



## **Public Relations and Economic Development Sub (Policy & Resources) Committee**

**Date:** TUESDAY, 2 JULY 2019

**Time:** 3.00 pm

**Venue:** COMMITTEE ROOMS

**Members:** Deputy Catherine McGuinness (Chairman)  
Simon Duckworth (Deputy Chairman)  
Deputy Keith Bottomley  
Tijs Broeke  
Dominic Christian  
Karina Dostalova  
Anne Fairweather  
Alderman Prem Goyal  
Christopher Hayward  
Deputy Jamie Ingham Clark  
Deputy Edward Lord  
Andrew Mayer  
Jeremy Mayhew  
Alderman William Russell  
Deputy Tom Sleigh  
Sir Michael Snyder  
James Tumbridge  
Alderman Sir David Wootton

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

# **AGENDA**

## **Part 1 - Public Agenda**

1. **APOLOGIES FOR ABSENCE**
2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **MINUTES**  
To agree the public minutes and summary of the meeting held on 11 June 2019.  
**For Decision**  
(Pages 1 - 6)
4. **OUTSTANDING ACTIONS**  
Report of the Town Clerk.  
**For Information**  
(Pages 7 - 8)
5. **INNOVATION & GROWTH (IG) UPDATE**  
Report of the Director of Innovation & Growth.  
**For Information**  
(Pages 9 - 12)
6. **CORPORATE AFFAIRS UPDATE**  
Report of the Director of Communications.  
**For Information**  
(Pages 13 - 18)
7. **PARLIAMENTARY TEAM UPDATE**  
Report of the Remembrancer.  
**For Information**  
(Pages 19 - 24)
8. **2019/20 MAYORAL PROGRAMME - ALDERMAN WILLIAM RUSSELL (SUBJECT TO ELECTION)**  
Joint report of the Executive Director of Mansion House & Central Criminal Court, Director of Innovation & Growth, Assistant Town Clerk & Director of Major Projects, Director of Community & Children's Services.  
**For Information**  
(Pages 25 - 30)

9. **THE UK COALITION FOR DIGITAL INTELLIGENCE - PROPOSAL**  
Joint report of the Director of Innovation & Growth and the Director of Community & Children's Services.
- For Information**  
(Pages 31 - 38)
10. **THE CITY OF LONDON CORPORATION'S SPORT AND PHYSICAL ACTIVITY STRATEGY FOR 2019-23**  
Report of the Town Clerk.
- For Information**  
(Pages 39 - 54)
11. **EMISSIONS REDUCTION BILL UPDATE**  
Joint report of the Remembrancer and the Director of Markets & Consumer Protection.
- For Information**  
(Pages 55 - 60)
12. **APPLICATION FOR USE OF EPPING FOREST LAND AT WANSTEAD FLATS FOR A MUSIC CONCERT. SEF 29/19**  
Report of the Director of Open Spaces.
- For Information**  
(Pages 61 - 106)
13. **SIX MONTHLY MEDIA UPDATE**  
Report of the Director of Communications.
- For Information**  
(Pages 107 - 112)
14. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**
15. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
16. **EXCLUSION OF THE PUBLIC**  
MOTION - That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

**For Decision**

## **Part 2 - Non-Public Agenda**

17. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 11 June 2019.

**For Decision**  
(Pages 113 - 114)

18. **CPR UPDATE**

The Chair of Policy & Resources to be heard.

**For Discussion**

19. **NON-PUBLIC APPENDIX RELATING TO WANSTEAD FLATS**

To be considered in relation to item 12 in the public agenda.

**For Information**  
(Pages 115 - 118)

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

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

## **PUBLIC RELATIONS AND ECONOMIC DEVELOPMENT SUB (POLICY & RESOURCES) COMMITTEE**

**Tuesday, 11 June 2019**

**Minutes of the meeting of the Public Relations and Economic Development Sub (Policy & Resources) Committee held at the Guildhall EC2 at 3.00 pm**

### **Present**

#### **Members:**

Simon Duckworth (Deputy Chairman), <i>who chaired the meeting</i>	Deputy Jamie Ingham Clark
Deputy Keith Bottomley	Deputy Edward Lord
Tijs Broeke	Andrew Mayer
Karina Dostalova	Deputy Tom Sleigh
Anne Fairweather	James Tumbridge
Alderman Prem Goyal	Alderman Sir David Wootton
Christopher Hayward	

#### **Officers:**

John Barradell	- Town Clerk & Chief Executive
Angela Roach	- Assistant Town Clerk
Paul Double	- Remembrancer
Nigel Lefton	- Remembrancer's
Bob Roberts	- Director of Communications
Eugenie de Naurois	- Head of Corporate Affairs, Communications
Sanjay Odedra	- Head of Media
Sam Hutchings	- Corporate Affairs, Communications
Damian Nussbaum	- Director of Economic Development
Laura Davison	- Head of Research, Economic Development
Simon McGinn	- Built Environment
Emma Cunningham	- Town Clerk's

### **1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Dominic Christian, Deputy Catherine McGuinness and Alderman William Russell.

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

Chris Hayward declared a non-pecuniary interest during discussion of a question at item 18 due to his standing as non-aldermanic Sheriff of the City of London Corporation.

3. **MINUTES**

**RESOLVED** – That the public minutes and summary of the meeting held on Tuesday 7 May 2019 be approved as a correct record.

4. **EDO UPDATE**

The Sub-Committee received a report of the Director of Economic Development providing Members with highlights of the key activity undertaken by the Economic Development Office (EDO) in March and April.

Members asked for more information on the work that the Office were doing with the insurance sector and the tech sector. The Director of Economic Development also updated Members, following a question, on the work that had been undertaken on immigration.

**RESOLVED**, that:

- The report be noted.

5. **CORPORATE AFFAIRS UPDATE**

The Sub-Committee received a report of the Director of Communications providing a monthly update of the Corporate Affairs Team's activities in supporting the City Corporation's strategic political engagement.

Following a question, the Head of Corporate Affairs confirmed that the City Corporation would be attending the Local Government Association (LGA) conference.

Members discussed the funding to support the development of the role and scope of the new Sport Engagement Manager and it was agreed for a further discussion to be had on this under item 10 of the agenda.

**RESOLVED**, that:

- The report be noted.

6. **PARLIAMENTARY UPDATE**

The Sub-Committee received a report of the Remembrancer updating Members on the main elements of the Parliamentary Team's activity in support of the City Corporation's political and parliamentary engagement.

Members discussed the Emission Reduction Bill, the repealing of the Vagrancy Act and the MPs that had been consulted on the markets' consolidation programme.

**RESOLVED**, that:

- The report be noted.

7. **CORPORATE RISK 10: ADVERSE POLITICAL DEVELOPMENTS**

The Sub-Committee received a report of the Remembrancer updating Members on Corporate Risk CR10 and the steps being taken to mitigate the risk.

Members asked for the corporate risks regarding reputational and political damage to the organisation be first reported to this Sub-Committee before Audit & Risk Management Committee in future. A detailed discussion ensued concerning the realism of the current risk score and the target dates for mitigation.

Members also discussed the importance of engaging with all political parties due to the apolitical nature of the City Corporation.

**RESOLVED**, that:

- The report be noted.

#### 8. **FEEDBACK FROM EU ELECTIONS**

The Sub-Committee heard a presentation of the Director of Communications containing insights following the results of the recent EU elections.

Members also commented on the current political situation and emphasised the importance to be engaging with all political parties, especially those who had done well in the EU elections.

**RESOLVED**, that:

- The City Corporation to engage with London MEPs;
- A Member briefing breakfast to be set up to update Members with more detail on the City Corporation's political engagement and where resources are being deployed.

#### 9. **NEW POLICY FOR COMMERCIAL FILMING AT CITY OF LONDON CORPORATION'S BUILDINGS AND OPEN SPACES**

The Sub-Committee considered a report of the Director of Communications concerning a new policy for commercial filming at City Corporation-owned buildings and open spaces.

A consultant who had carried out the work gave a presentation on his findings and proposed policy. The Director of Communications underlined that the new policy devised a system where the revenue raised from filming was directed to a central pot which departments could bid against, rather than directly back to the relevant department. Two Members raised concerns on this approach, particularly relating to areas of the Service Committees they were Chairmen of and asked for further consultation to be carried out. Other Members felt that a corporate approach should be taken on this and there was no need for any further consultation, apart from at operational level.

A Member also asked that the filming protocol strategic guidelines be updated so that the Director of Communications be more involved in assessing the risks of individual films.

**RESOLVED**, that:

- The Public Relations and Economic Development Sub-Committee recommend to the Policy & Resources Committee that the City of

London Corporation's policy for commercial filming at its building and open spaces be approved.

**10. SPORT ENGAGEMENT UPDATE**

The Sub-Committee received a report of the Director of Communications updating Members on progress being made in taking forward the City Corporation's new approach towards sport engagement.

Following a question from a Member who asked the Town Clerk to consider additional funding for this work, it was discussed that the role of the Sport Engagement Manager, was to seek out new sport engagement opportunities with external partners using existing funding streams, although some additional funding had been made available for smaller events.

