.00	54.00	55.00	56.00	63.00
Cricket nets (per hour)	7.00	7.00	7.50	8.00	8.00
Private changing room with hot water *3	43.00	43.00	43.50	45.00	46.00
Keys - deposit or charge for loss	25.00	25.00	25.00	25.00	25.00
FOOTBALL (Hampstead Heath & Highgate Wood)					
Adult match pitch (with goal posts)	72.00	85.00	86.00	88.00	90.00
Junior pitch (with goal posts)	45.00	51.00	52.00	53.00	54.00

HAMPSTEAD HEATH, HIGHGATE WOOD & QUEEN'S PARK	Charges approved 1/4/15 (£) +2.4%	Charges approved 1/4/16 (£) Benchmarking exercise	Charges approved 1/4/17 (£) +1%	Charges approved 1/4/18 (£) +2.6%	Proposed Charges 1/4/19 (£) +2.7%
School use – standard session charge	41.00	51.00	52.00	53.00	54.00
Private changing room with hot water	43.00	43.00	43.50	45.00	46.00
Keys - deposit or charge for loss	25.00	25.00	25.00	25.00	25.00
Hire of goal nets	15.00	15.00	15.00	15.00	15.00
Charge for damaged goal nets	-	-	£15+ 20% admin fee	Cost + 20% admin fee	Cost + 20% admin fee
RUGBY (Hampstead Heath)					
Adult match pitch -1pm Kick-Off (with goal posts)	72.00	85.00	86.00	88.00	90.00
Junior pitch (with goal posts)	45.00	51.00	52.00	53.00	54.00
School use – standard session charge	41.00	51.00	52.00	53.00	54.00
Private changing room with hot water	43.00	43.00	43.50	45.00	46.00
Keys - deposit or charge for loss	25.00	25.00	25.00	25.00	25.00

HAMPSTEAD HEATH, HIGHGATE WOOD & QUEEN'S PARK	Charges approved 1/4/15 (£) +2.4%	Charges approved 1/4/16 (£) Benchmarking exercise	Charges approved 1/4/17 (£) +1%	Charges approved 1/4/18 (£) +2.6%	Proposed Charges 1/4/19 (£) +2.7%
Hire of goal nets	15.00	15.00	15.00	15.00	15.00
Charge for damaged goal nets	-	-	£15+ 20% admin fee	Cost + 20% admin fee	Cost + 20% admin fee
SOFTBALL/ ROUNDERS (Hampstead Heath)					
Reserved Pitch	52.00	52.00	53.00	54.00	55.00
PENTANQUE (Hampstead Heath)					
Hourly charge/rink	3.00	3.00	3.50	3.50	4.00
Deposit for Boules hire (Returnable)	20.00	20.00	20.00	20.00	20.00
BOWLS (Hampstead Heath)					
Hourly charge (per player)	3.50	3.50	3.50*4	4.00*4	4.00*4
Deposit for Bowls Hire (Returnable)	10.00	10.00	20.00	20.00	20.00
CROQUET (Hampstead Heath)					
Hourly charge (members of HHCC) for lawn	4.50	4.50	4.50*4	5.00*4	5.00*4

HAMPSTEAD HEATH, HIGHGATE WOOD & QUEEN'S PARK	Charges approved 1/4/15 (£) +2.4%	Charges approved 1/4/16 (£) Benchmarking exercise	Charges approved 1/4/17 (£) +1%	Charges approved 1/4/18 (£) +2.6%	Proposed Charges 1/4/19 (£) +2.7%
Hourly charge (non-members) for lawn	8.00	8.00	8.00*4	8.50*4	8.50*4
PITCH & PUTT (Queen's Park)					
One Round - Adult	5.50	5.50	6.00	6.00	6.00
One Round - Concession	2.50	3.30	3.50	3.50	3.50
SWIMMING – DAY TICKETS (Hampstead Heath)					
Lido Morning Swim - Adult	2.50	3.50	4.00	4.00	4.00
Lido Morning Swim - Concession	1.50	2.10	2.50	2.50	2.50
Lido Evening Swim - Adult	2.50	3.50	4.00	4.00	4.00
Lido Evening Swim - Concession	1.50	2.10	2.50	2.50	2.50
Lido Day Swim – Adult	6.00	6.60	7.00	7.00	7.00
Lido Day Swim – Concession	4.00	4.00	4.50	4.50	4.50
Lido Day Swim - Family (up to 2 Adults & 2 Children)	15.00	17.20	18.50	19.00	19.00
Lido Day Swim Adult & Child	8.00	9.00	10.00	10.00	10.00