The Chairman of the Hampstead Heath, Highgate Wood and Queen's Park Committee raised concerns that a separate report setting out a City-wide strategy for sport that was currently being circulated to other committees, which could be perceived as reputationally damaging to the City Corporation due to negative comments. Members discussed that the sport engagement work formed part of the overall sports strategy and that this Sub-Committee would receive the sports strategy next month and have a Member briefing breakfast to discuss this in more detail. Following a question, the Town Clerk also clarified that this Sub-Committee's terms of reference included its responsibility for "oversight and governance of Sports Engagement (with power to act)", whereas the wider sports strategy had oversight from Policy & Resources in consultation with other relevant Committees.

A Member also asked for consideration on guest lists for hospitality tickets to sporting events, although it was noted that any allocation is subject to negotiations with the respective organising body.

**RESOLVED**, that:

- The report be noted.

**11. MIPIM PROPERTY CONFERENCE 2019/2020**

The Sub-Committee received a joint report of the City Surveyor and Director of the Built Environment informing Members of the City Corporation's activities at the MIPIM property exhibition in March 2019 and its proposed activities for March 2020.

**RESOLVED**, that:

- The report be noted.

**12. PROMOTING LONDON AND THE UK'S POSITION AS A LEADING GLOBAL CENTRE FOR FINANCIAL AND PROFESSIONAL SERVICES**

The Sub-Committee received a report of the Director of Economic Development updating Members on progress regarding the new promotional platform and accompanying collateral.



The Head of Research presented the new platform to Members with all its various functions. Members asked questions regarding its accessibility to non-native English speakers, promotion of culture and the “go live” strategy.

**RESOLVED**, that:

- The report be noted.

**13. POLICY CHAIR'S VISIT TO WASHINGTON**

The Sub-Committee received a report of the Director of Economic Development concerning the Chair of Policy & Resources recent visit to Washington DC.

**RESOLVED**, that:

- The report be noted.

**14. CAMPAIGN FOR FREEDOM OF INFORMATION SURVEY**

The Sub-Committee received a report of the Comptroller and City Solicitor, which set out the Campaign for Freedom of Information's survey of London Local Authorities.

**RESOLVED**, that:

- The report be noted.

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

There were no questions.

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

There were no urgent items.

**17. EXCLUSION OF THE PUBLIC**

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

Item	Paragraph
18-19	3

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

Questions were raised in respect of the following –

1. Gender Identity Policy Handling
2. Livery Companies and Common Hall
3. LawTech Sounding Board

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

There were no items of urgent business.

**The meeting closed at 4.41 pm**

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Chairman

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Public Relations and Economic Development Sub-Committee

Outstanding Actions Sheet - July 2019

No.	Date	Action	Officer responsible	Progress Update
1	08.01.19	An update on the City Corporation's involvement with the Professional and Business Services Council and its research on the overall ecosystem of the City.	Damian Nussbaum	Due September 2019.
2	11.06.19	Information on staff costs for Common Hall be circulated to the Sub Committee.	John Barradell	Due July 2019.

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<b>Committee</b>	<b>Dated:</b>
Public Relations & Economic Development Sub-Committee	2 July 2019
<b>Subject:</b> IG monthly update – June	<b>Public</b>
<b>Report of:</b> Director of Innovation and Growth	<b>For Information</b>
<b>Report author:</b> Emily Howell	

## Summary

The following report provides Members with highlights of the key activity undertaken by the Innovation and Growth Directorate (IG) in June.

## Recommendation

Members are asked to:

- Note the progress of IG workstreams.

## Main Report

1. The City of London hosted the former deputy Prime Minister of Singapore Tharman Shanmugaratnam on 13 June. The event included two panel sessions formed of industry and government leaders from both the UK and Singapore. With Singapore a leading financial centre in ASEAN and a key location for UK firms' Asia-Pacific business, it was valuable to discuss future collaboration opportunities across financial and professional services including green finance, asset management, fintech, cyber security and infrastructure finance. Furthermore, two Memoranda of Understanding (MOU) were signed during the conference: one between the Monetary Authority of Singapore (MAS), the Chartered Institute for Securities and Investment, the Green Finance Initiative and another between MAS and the City of London Corporation.
2. Claire Tunley continues to work on the Financial Services Skills Task Force, which published an interim "current state" assessment on 20 June 2019. The report sets out the future skills needs of the sector and the radical changes that needs to take place to ensure the sector has the talent it needs to remain a global leader. Taskforce work now moves to developing recommendations in preparation for a final report in Autumn 2019.
3. IG continues to promote London as both cyber secure and as a key market for product and service innovation in cyber:
  - a. The London Office for Rapid Cyber Advancement (LORCA) launched UK Tech Week at Here East in Stratford. LORCA is a cyber start-up hub, with the City of London Corporation a partner. The City Corporation is scheduled to co-host events this autumn. LORCA's prominent role in Tech Week demonstrates the significance of cyber within the tech agenda. Speaking at the launch, the Prime Minister announced a £100 million investment in PhD

- scholarships and 200,000 new master's conversion degrees in Artificial Intelligence.
- b. We welcomed the New York District Attorney Cyrus Vance Jr. for the biannual Global Cyber Alliance (GCA) meeting with City Police. Attendees included the High Commissioner for Singapore. The upcoming GCA strategy focused upon developing countries, with work still to be done balancing the strategic relationship between private and government endorsement of GCA products.
4. We continue to work on enhancing London's position as the global hub for business innovation and support businesses to continue rolling out innovative products and services:
    - a. On 3 June 2019, the Policy Chair launched the City Corporation's LawTech Sounding Board alongside the Lord Chancellor & Secretary of State for Justice David Gauke MP. Board members include representatives from law firms Freshfields Bruckhaus Deringer, Dentons and CMS and a number of lawtech companies including Neota Logic, Luminance and Legatics. The discussions focused on the current status of UK lawtech and how to boost the adoption of technology across the legal sector. Future work will focus on a pilot programme bringing together law firms, in-house counsel and technology companies to share knowledge and increase understanding about the challenges each face in developing, implementing and using lawtech.
    - b. On 6 June 2019, the Trade & Investment team organised a roundtable hosted by the Lord Mayor at Mansion House that looked at the opportunities and challenges for UK fintech firms looking at the US market. As the Lord Mayor will soon be departing to the US and Canada with a fintech business delegation, this discussion was an opportunity to both inform his views and brief him pre-visit, as well as provide a forum for UK firms to share their experiences of working with the US. This includes issues related to market entry, and federal and state regulatory barriers. The UK government was also in attendance and announced their Financial Innovation Partnership – a workstream that will aim to support UK fintech firms looking at the US and strengthen the regulatory relationship.
  5. There has been further work on IG's objectives regarding China:
    - a. Alderman William Russell visited Shanghai on 12-15 June 2019 to promote bilateral financial cooperation between UK and China by attending the 11th Lujiazui Forum on behalf of the City to promote London's leading position as an international financial centre and further cement our close ties with China and Shanghai. The trip covered asset management and fintech as key themes, where William hosted a roundtable on asset management jointly with Department for International Trade and Lujiazui Financial City. He also met with the Chairman of Ant Financial, the highest valued fintech firm globally.
    - b. At the UK-China Economic and Financial Dialogue (EFD) on 17 June 2019, the Policy Chair and Lord Mayor participated at the Financial Services Summit that was held alongside the EFD. The Chinese delegation led by Vice Premier Hu Chunhua visited Guildhall for a short tour, hosted by the

Policy Chair and Lord Mayor. A launch for London-Shanghai Stock Connect took place at London Stock Exchange, which the Lord Mayor attended.

- c. On 18 June 2019, the City Corporation, as Secretariat to the London RMB Business Working Group, jointly hosted an RMB Global Cities Dialogue alongside the US and Australian RMB Working Group. This event was attended by 100 delegates.
6. To further our work on promoting London as the world-leading global centre for financial and professional services, commerce and culture, the City Corporation's new standalone digital platform promoting London and the UK's global offer as a location for financial and professional services was launched by the Lord Mayor at the Bankers' and Merchants' Dinner on 20 June 2019. This new online platform showcases London's and the UK's strengths through statistics, factsheets, videos, case studies, quotes and reports, and extensively links to partner organisations. It builds on the 'creative energy' narrative, developed with London and Partners, to highlight the UK's offer in terms of the global outlook, depth and breadth of offer, and innovative ecosystem. The new platform – to be found at [www.theglobalcity.uk](http://www.theglobalcity.uk) – has been extensively disseminated, including through partner networks and will act as a central resource for promoting the UK around the world and businesses seeking information to inform their location decisions. It contains a wealth of new research material, including nine new industry statshots, alongside the main promotional video, infographics and business case studies.
7. The research team hosted the London Economic Research Roundtable at Guildhall on 29 May 2019. This brought together key stakeholders engaged in researching London's economy including the GLA, London and Partners, London First, Centre for London, and LSE academics, among others. Key issues discussed included London's trade links across the UK and globally, and the observed impacts of Brexit on trade, investment, and location decisions.
8. As part of our ongoing engagement with European embassies in London, the Policy Chair hosted a lunch discussion on 28 May 2019 with representatives from the European Economic Area (EEA) and European Free Trade Area (EFTA). This provided the opportunity for City representatives to learn about the perspectives of Iceland, Norway, Liechtenstein and Switzerland - particularly their experiences engaging with the EU. EEA countries are concerned about the loss of the UK from around the table as an ally and influential large member state. They are keen to negotiate a new relationship in due course. From their perspective the EEA model works well and is better than anything that could be negotiated bilaterally.
9. The IRSG Data workstream took place on 4 June. Members held a detailed discussion on the issue of International cross-border data transfers and agreed to work up a paper for submission to the European Commission. Officials from DCMS (Department of Digital, Culture, Media and Sport) advised that agreement has been reached with 12 out of the 13 existing EU adequacy countries and gave an update on the establishment of a new unit which will focus on the development of a UK regime for international transfers. Workstream members will be given the opportunity to contribute to this in due course.
10. We continue to work with partners to ensure that the FPS sector creates links to London and provides opportunities for Londoners. As an active member of the

Central London Forward Partnership, we supported the Policy Chair to present to the CLF Employment and Skills Board on 4 June 2019, made up of senior politicians from each borough. This session explored the nature of employment in the sector and how opportunities can be better connected to Londoners.

11. The Economic Development Office became IG on 20 June 2019, as approved by Members. We are currently in the process of updating our Business Plan, which we intend to bring to Members in September 2019. In the meantime, we are reorganising our existing work to better support the Corporate Plan. These are:

*Core objectives*

- Nurture an innovative ecosystem.
- Build a world-class business environment.
- Expand access to global opportunities for UK financial and professional services firms.
- Secure global recognition of the UK's financial and professional services offer.

*Enabling objectives*

- Enhance our impact through cross-team campaigns.
- Strengthen our partnerships and engagement.

**Emily Howell | Executive Officer  
Innovation and Growth**

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<b>Committee</b> Public Relations and Economic Development Sub (Policy and Resources) Committee	<b>Dated:</b> 02 July 2019
<b>Subject:</b> Corporate Affairs Update	<b>Public</b>
<b>Report of:</b> Bob Roberts, Director of Communications	<b>For Information</b>
<b>Report author:</b> Jan Gokcen, Corporate Affairs Officer	

## Summary

This report provides a monthly update of the Corporate Affairs team's activities in supporting the City Corporation's strategic political engagement.

The Corporate Affairs team coordinates and organises the City Corporation's political engagement and supports both Members and officers in its delivery, with a focus on the activity undertaken by the Policy Chair and the Lord Mayor.

The activities documented in this report focus largely on those lead by the Corporate Affairs team. Activities undertaken in partnership with other teams and departments are also included and have been appropriately termed.

Each area of activity is linked back to the objectives outlined in the Communications Business Plan.

The timeframe of this report spans the period lapsed between the previous and current meetings of this Sub Committee.

## Recommendation

Members are asked to:

- Note this report.

## Main Report

### Strategic Objectives

1. To implement and oversee the Corporate Affairs team objectives as outlined in the Communications Business Plan.
2. Based on developments in the domestic political and economic landscape and in line with the City Corporation's corporate priorities, the Corporate Affairs Team has focused its activity in the areas of engagement listed below.

### Brexit

3. Following the extension to Article 50 granted by the European Union (EU) Council, the Corporate Affairs team:

- a. Continued to monitor latest political developments in the UK and EU following the UK and EU's agreement to extend to the UK's deadline for departure to 31 October;
  - b. Contributed to Brexit updates for the Policy Chair and Lord Mayor;
  - c. Identified and invited ministers, shadow ministers and other Members of Parliament to meetings with the Policy Chair to discuss issues of mutual interest, including, but not limited to, Brexit-related matters;
  - d. Organised a meeting between the Policy Chair and the Secretary of State for Exiting the European Union, Stephen Barclay MP, to discuss no deal preparations, access to international talent post-Brexit, SME preparedness, and other Brexit-related matters.
4. The above links to the following Business Plan objectives:
- a. To have coordinated political engagement activity across the organisation;
  - b. To remain relevant in the policy-making and political sphere.

### **London – Local engagement and London promotion**

5. The Corporate Affairs team seeks to develop and encourage the City Corporation's engagement with the rest of London beyond the Square Mile. To this end, the Corporate Affairs Team:
- a. Briefed the Policy Chair for the meeting of London Councils Executive, which was attended by Nick Hurd MP, Minister for London;
  - b. Organised and briefed the Policy Chair for the visit to the Royal Borough of Kingston, where a meeting with the Leader of the Council, Cllr Liz Green, also took place;
  - c. Briefed the Policy Chair for a meeting with senior representatives of Islington Council, including Cllr Richard Watts, Leader of Islington Council;
  - d. Drafted the Policy Chair's speaking remarks for the London Real Estate Forum;
  - e. Drafted the Policy Chair's speaking remarks for the London Careers Festival;
  - f. Drafted the Policy Chair's speaking remarks for the 'Eid in the City' dinner, held at Mansion House, which was attended by the Mayor of London Sadiq Khan MP.
6. The above links to the following Business Plan objectives:
- a. To have coordinated political engagement activity across the organisation;
  - b. To remain relevant in the policy-making and political sphere;
  - c. To bring stakeholders together to discuss policy issues that affect them, and subsequently deliver on any desired outcome of that discussion.

### **Domestic Political Engagement**

7. A key aim of the political engagement organised and undertaken by the Corporate Affairs Team is to foster productive dialogue between the City

Corporation and key political representatives and decision-makers in government – at local, regional and national levels. To this end, the City Corporation:

### **National Engagement**

- a. Organised and briefed the Policy Chair for meetings with David Lidington MP, Minister for the Cabinet Office and Chancellor of the Duchy of Lancaster, and Kit Malthouse MP, Minister of State for Housing, respectively;
  - b. Organised for the Policy Chair to visit Wales as part of the City Corporation's regional engagement programme, where a meeting with Mark Drakeford MP, First Minister of Wales, was held;
  - c. In conjunction with the Remembrancer's Team, organised a meeting between the Policy Chair and with the Chair of the Foreign Affairs Select Committee Tom Tugendhat MP, for which the Remembrancer's Team briefed and accompanied the Policy Chair;
  - d. Contributed to the Lord Mayor's briefing for the meeting with Minister for Digital and Creative Industries Margot James MP.
8. The above links to the following Business Plan objectives:
- a. To deliver clear, consistent and confident public messaging across the City Corporation;
  - b. To have coordinated political engagement activity across the organisation;
  - c. To remain relevant in the policy-making and political sphere;
  - d. To bring stakeholders together to discuss policy issues that affect them, and subsequently deliver on any desired outcome of that discussion.

### **International Engagement**

9. Where relevant, the Corporate Affairs team assists the City Corporation's overseas engagements, such as those undertaken by the Policy Chair and Lord Mayor. To this end, the Corporate Affairs team has:
- a. Prepared the Policy Chair's speaking remarks for the UK-Singapore Business Summit;
  - b. Prepared the Deputy Chair's speaking remarks for the Franco-British Council;
  - c. Prepared the Policy Chair's speaking remarks for the UK-China Economic & Financial Dialogue;
  - d. Contributed to the Lord Mayor's speaking remarks for the trip to the United States of America and Canada.
  - e. Prepared the Policy Chair's speaking remarks for the India Day summit, held at Mansion House.
10. The above links to the following Business Plan objectives:
- a. To deliver clear, consistent and confident public messaging across the City Corporation.

## **Think Tanks and Third-Party organisations**

11. As part of the City Corporation's engagement with think tanks and other external organisations, the Corporate Affairs team has:
- a. Liaised with the think-tank Bright Blue regarding their upcoming conference, which will be held at Guildhall, that will feature the Secretary of State for Education Damian Hinds MP as the keynote speaker;
  - b. Liaised with the Institute for Public Policy Research regarding their new Environmental Justice Commission, which the City Corporation has agreed to sponsor;
  - c. Organised a roundtable in partnership with the New Economics Foundation on employee ownership;
  - d. Liaised with the Fabian Society, where updates regarding their City Corporation sponsored research project, 'Using Arts and Culture to Enable Deprived Communities to Thrive', was provided;
  - e. Organised the Centre for Policy Studies' Margaret Thatcher Conference on 'Britain and America', held here at Guildhall, which featured HE US Ambassador to the UK; Jeremy Hunt MP, Secretary of State for Foreign and Commonwealth Affairs; Liam Fox MP, Secretary of State for International Trade; John Glen MP, City Minister; Lord Saatchi, Chairman, CPS; George Osborne, Editor, Evening Standard.
12. The above links to the following Business Plan objectives:
- a. To bring stakeholders together to discuss policy issues that affect them, and subsequently deliver on any desired outcome of that discussion.

## **Party Conference**

13. In preparation of the City Corporation's annual programme at the major political party conferences, the Corporate Affairs team has:
- a. Liaised with think-tank partners – IPPR, Social Market Foundation, Centre for Policy Studies and Policy Exchange – Continued organising City Corporation events at Liberal Democrat, Labour, and Conservative party conferences respectively;
  - b. Booked party conference passes for PRED Members who have confirmed their attendance;
  - c. Liaised with key stakeholders in the trade association sub-sector, specifically TCUK and UK Finance, to ensure that our respective party conference activities are aligned.
  - d. Attended the Brexit Party conference and is arranging attendance at the Green Party conference.
14. The above links to the following Business Plan objectives:
- a. To remain relevant in the policy-making and political sphere;
  - b. To bring stakeholders together to discuss policy issues that affect them, and subsequently deliver on any desired outcome of that discussion.