HAMPSTEAD HEATH, HIGHGATE WOOD & QUEEN'S PARK	Charges approved 1/4/15 (£) +2.4%	Charges approved 1/4/16 (£) Benchmarking exercise	Charges approved 1/4/17 (£) +1%	Charges approved 1/4/18 (£) +2.6%	Proposed Charges 1/4/19 (£) +2.7%
Lido Sauna Day Ticket *6	-	2.50	2.50	2.50	3.00
Bathing Pond Day Ticket - Adult	2.00	2.00	2.00	2.00	2.00
Bathing Pond Day Ticket - Concession	1.00	1.00	1.00	1.00	1.00
SWIMMING – SEASON TICKETS (Hampstead Heath)					
Lido 1 Month Season Ticket - Adult	42.00	42.00	47.00	48.00	48.00
Lido 1 Month Season Ticket -Concession	21.00	25.20	29.00	29.00	29.00
Lido 12 Month Season Ticket - Adult	152.00	175.00	195.00	200.00	200.00
Lido 12 Month Season Ticket - Concession	98.00	105.00	117.00	120.00	120.00
Lido 6 Month Season Ticket - Adult	120.00	120.00	133.00	136.00	136.00
Lido 12 Month Season Ticket - Concession	60.00	72.00	80.00	82.00	82.00
Lido Sauna Season Ticket *5	-	50.00	51.00	60.00	62.00
Lido & Bathing Ponds 12 Month Season Ticket - Adult	195.00	195.00	216.00	222.00	222.00

HAMPSTEAD HEATH, HIGHGATE WOOD & QUEEN'S PARK	Charges approved 1/4/15 (£) +2.4%	Charges approved 1/4/16 (£) Benchmarking exercise	Charges approved 1/4/17 (£) +1%	Charges approved 1/4/18 (£) +2.6%	Proposed Charges 1/4/19 (£) +2.7%
Lido & Bathing Ponds 12 Month Season Ticket - Concession	108.00	117.00	130.00	133.00	133.00
Lido & Bathing Ponds 6 Month Season Ticket - Adult	140.00	140.00	150.00	154.00	154.00
Lido & Bathing Ponds 12 Month Season Ticket - Concession	70.00	84.00	90.00	92.00	92.00
Season Ticket replacement cost	-	-	5.00	5.00	10.00
Bathing Pond 12 Month Season Ticket - Adult	125.00	125.00	125.00	125.00	125.00
Bathing Pond 12 Month Season Ticket - Concession	66.00	66.00	66.00	66.00	66.00
Bathing Pond 6 Month Season Ticket - Adult	66.00	66.00	66.00	66.00	66.00
Bathing Pond 6 Month Season Ticket - Concession	33.00	33.00	33.00	33.00	33.00
Season Ticket replacement cost			5.00	5.00	10.00
TENNIS – COURT BOOKING (Hampstead Heath & Queen's Park)					
Annual registration Card	16.00	25.00	27.50	28.00	29.00
Court Hourly Charge - Adult	7.00	8.00	8.50	9.00	9.00

HAMPSTEAD HEATH, HIGHGATE WOOD & QUEEN'S PARK	Charges approved 1/4/15 (£) +2.4%	Charges approved 1/4/16 (£) Benchmarking exercise	Charges approved 1/4/17 (£) +1%	Charges approved 1/4/18 (£) +2.6%	Proposed Charges 1/4/19 (£) +2.7%
Court Hourly Charge - Concession	4.00	4.80	5.00	5.50	5.50
TENNIS – COACHING (Hampstead Heath & Queen's Park)					
<i>Adult Beginners/Improvers</i>					
1 hour weekly sessions (5 week course) -Adult	48.00	50.00	55.00	56.50	58.00
1.5 hour weekly sessions (5 week course) -Adult	72.00	75.00	82.50	84.50	87.00
2 hour weekly sessions (5 week course) -Adult	96.00	100.00	110.00	113.00	116.00
1 hour weekly sessions (5 week course) -Junior	39.00	40.00	43.00	44.00	46.50^{*8}
CAR PARKING (Hampstead Heath)					
0- 2 hours	3.00	3.00	3.50	3.60	3.70
2- 4 hours	6.00	6.00	7.00	7.20	7.40
Additional hours or part hours above 4 hours	5.00	5.00	6.00	6.50	6.70
FAIRS (Hampstead Heath)					
Pitch			1% increase in pitch fees	2.6% increase in pitch fees	2.7% increase in