### **Priorities for the next quarter**

15. Priorities for the Corporate Affairs team over the next four months are:
- a. Organising the City Corporation's attendance and activities at the Autumn party conferences.
  - b. Delivering on the second tranche of London Borough engagement for the Policy Chair.
  - c. Continuing to effectively communicate **(a)** Brexit messaging and associated risks based on the political landscape and **(b)** the London Fundamentals messaging, to key political stakeholders
  - d. Monitoring developments in the Conservative party leadership contest
  - e. Continuing with the sports engagement programme which is the subject of a separate report to this Committee, every quarter.

#### **Jan Gokcen**

Corporate Affairs Officer

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<b>Committee(s)</b>	<b>Dated:</b>
Public Relations and Economic Development Sub-Committee	2 July 2019
<b>Subject:</b> Parliamentary Team update	<b>Public</b>
<b>Report of:</b> Paul Double, City Remembrancer	<b>For Information</b>
<b>Report author:</b> Michael Comba, Parliamentary Officer	

## Summary

This report is to update Members on the main elements of the Parliamentary Team's activity in support of the City of London Corporation's political and parliamentary engagement. An oral update will be provided at the meeting on the Government's Brexit parliamentary programme.

This report is written with reference to the top line parliamentary objectives and deliverables of the Remembrancer's Office Departmental Business Plan 2019-20. For the Committee's reference, these are set out in the appendix.

This report spans the period since the last meeting of the Public Relations and Economic Development Sub Committee on 11 June.

## Recommendation

Members are asked to note the report.

## Main Report

### Brexit legislation (Objective 1)

1. The process to elect a new leader of the Conservative Party is nearing completion following Theresa May's official resignation on 7 June. Theresa May will stand down as Prime Minister when a new leader is elected, which is scheduled to occur during the week of 22 July.
2. The Office has provided regular updates to the Policy Chair, Deputies and Chief Officers on the progress of the contest. Following several rounds of eliminating ballots, Conservative Party members will now elect from one of either Boris Johnson or Jeremy Hunt. A further update, including details of the candidates' policy commitments, will be circulated to Members and Chief Officers.
3. The Office continues to monitor Brexit legislation, both primary and secondary. Statutory instruments were recently made in relation to 'no deal' mitigation for OTC derivatives. In addition, the Office will, in conjunction with other departments, continue to engage with parliamentarians where legislation impacts on the interests of the City Corporation and its stakeholders. The

Remembrancer regularly updates the Financial Markets Law Committee on parliamentary aspects of Brexit.

### **City Corporation legislation (Objective 2)**

3. Following approval by London Councils' Transport and Environment Committee on 21 March, the Private Member's Bill relating to air quality has been further developed. A parliamentary engagement plan will be triggered as soon as the Bill is introduced. Lord Tope, a vice president of London Councils) has indicated his willingness to act as Sponsor. A full update, in respect of activity undertaken since the Bill was approved by the Policy and Resources Committee, is provided in a separate joint report of the Remembrancer and the Director of Markets and Consumer Protection.
4. Preparatory work on a private bill relating to the relocation of the City Corporation's markets continues, following the decision of the Court on 25 April that the City Corporation's three wholesale markets should be relocated. Ahead of the opening of the public consultation, the Remembrancer wrote to alert relevant MPs, All-Party Parliamentary Groups, Committees, and Assembly Members to the consultation.

### **Parliamentary inquiries (Objective 3)**

5. Following a submission to the Environmental Audit Committee's inquiry into invasive species, the Committee asked for a witness to give oral evidence in light of the City Corporation's port health responsibilities. The Office worked with Rob Quest, Assistant Director (Animal Health and Welfare), prior to his appearance before the Committee. This has been followed up with further supplementary evidence and an invitation to the Committee to visit the Heathrow Animal Reception Centre.
6. Working with Innovation and Growth, the Office is preparing a submission to the Treasury Select Committee's inquiry into green finance.

### **Responding to issues raised in Parliament (Objective 4)**

7. The Office provided briefing notes to relevant MPs and peers ahead of the following debates:
  - Smart Cities, held by Lisa Cameron MP (SNP), on 24 June;
  - Protecting children from harmful vehicle emissions, held by Baroness Randerson (Lib Dem), on 11 June;
  - Operation of the theatre market and ensuring that theatre is accessible to as wide an audience as possible, held by Earl of Glasgow (Lib Dem), on 11 June;
  - Reflecting social diversity on boards of public bodies, held by Lord Holmes of Richmond (Con), on 24 June;



8. Contact was made with the following peers in advance of their parliamentary questions:
  - Lord Black of Brentwood (Con), decline in students taking A-Level music, on 24 June;
  - Lord Harries of Pentregarth (Crossbench), Ash dieback, on 25 June.
9. A briefing note was also provided to Baroness Quin (Lib Dem) following her recent parliamentary contributions on access to talent in the creative sector.

#### **Enhancing Parliamentary engagement (Objective 5)**

10. The Office briefed the Lord Mayor ahead of appearance at a meeting of the All-Party Parliamentary China Group, on 10 June, chaired by Richard Graham MP (Con) and Baroness Northover (Lib Dem) at which he briefed attendees on his recent visit to Shenzhen, Shanghai and Beijing.
11. The Office supported a briefing session with the Lords EU Sub-Committee on Financial Affairs chaired by Nick Collier, Managing Director of the Brussels Office on 19 June.
12. A briefing on the launch of the City Corporation's LawTech Sounding Board was sent to the clerks of the Treasury, Justice, and Business committees, as well as to the MPs chairing the All-Party Parliamentary Groups for Artificial Intelligence, Legal & Constitutional Affairs, Insurance & Financial Services, Financial Technology, Wholesale Financial Markets & Services, and Blockchain.

#### **GLA and the devolved institutions (Objective 6)**

13. Working with Open Spaces, the Office is preparing a submission to the GLA Environment Committee's inquiry into green spaces.
13. Caroline Russell (Green), who has previously expressed an interest in the accessibility of walkways, was sent a briefing on the Court of Common Council's decision to ban advertising boards on the City's pavements.
14. A site visit is being arranged for the GLA's Transport Committee to view the City Corporation's recently installed electric vehicle charging infrastructure.

#### **Key priorities over the next month**

15. Work will continue in support of the markets' relocation programme and the introduction of private bill, and in respect of the air quality bill.
16. Parliamentary engagement meetings are being arranged between the Policy Chair and the following MPs:

- Yvette Cooper (Lab), Chair of the Home Affairs Select Committee, to discuss the UK immigration system, particularly in relation to the City Corporation's recent visa research;
- Wes Streeting (Lab), member of the Treasury Select Committee and Deputy Chair of the APPG on Wholesale Finance, to discuss the work of the APPG and opportunities for further engagement;
- Tom Tugendhat (Con), Chair of the Foreign Affairs Select Committee, to discuss the City Corporation's international engagement programme in connection with the Committee's ongoing inquiry into Global Britain. A meeting is also being arranged with Alec Shelbrooke, Conservative Party Vice-Chair (International), on the same matter;
- Members of the International Trade Select Committee as part of a roundtable briefing session on the City Corporation's international engagement programme. This is being co-ordinated following the meeting between the Policy Chair and Angus MacNeil (SNP), the Committee's Chair.

17. Progress of the following relevant legislation, and their next parliamentary stages, is awaited:

- Financial Services (Implementation of Legislation) Bill (Commons' Report Stage);
- Immigration and Social Security Co-ordination (EU Withdrawal) Bill (Commons' Report Stage);
- Trade Bill (Commons consideration of Lords' amendments).

*24 June 2019*

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### **Appendix One: Parliamentary Team Objectives**

1. Propose amendments or new clauses to Brexit-related legislation to reflect City Corporation views and report on the progress of such legislation to Members.
2. Draft and secure the passage through Parliament of City Corporation legislation, with a particular focus on securing legislation on relocating the City's markets and gaining support for the provisions included in a Private Members Bill on air quality.
3. Make submissions to Parliamentary committee inquiries into relevant City Corporation issues in collaboration with the Economic Development Office and other departments.
4. Respond to any issues or concerns raised in Parliament in either debates or tabled questions through briefing relevant MPs and Peers.
5. Enhance Parliamentary engagement through direct contact with members of both Houses on key issues and with relevant All-Party Parliamentary Groups (APPGs).
6. Enhance engagement with the Greater London Assembly (GLA) and the devolved institutions on matters of interest to the City through briefings and submissions to relevant inquiries.

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<b>Committee(s)</b>	<b>Dated:</b>
Public Relations and Economic Development Sub (Policy & Resources) Committee	02/07/2019
<b>Subject:</b> 2019/20 Mayoral Programme – Alderman William Russell (Subject to Election)	<b>Public</b>
<b>Report of:</b> Executive Director of Mansion House & Central Criminal Court Director of Innovation & Growth Assistant Town Clerk & Director of Major Projects Director of Community & Children's Services	<b>For Information</b>
<b>Report author:</b> Tim Wainwright, Senior Relationships Manager	

## Summary

This report outlines the proposed Mayoral Theme for the 2019/20 Lord Mayor of the City of London. The Mayoral Theme of ***Global UK: Trade, Innovation and Culture*** will be championed and promoted, subject to election, by Alderman William Russell.

The Theme has been developed with the aim of supporting the delivery of a number of the outcomes in the City of London Corporation's Corporate Plan 2018-23, Corporate Strategies and Department Business Plan Objectives.

An overview of the proposed pillars, outcomes, high level objectives are summarised in the Mayoral Theme Framework at Appendix 1.

In summary the Mayoral Theme ***Global UK: Trade, Innovation and Culture*** will:

- Grow trade and investment for UK Plc
- Champion innovation
- Promote a rich and vibrant cultural offer

The vision for this Mayoralty is to promote the City and the UK as a global hub for trade, innovation and culture. The focal point of this Mayoralty will be driving forward London and the UK as global leaders and innovators in FinTech with "FinTech 3.0", the new paradigm of scale and implementation in financial technology, being the major focus of the year.

## Recommendation

Members are asked to note the 2019/20 Mayoral theme as set out in this report.

## Main Report

### Background

1. The Mayoral Theme identifies the key areas of focus to be championed, convened and/or communicated by the Lord Mayor during their term in office.

2. A Mayoral Theme Framework has been developed to further align the delivery of the Lord Mayor's programme with the City of London Corporation's Corporate Plan. It identifies specific areas of focus, that take into account, the business, social and economic priorities of the City of London, the City of London Corporation and the causes to be championed by the Senior Alderman Below the Aldermanic Chair (SABTAC).
3. The Framework provides an overview of the three pillars, priorities, target outcomes and objectives and primary workstreams to be undertaken during the Mayoralty. The three pillars are Trade, Innovation and Culture and have been linked to Corporate Plan outcomes and related strategies.
4. The Theme will directly support outcomes 3, 7, 10 and will help with the delivery of outcomes 4, 5, 6, 11. The workstreams in the Mayoral Framework build primarily on current initiatives taking place across the Corporation and aim to support the delivery of Departmental Business Plans.

### **Mayoral Theme**

5. The 2019/2020 Mayoral Theme *Global UK: Trade, Innovation and Culture* will grow both the economic and cultural influence of the City, London and the UK. It will be a critical time for the economy of the City of London and the UK as well as our nations role on the global stage. Trade is therefore at the heart of this Mayoral Theme under a wider promotional banner of "*Global UK*."
6. Innovation will form the central pillar of the Mayoral Theme with the implementation of FinTech 3.0, as being the big driver for the year. This Mayoralty will support the promotion of London's technology and innovation across the FPS ecosystem; setting global standards in policy, regulation and capacity building with FinTech 3.0.
7. Pillar One: Trade – The Mayoralty will create trade and investment opportunities that support the City, London and the UK by championing initiatives that deliver more open and frictionless international trade for the UK; promoting the value of investment and asset management and growing deeper partnerships with the Corporation's UK and international city partners.
8. Pillar Two: Innovation – The Mayoralty will champion innovation specifically FinTech, Green Finance and Cyber Security within a sustainable and green City. This will be delivered by supporting the growth of the Fintech market and its regulatory environment; increasing our role in Green Finance; promoting a sustainable city and sharing best practice in tackling cyber security and economic crime.
9. Pillar Three: Culture - The Mayoralty will promote the City of London as not only being a great place to do business but, from visual and performing arts to heritage and exhibitions, as having a rich and vibrant cultural offer making it a great place to live, learn, work and visit; building on London being the third most popular city in the Ipsos Top Cities and having a more rounded profile than other international cities.

10. The City of London is home to the Culture Mile including the Barbican, Guildhall School of Music and Drama, London Symphony Orchestra and Museum of London who are leading the animation of the whole neighbourhood with imaginative collaborations and events. The aim of the Culture Mile is to bring commerce and culture together in a wealth of creativity.
11. The UK's cultural and creative industries are a vital and growing part of our economy. Research from the Arts Council shows the sector added £10.8bn to the economy at the last count in 2016, £390m more than the previous year, more than the agricultural sector and roughly equal to cities such as Liverpool and Sheffield. The City of London is the fourth largest investor in culture and the arts in England, investing over £100m in culture each year.
12. The Mayoral Theme will showcase a culturally vibrant city through a series of activities that will shine a spotlight on the Culture Mile; embed fusion skills and creative learning, promote partnerships between education, business and culture; champion the Creative Economy and encourage cultural rehabilitation in prisons.

### **Corporate and Strategic Implications**

13. *Global UK: Trade, Innovation and Culture* will drive the City Corporation's vision of a '*vibrant and thriving City, supporting a diverse and sustainable London within a globally-successful UK*' and its aim to '*contribute to a flourishing society, shape outstanding environments and support a thriving economy*'. The Theme supports the City of London Corporation to deliver the following outcomes within the Corporate Plan for 2018-23:
  - Outcome 3: People have equal opportunities to enrich their lives and reach their full potential.
  - Outcome 4: Communities are cohesive and have the facilities they need.
  - Outcome 5: Businesses are trusted and socially and environmentally responsible.
  - Outcome 6: We have the world's best legal and regulatory framework and access to global markets.
  - Outcome 7: We are a global hub for innovation in finance and professional services, commerce and culture.
  - Outcome 10: We inspire enterprise, excellence, creativity and collaboration.
  - Outcome 11: We have clean air, land and water and a thriving and sustainable natural environment.
14. The Mayoral Theme and its activities link to the following existing strategies within the City Corporation: Economic Development Regional Strategy; Cultural Strategy; Culture Mile Strategy; Visitor Destination Strategy; Education, Culture & Creative Learning and Skills Strategy; Responsible Business Strategy; Social Mobility Strategy; Sport and Physical Activity Strategy; Bridging Divides Strategy, City Bridge Trust and Towards a Sustainable Future Strategy.

15. The Mayoral Theme and its activities directly support the objectives of Departmental Business Plans including for example:

- Economic Development Office: Promotion: Preserve and promote London as the world-leading global centre for FPS, commerce and culture.
- Economic Development Office: Innovation: Enhance London's position as the global hub for business innovation and support businesses to continue rolling out innovative products and services.
- Community and Children's Services: Community Potential: Increasing access to world class heritage, culture and learning opportunities in the City for people of all ages, abilities and backgrounds.
- Cultural Services: Coordinate and deliver support across City departments for the first year of London Borough of Culture.

#### Financial and Resourcing Implications

16. Existing departmental budgets and the Hospitality Working Group budget will be used to deliver the activities outlined in this strategy. Any supplementary budget required will be requested through Resource Allocation Sub (Policy and Resources) to amplify existing Corporation activities and/or deliver additional activity under the *Trade, Innovation and Culture* pillars.

#### **Conclusion**

17. Members are asked to support the 2019/20 Mayoral Theme which will:

- grow trade and investment opportunities ensuring the City continues to be a world-leading global financial centre, at the heart of a great trading nation, strengthening our strategic city partnerships in the UK and globally.
- champion innovation to show London and the UK are global leaders and innovators in FinTech, Green Finance and Cyber Security within a sustainable and green City.
- promote the rich and vibrant cultural offer of the City of London's as part of a Global UK.

#### **Appendices**

Appendix 1 – Proposed Final Version of Mayoral Theme 2019 – 2020.

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**Mayoral Theme 2019 – 2020: Global UK: Trade, Innovation and Culture**

*For a flourishing society, a thriving economy and outstanding environments*

**Lord Mayor of the City of London:** To be an international ambassador for the UK's financial and professional services sector to deliver a vibrant and thriving city, supporting a diverse and sustainable London, within a globally successful UK.

**Vision**

*The City and the UK is a global hub for trade, innovation and culture.*

**Overview**

Globally the City of London and the UK is renowned for its world class offer in trade, innovation and culture. This Lord Mayoralty will focus on championing innovation to up scale our offer in FinTech, Green Finance and Cyber Security within a sustainable and green City. Innovation drives global trade and investment and this Lord Mayoralty will grow trade opportunities for the City, London and the UK.

The City of London is not only a great place to do business but has a rich and vibrant cultural offer making it a great place to live, learn, work and visit. A culturally diverse city helps to drive a creative economy, fuel innovation and deliver a flourishing society. This Mayoralty will highlight the significant social and economic impact of culture on the City, London and the UK, championing the connectivity between trade, innovation and culture in a thriving local, national and international economy as part of a Global UK.

**Pillars & Priorities**

**TRADE**

*Grow trade and investment for UK Plc*

**INNOVATION**

*Champion innovation*

**CULTURE**

*Promote a rich and vibrant cultural offer*

**Outcomes**

The City continues to be a world-leading global financial centre, at the heart of a great trading nation, strengthening our strategic city partnerships in the UK and globally.

London and the UK are global leaders and innovators in FinTech, Green Finance and Cyber Security within a sustainable and green City.