HAMPSTEAD HEATH, HIGHGATE WOOD & QUEEN'S PARK	Charges approved 1/4/15 (£) +2.4%	Charges approved 1/4/16 (£) Benchmarking exercise	Charges approved 1/4/17 (£) +1%	Charges approved 1/4/18 (£) +2.6%	Proposed Charges 1/4/19 (£) +2.7%
					pitch fees
BAT WALKS (Hampstead Heath & Highgate Wood)					
Walk Ticket		7.00	7.00	7.00	7.00
BANDSTAND HIRE (Queen's Park)					
3 hour booking (including tables & chairs)	55.00	65.00	66.00	68.00	70.00
3 hour booking (excluding tables & chairs)	55.00	55.00	56.00	58.00	60.00
SKIPS & COMPOUNDS/SCAFFOLDING					
Skips 1-7 days		£60.00 (VAT exempt) per week (Minimum fee £60)	£61.00 (VAT exempt) per week (Minimum fee £61)	£63.00 (VAT exempt) per week (Minimum fee £63)	65.00 (weekly minimum fee)
Skips – additional day rate (where hire exceeds 7 days)		-	-	-	65.00
Compounds/scaffolding – day charge rate		£0.50 per M ² per day (Minimum overall charge £60 per day)	£0.50 per M ² per day (Minimum overall charge £61 per day)	£0.50 per M ² per day (Minimum overall charge £63 per day)	0.51 per M² or 65.00 per day (whichever is greater)

HAMPSTEAD HEATH, HIGHGATE WOOD & QUEEN'S PARK	Charges approved 1/4/15 (£) +2.4%	Charges approved 1/4/16 (£) Bench-marking exercise	Charges approved 1/4/17 (£) +1%	Charges approved 1/4/18 (£) +2.6%	Proposed Charges 1/4/19 (£) +2.7%
MEMORIAL BENCHES & PLAQUES					
Engraved Bench (Hampstead Heath, Golders Hill Park & Queen's Park)	-	2,400.00	2,400.00	2,400.00	2,500.00
Engraved Bench (Pergola & Hill Garden)	-	4,200.00	4,200.00	4,200.00	4,500.00
Bench Plaque (Highgate Wood)	Subject to engraving – price on application	Subject to engraving – price on application	Subject to engraving – price on application	Subject to engraving – price on application	Subject to engraving – price on application
CHARGES FOR EVENTS - LINKED TO EVENTS POLICY					
Application Fee					£25 – Community Events
					£50 – Commercial events
Remediation Deposit - Price considered as part of application process, linked to type and size of event and time of year.					Price on application
Electrical/Power supply hook-up (where available)					£50 per day*
Water (where available)					£50 per day
Waste and recycling					

HAMPSTEAD HEATH, HIGHGATE WOOD & QUEEN'S PARK	Charges approved 1/4/15 (£) +2.4%	Charges approved 1/4/16 (£) Bench- marking exercise	Charges approved 1/4/17 (£) +1%	Charges approved 1/4/18 (£) +2.6%	Proposed Charges 1/4/19 (£) +2.7%
Collection - Per hour Disposal					£50 £150 per tonne
Staff Costs (Per hour) Ranger/Keeper Supervisor Manager Driver and vehicle					£35 £48 £60 £85 (Keeper +£50)
Toilet Cleaning					£25 per hour

HAMPSTEAD HEATH, HIGHGATE WOOD & QUEEN'S PARK	Charges approved 1/4/16 (£)	Charges approved 1/4/17 (£)	Charges approved 1/4/18 (£)	Charges approved 1/4/19 (£)	Proposed charges 1/4/20 (£)
WEDDINGS & CIVIL CEREMONIES					
Hill Garden Shelter (Monday – Thursday)	2,000.00	2,400.00	2,520.00	2,585.00	2,655.00
Hill Garden Shelter (Friday)	2,400.00	2,900.00	3,045.00	3,125.00	3,210.00
Hill Garden Shelter (Weekends)	2,800.00	3,400.00	3,570.00	3,660.00	3,760.00

HAMPSTEAD HEATH, HIGHGATE WOOD & QUEEN'S PARK	Charges approved 1/4/16 (£)	Charges approved 1/4/17 (£)	Charges approved 1/4/18 (£)	Charges approved 1/4/19 (£)	Proposed charges 1/4/20 (£)
Pergola (Monday – Thursday)	1,800.00	2,200.00	2,310.00	2,370.00	2,435.00
Pergola (Friday)	2,000.00	2,400.00	2,520.00	2,585.00	2,655.00
Pergola (Weekends)	2,200.00	2,700.00	2,835.00	2,910.00	2,990.00
Table service charge	120.00	150.00	158.00	160.00	165.00
Queen's Park Bandstand (Monday – Friday)	720.00	865.00	1,040.00	1,065.00	1,095.00
Queen's Park Bandstand (Weekends)	960.00	1,150.00	1,380.00	1,415.00	1,455.00