The City and the UK flourish as a vibrant cultural, creative & learning destination for all; the social and economic impact of creativity and culture on London and the UK is widely understood.

**High Level Objectives**

- Champion open and frictionless international trade deals for the UK working with HMG to maximise opportunities
- Support UK companies and cities secure trade opportunities through international trade delegations.
- Promote value of Investment and Asset Management as a driver of growth in the economy
- Secure inward investment for UK Strategic City Partners.
- Grow international Strategic City Relationships.

- Promote London's technology and innovation across the FPS ecosystem; setting global standards in policy, regulation and capacity building with FinTech 3.0.
- Position London as a key supplier of capital and expertise in green and sustainable finance to work in partnership with key markets like China, India and Africa.
- Establish global leadership in financial services as one that is cyber secure, responsible, transparent and resilient.
- Promote a Sustainable City.

- Showcase Culture Mile and culturally vibrant city.
- Embed Fusion Skills and Creative Learning; increasing opportunities for access, inclusion and widening participation in Culture
- Champion the Creative Economy and connectivity between culture and innovation and future employment.
- Share insight into social and economic impact of culture.
- Promote partnerships between education, business and cultural institutions.
- Increase visibility and opportunities for Cultural Rehabilitation in Prisons.

**Links to Corporate Plan Outcomes and Related Strategies**

Outcomes 5 & 6  
Responsible Business  
Outcome 7  
Economic Development Regional

Outcome 6, 7 & 11

Outcomes 3, 4, 7 & 10  
Cultural  
Culture Mile  
Visitor Destination  
Culture & Creative Learning  
Social Mobility



<b>Committee(s)</b> Public Relations and Economic Development Sub-Committee – for information Policy and Resources Committee – for decision	<b>Dated:</b> 02/07/2019  04/07/2019
<b>Subject:</b> The UK Coalition for Digital Intelligence – Proposal	<b>Public</b>
<b>Report of:</b> Director of Community and Children’s Services Director of Innovation & Growth	<b>For Information</b>
<b>Report authors:</b> Bijel Thakrar, Strategic Projects Manager Sufina Ahmad, Corporate Strategy Manager Sophie Hulm, Economic Development Office	

## Summary

The City Corporation’s Corporate Plan states the organisation’s commitment to being ‘digitally and physically well-connected and responsive’. One of the ways of achieving this is through implementation of the City Corporation’s Digital Skills Strategy (2018-23), which this committee approved in September 2018.

In line with the City Corporation’s strategic commitments, the Lord Mayor’s theme ‘Shaping Tomorrow’s City Today’ focuses on promoting innovation and technology, championing digital skills and addressing digital and social inclusion. An essential component has been the development of a UK Coalition for Digital Intelligence (UK CDI), which seeks to *‘bring together organisations to motivate people and businesses across the UK to boost their digital skills to thrive in the digital age’*.

The development of the UK CDI involves several partners including Accenture, BT and Lloyds Banking Group, supported by City Corporation officers from across Mansion House, Town Clerks and Community and Children’s Services.

## Recommendation

Members of the Public Relations and Economic Development Sub Committee are asked:

- to note this report on the UK Coalition for Digital Intelligence.

Members of the Policy & Resources Committee are asked:

- to approve for the City Corporation to pledge support to *‘the aims of the UK CDI (working title) to help everyone in the UK boost their digital skills’*.

## Main Report

### Background

1. Billions of dollars are invested each year in improving digital literacy and skills. However, there is little shared understanding across countries of how this work should be designed, prioritised or measured. In response, international think-tank, the DQ™ Institute, has developed the global ‘Digital Intelligence (DQ™)’

framework', which has been adopted by the Organisation for Economic Co-operation and Development (OECD) and the Institute of Electrical and Electronics Engineers (IEEE).

2. In partnership, the OECD, IEEE and the DQ™ Institute<sup>1</sup> have set up a Coalition for Digital Intelligence<sup>2</sup> (CDI), sponsored by the World Economic Forum (WEF). The CDI is an international multi-stakeholder community that will coordinate the implementation of the DQ framework across the technology and education sectors, to make a greater impact on the advancement of digital skills.
3. Inspired by the development of the global CDI, the City Corporation, Accenture, Lloyds, BT and others across a range of sectors and UK regions, are creating a coalition which aims to *'bring together organisations to motivate people and businesses across the UK to boost their digital skills to thrive in the digital age'* with a working title of the 'UK Coalition for Digital Intelligence' (UK CDI).

### **Current Position**

4. In the UK there are currently 11.9 million adults who do not have basic digital skills<sup>3</sup>. The time is now to address the issue and make an impact on this agenda. As part of 'Shaping Tomorrow's City Today', the Lord Mayor has used his convening power to engage a range of cross sector stakeholders, listed at Appendix One, through a series of workshops and 1:1 engagement. Together the group of stakeholders has developed the concept and aims of the UK CDI.
5. The proposed pillars for the UK CDI are:
  - a) Motivate – People and business are motivated to enhance their digital skills.
  - b) Map – Digital skills frameworks and initiatives are mapped.
  - c) Magnify – People know which digital skills initiatives exist.
  - d) Measure – The UK CDI understands the impact of its work.
6. The UK CDI will act as an umbrella for the various digital skills related initiatives and campaigns already in place. The UK CDI will amplify the training that exists and ensure that the demand for digital skills across the economy is met. The UK CDI will coalesce the government, business and charity sector to work collaboratively to develop digital skills across society.
7. Given the UK CDI's alignment with City Corporation strategy (Paragraph 13) and the interest and engagement of partners such as Accenture, BT and Lloyds, City Corporation officers from across Mansion House, Town Clerks and Community and Children's Services are currently providing secretariat duties, with external support from two consultants at Accenture. The City Corporation's commitment to provide a secretariat function continues until the end of this year's Mayoralty.

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<sup>1</sup> DQ Institute <https://www.dqinstitute.org/>

<sup>2</sup> Coalition for Digital Intelligence <https://www.coalitionfordigitalintelligence.org/>

<sup>3</sup> Lloyds Consumer Digital Index 2019 <https://www.lloydsbank.com/banking-with-us/whats-happening/consumer-digital-index.asp>

8. It is proposed to formally launch the UK CDI on 10 October supported by a branding and communications campaign, which will include a logo, website etc to engage people across the UK.
9. A programme of engagement with Government and other partners is underway to ensure the UK CDI complements existing and emerging activity on this topic, e.g. the Department for Digital, Culture, Media and Sport's 'Digital Skills Partnerships'.
10. Focus groups were held throughout June to discuss the potential governance structure and associated resource implications. A verbal update can be provided at committee.

## **Proposal**

11. As the UK CDI launches, organisations across the UK will be invited to pledge their support. Given its existing role in setting up the UK CDI, and a strategic interest in increasing digital skills, Officers propose that the City Corporation signs the UK CDI's pledge *'We pledge to support the aims of the UK CDI (working title) to help everyone in the UK boost their digital skills'*.
12. The work of the UK CDI specifically complements our work on education, supporting Londoners (through the City Bridge Trust), and our work to ensure the Financial and Professional Services sector, across the UK, has the skills it needs to be competitive. The added value of the UK CDI is that it is a coalition, therefore no one partner is expected to deliver against the overall aims. Partners bring their specific strengths to help ensure that efforts to support digital skills can be coordinated and duplication avoided.

## **Corporate and Strategic Implications**

13. Corporate and Strategic Implications:  
The proposed UK CDI has a strong fit with the City Corporation's strategic aims. Outcome nine of the City Corporation's Corporate Plan states the organisation's commitment to being 'digitally and physically well-connected and responsive'. One of the ways of achieving this is through implementation of the City Corporation's Digital Skills Strategy for 2018-23, which this committee approved in September 2018. In addition, outcome one of the City Corporation Social Mobility Strategy states, 'Everyone can develop the skills and talent they need to thrive'. The current Lord Mayor's theme 'Shaping Tomorrow's City Today', under which the UK CDI has been developed, aligns with these City Corporation strategies.
14. Security Implications: No security implications have been identified for this work.
15. Financial and Resourcing Implications: Presently, some City Corporation officer time is supporting the development of the UK CDI. Following its launch in October 2019, secretariat support for the UK CDI will be delivered by other partners and the City Corporation will continue to champion the need to boost digital skills, through existing workstreams referred to in paragraph 12. As a result, public commitment to digital skills through the UK CDI pledge does not pose a

reputational risk or require the creation of a new workstream beyond the launch in October.

16. Equalities Implications: Inclusion is at the heart of the UK CDI's work, and the four pillars of activity are being designed to ensure that the work will successfully reach the most digitally excluded groups across the UK too.

17. Legal Implications: The City Solicitor has confirmed that the pledge is not a contract.

## **Conclusion**

18. Having been established as part of the Mayoralty, the UK CDI is very much in its early stages. However, once launched in October it will be a significant and positive movement through which partners work collaboratively to harness their collective expertise and resources to address digital skills gaps. This paper recommends the City Corporation commits to the UK CDI through signing the pledge.

## **Appendices**

- Stakeholder list
- Mission statement and pledge

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## Appendix One

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	Camilla Drejer Director of Corporate Citizenship UK&I
Lloyds Banking Group	Leigh Smyth Group Transformation Lead for Culture and Capability
	Jemma Waters Digital Insight & Partnerships Lead
Barclays	Kirstie Mackey Managing Director, Citizenship & Consumer Affairs
	Kate McGoey Senior Programme Manager, LifeSkills
BT	Andy Wales Chief Digital Impact & Sustainability Officer

	<p>Liz Williams</p> <p>Director of Digital Society</p>
CAST	<p>Annika Small</p> <p>Founder &amp; Director</p>
KPMG	<p>Ben Churchill</p> <p>Corporate Responsibility Manager</p>
Corsham Institute	<p>Catherine Knivett</p> <p>Director of Strategy &amp; Programmes and Interim COO</p>
	<p>Eleri Burnhill</p> <p>Researcher</p>
Worldpay	<p>Jana Mackintosh</p> <p>Director of Public Policy &amp; Government Affairs</p>
	<p>Ciaran O'Regan</p> <p>Head of Talent Acquisition</p>
Pearson	<p>Claire Rogers</p> <p>Digital Transformation Director</p>
	<p>Rohini Bhattacharya</p> <p>Director of Apprenticeships</p>



Nominet	Eleanor Bradley Chief Operating Officer
Nesta	Jack Orlik Senior Researcher
iDEA	Kerensa Jennings Director Office of HRH The Duke of York, Strategy & Delivery for iDEA
Oliver Wyman	Martin Robinson Partner
CBI	Roxanne Morison Head of Digital Policy
Enabling Enterprise	Tom Ravenscroft Founder and CEO
Institute of Coding	Catherine Griffiths
	Dr Rachid Hourizi Director
Brunswick Group	Jordan Bickerton Director, Business and Society
	Alastair Morton Partner
	Katherine Peacock Partner, Insights

## **Appendix Two – UK CDI Mission statement and pledge**

**Mission Statement:** The UK CDI brings together organisations to motivate people and businesses across the UK to boost their digital skills to thrive in the digital age.

**Pledge:** We pledge to support the aims of the UK CDI (working title) to help everyone in the UK boost their digital skills.

<b>Committees</b>	<b>Date</b>
Public Relations and Economic Development Sub-Committee (for information)	02/07/2019
Hampstead Heath Committee (for information)	05/06/2019
Streets and Walkways Sub (Planning and Transportation) Committee (for information)	28/05/2019
Planning and Transportation Committee (for information)	24/05/2019
Education Board (for information)	23/05/2019
Epping Forrest and Commons Committee (for information)	20/05/2019
Community and Children's Services Committee (for information)	08/05/2019
Hampstead Heath Consultative Committee (for information)	29/04/2019
Health and Wellbeing Board (for information)	26/04/2019
<b>Subject</b> The City of London Corporation's Sport and Physical Activity Strategy for 2019-23.	<b>Public</b>
<b>Report of</b> Kate Smith – Head of Corporate Strategy and Performance	
<b>Report Author</b> Sufina Ahmad – Corporate Strategy Manager	<b>For Information</b>

## Summary

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

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

## Recommendations

This Committee is asked to:

- i. Review the proposed final draft version of the Sport and Physical Activity Strategy – and provide their feedback on it which officers will then incorporate as directed.

## Main Report

### Background

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

### Current Position

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

*Sport relates to any and all individual or team sports and physical activity is any bodily movement that requires the expenditure of low, moderate or high levels of energy, this can include activities such as walking, dancing, playing and other recreational pursuits. Exercise is a sub-category of physical activity, and it is*

*defined as something that is planned, structured and repetitive, and aims to improve or maintain one or more components of physical fitness.*

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

## **Recommendation**

7. This Committee is asked to review, discuss and provide feedback on the Sport and Physical Activity Strategy today. If there are any changes required following today's discussions, then these will be incorporated before the strategy is shared as a final version with the Policy and Resources committee in Autumn 2019 and externally with stakeholders thereafter.
8. It is also recommended that in the future, the direction of travel outlined in this strategy would be integrated into the wider City Corporation Health and Wellbeing Strategy, rather than continuing to require a separate strategy.

## **Implementation**

9. If this strategy is approved in autumn 2019, it is proposed that the Sports Engagement Manager, currently being recruited to, would lead on ensuring that it is delivered, by working in partnership with colleagues from Town Clerk's (Corporate Affairs, Cultural and Visitor Development, Events and Economic Development teams), Community and Children's Services (Commissioning, Public Health and Community Engagement teams), Remembrancer's (Events team), Mansion House, Built Environment (Strategic Transportation team) and Open Spaces (Central Management team) to:
  - a) Look at the effectiveness and impact of existing and planned activities.
  - b) Ensure that all activities relating to the strategy align to at least one of the three identified outcome areas and therefore the Corporate Plan.

- c) Determine the effectiveness of all activities against the to be agreed qualitative and quantitative success measures for each activity.
- d) Recommend if the activities should be continued as they are, repurposed, or stopped.
- e) Deliver activities within the resources available – monitoring impact and spend to inform corporate planning.
- f) Design and implement the action plan for the strategy.

## **Corporate and Strategic Implications**

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

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

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

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

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

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

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

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

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

## **Conclusion**

- 15.** This Committee is asked to review the proposed final draft version of the Sport and Physical Activity Strategy for 2019-23, which utilises the City Corporation's role across different sectors and geographical areas in pursuit of a vision that 'London

*and the UK are world-class destinations for sport and physical activity, supporting the economy, communities and individuals.'* If approved later in the year, subject to changes requested by Members, its delivery will be led on by the Sports Engagement Manager with a range of colleagues from different internal departments.

## **Background Papers**

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

## **Appendices**

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

### **Sufina Ahmad**

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

**Sport and Physical Activity Strategy – Proposed Final Draft Version, 04.04.19**  
**Strategy Authors:** Sufina Ahmad, Corporate Strategy Manager and Ioana Tamas, Graduate Trainee

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

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

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

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

**John Barradell**  
Town Clerk and Chief Executive

**April 2019**



### Our definition of sport and physical activity

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

### Why sport and physical activity matters to us

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

### Who we will work with

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

#### Our Vision

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

#### Our Outcomes

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

**Links to CP Outcomes 7 and 10**

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

**Links to CP Outcomes 3 & 4**

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

**Links to CP outcomes 2 & 3**

#### Our Activities

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

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

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

#### Our Success Measures

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

## Introduction and vision

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

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

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

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

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

### **1. Economic development –**

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

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

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

### **3. Physical health –**

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

### **4. Mental health –**

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

### **5. Individual development –**

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

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

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

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

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

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

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

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

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

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

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

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

## **What we will do**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Success for this strategy includes delivering:

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

## **Links to our Corporate Plan**

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

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



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

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

## **Conclusion**

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

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<b>Committee</b>	<b>Dated:</b>
Public Relations and Economic Development Sub Committee	2 July 2019
Port Health and Environmental Services Committee	23 July 2019
Planning and Transportation Committee	9 July 2019
<b>Subject:</b> Emissions Reduction Bill Update	<b>Public</b>
<b>Report of:</b> Director of Markets and Consumer Protection City Remembrancer	<b>For Information</b>
<b>Report authors:</b> Ruth Calderwood, Air Quality Manager Jaysen Sharpe, Assistant Parliamentary Affairs Counsel	

## Summary

The City of London Corporation, acting in its capacity as a local authority, has a statutory duty to take action to improve local air quality. Air pollution is generated from many sources in London. There is a great deal of activity to reduce emissions from road traffic but a lack of effective controls to deal with emissions from combustion plant (boilers, generators, non-road mobile machinery and combined heat and power plant). Data produced by the Greater London Authority indicates that emissions of NO<sub>x</sub> (oxides of nitrogen) from combustion plant will substantially exceed that of traffic in the Square Mile by 2020.

The Clean Air Act 1993 has historically been used by local authorities to deal with sources of air pollution other than road traffic. It is, however, outdated and not fit for today's fuels and technologies.

In November 2018, approval was given by the Port Health and Environmental Services and Policy and Resources Committees for proposals to develop a Private Members Bill to deal with emissions from combustion plant and for consultation with relevant parties, in particular London Councils. The proposals include adoptive powers for London local authorities to specify emission limits for combustion plant in areas that suffer from poor air quality.

This report provides an update on action taken since the approval was granted. This includes obtaining the support of London Councils to progress the Bill. Further refinements to the draft Bill will continue to be made as necessary and it is currently intended to introduce the Bill in the House of Lords as soon as possible in the next parliamentary session.

## Recommendation

Members are asked to:

- Note this report.

## **Main Report**

### **Background**

1. The City Corporation, acting in its capacity as a local authority, has a statutory duty to review air quality. This duty also falls on London Boroughs and other local authorities. If concentrations of pollution are above set limits in part, or all, of their area, local authorities are required to declare that zone an Air Quality Management Area (AQMA). The whole of the City has been an AQMA since 2001.
2. Following the declaration of an AQMA, local authorities must develop and implement an action plan to improve air quality. The City Corporation's current action plan is contained within the City Corporation Air Quality Strategy 2015 - 2020. A revised Air Quality Strategy 2019 – 2024 will be presented to PHES for approval in July.
3. Local authorities have a statutory duty to improve air quality, but they have very few regulatory controls to do so. One of the main pieces of clean air legislation, the Clean Air Act 1993, which deals with sources of air pollution other than road traffic, is outdated and not fit for today's fuels and technologies. It is still used in some parts of London to specify chimney heights for commercial sized boilers, but it offers very few powers that are of practical use today.
4. Air quality monitoring within the City has revealed that combustion plant can lead to elevated levels of air pollution locally and collectively. Combustion plant also makes a significant contribution to background levels of air pollution, particularly in central London.
5. Much of the action to deal with air pollution to date has relied on the use of other local government regulatory mechanisms, such as planning and traffic management, together with the encouragement of behaviour change and best practice. This has not been particularly effective and, in part, has resulted in air quality in London remaining a major problem despite years of action.
6. The City Corporation has written to the Government on several occasions to request additional powers, principally to deal with combustion plant (boilers, generators, combined heat and power plant). Data produced by the Greater London Authority indicates that emissions of NO<sub>x</sub> (oxides of nitrogen) from combustion plant will be over twice that emitted by road traffic in the Square Mile by 2020.
7. There is considerable discussion under way about a new Clean Air Act for England and Wales. A Private Members' Bill by Geraint Davies MP ('the Clean Air Bill') has had its first reading in Parliament. This Bill would require the Secretary of State to set, measure, enforce and report on air quality targets; to make provision about mitigating air pollution, including the use of clean air zones; to make provision about vehicle emissions testing and to restrict the approval and sale of vehicles with certain engine types.

8. Baroness (Jenny) Jones has also introduced a Private Members' Bill, the 'Clean Air (Human Rights) Bill', to the House of Lords. This Bill would establish the right to breathe clean air as a human right and proposes the formation of a Citizens' Commission for Clean Air. It would impose a duty on local authorities in England and Wales to achieve clean air throughout their area within 12 months of the Bill's enactment. These are both high level Bills, which are unlikely to gain Royal Assent and do not provide any new powers for local authority powers of the nature of those drafted in the City Corporation's proposals.
9. The City Corporation has identified a need for a practical, local authority focused piece of legislation to deal with emissions from combustion plant. This is not directly addressed by either of the above Bills.

### **The City Corporation's draft proposals**

10. The City Corporation's draft proposals provide new adoptive powers for London local authorities to enable the control of emissions from a variety of combustion plant. This would apply where levels of air pollution are greater than those stipulated in the World Health Organisation Air Quality Guidelines. Any such area could be designated an Air Quality Improvement Area. The applicable emissions limits for Oxides of Nitrogen (NO<sub>x</sub>) and small particles (PM<sub>10</sub>) for the plant would be set by the Secretary of State for the Environment, Food and Rural Affairs.
11. The proposals include setting emission limits for gas and solid fuel boilers under 1 Megawatt in size. 'Solid fuel' is fuel such as wood or coal which is solid, rather than gas. This would capture appliances which will not be regulated under the Medium Combustion Plant Directive. This Directive has recently been transposed into domestic legislation. It sets emission limits for larger sized plant and will be regulated by the Environment Agency.
12. The proposals also recommend emission limits for a range of other machinery to ensure that any piece of defined plant used within an area, whether temporary or permanent, would meet high emission standards. Specifically:
  - non-road mobile machinery – this includes mobile generators such as those used in street works, to support filming and a range of construction equipment;
  - generators – in buildings these are used for supplying electricity to that building in the event of an emergency;
  - combined heat, cooling, and power plants – this is equipment that uses a heat engine to produce electricity, as well as useful heat and in some cases cooling.
13. The limits imposed in respect of gas boilers, solid fuel burners, and combined cooling heat & power plants would not affect current installations. This would ensure that people who have purchased such appliances would not be disadvantaged by the provisions, which would only apply to future installations. The proposals would provide clarity and consistency for equipment installed or used in designated areas in London.

14. The proposals would also allow for the designation of times during which the operation of stationary generators in buildings would be prohibited, other than in an emergency. This is likely to be under certain weather conditions when air pollution is already high. Currently, stationary generators can be operated to sell electricity to the National Grid, or to provide electricity to the building in times of peak electricity demand. The original purpose of a standby generator is generally just to provide backup electricity during a power cut.
15. An increase in the fine from £40 to £150 for unnecessary vehicle engine idling is also included to provide a more effective deterrent.

### **Action taken since November 2018**

16. Following the approval of the draft proposals by the Policy and Resources Committee, the Chair of Policy met with Shirley Rodrigues (Deputy Mayor of London for Environment) in January to discuss the proposals.
17. Officers also met with counterparts at the Greater London Authority and London Councils as part of a consultation exercise. The Greater London Authority raised specific questions about the proposals which were considered by the Office of the City Remembrancer.
18. London Councils facilitated a meeting with London borough council air quality officers who expressed strong support for the City Corporation's proposals.
19. A presentation on the proposals was given to London Councils Transport and Environment Executive Committee on 7<sup>th</sup> February 2019. The Committee expressed great interest and support for the proposals.
20. An initial draft of the Emission Reduction (Local Authorities in London) Bill was presented to the main Transport and Environment Committee on 21<sup>st</sup> March, where it was endorsed and approved by the Committee. Members of the Committee raised a small number of technical questions about the inclusion of further provisions which are being considered by the Remembrancer.
21. The Department of Environment Food and Rural Affairs (Defra) is expected to publish the forthcoming Environment Bill in the Autumn. This could pave the way for secondary legislation for increased powers for local authorities to deal with emissions of air pollution from combustion plant. Officers have met with Defra officials to discuss the City Corporation's draft Bill.
22. Officers have also spoken to UK100, a network of local government leaders who have pledged to move to '100% clean energy by 2050'. UK100 has hosted two Clean Air Summits with the Mayor of London. The first was held at Mansion House and attended by the Chairman of Policy; the second was held at the Tate Modern and attended by the Chairman of PHES. UK100 has expressed support for the City Corporation's Bill.

## **Corporate & Strategic Implications**

23. The proposals support the aims and objectives of the City of London Air Quality Strategy 2015–2020, in addition to many other corporate policies and strategies. Two key Corporate Plan outcomes are that: ‘People enjoy good health and wellbeing’ and ‘We have clean air, land and water...’. Air quality has also been identified as a corporate risk.

## **Conclusion**

24. Given the lack of regulatory powers currently available to control emissions from combustion plant across London and the contribution of that combustion plant to local levels of air pollution, the City Corporation has developed proposals for a Private Members’ Bill.
25. The Bill has the support of London Councils and consultation has taken place with a range of stakeholders to refine the contents of the Bill.
26. The Bill has been planned for introduction in the next Parliamentary session which, in ordinary circumstances, would have commenced before now. The current plan is to have the Bill introduced as soon as possible in that session.

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<b>Committees:</b> Public Relations and Economic Development Sub Committee – for information Epping Forest and Commons Committee – for decision	<b>Dated:</b> 02 July 19  08 July 19
<b>Subject:</b> Application for use of Epping Forest Land at Wanstead Flats for a music concert. SEF 29/19	<b>Public</b>
<b>Report of:</b> Colin Buttery - Director of Open Spaces	<b>For Information</b>
<b>Report author:</b> Jacqueline Eggleston Head of Visitor Services	

## Summary

Wanstead Flats has a strong tradition of staging events of importance for London and beyond. Major event organisers MAMA Festivals Ltd are proposing a three-day concert event to take place on Wanstead Flats in September 2020. The proposals are in accordance with the recently approved Open Spaces Events Policy Parts 1 and 2 and the City of London Corporation (Open Spaces) Act 2018.

Proposals for two concert series were approved in principle at your committee on 10 September 2018. Officers are confident that a pilot single concert series can be successfully staged without lasting damage to Forest Land and wider environmental considerations. As a result of the feedback received, and following further discussions, a revised proposal is now presented in this report for your approval. A financial proposal presented in the Non-Public section should be considered alongside this report.

## Recommendation

Members of the Public Relations and Economic Development Sub Committee are asked to:

- Note the report and consider any reputational issues.

Members of the Epping Forest and Commons Committee are asked to:

- Approve the provision of a licence to use of land with Mama Festivals Ltd for an outdoor temporary event on land at Wanstead Flats for the purposes of a three-day music concert as proposed in this report and in line with the Epping Forest Events policy, subject to:
  - a. Mama Festivals Ltd mitigating against any environmental issues arising from the Preliminary Ecological Appraisal and undertaking any additional protected species surveys if required within the appraisal.
  - b. Mama Festivals Ltd successfully obtaining a Premises Licence for the event under the Licensing Act 2003 and any other necessary consents.
  - c. the Director of Open Spaces being satisfied that the final proposals and agreed mitigating actions are consistent with the Events Policy and in compliance with the duties of the Conservators.

- Authorise the Director of Open Spaces, in consultation with the City Surveyor, to complete final negotiations and agreement of contractual terms; taking in to account the specific environmental considerations and constraints in relation to the use of this land.
- Authorise the Comptroller & City Solicitor to enter into the necessary agreements on such terms as he and the Director of Open Spaces consider appropriate.

## **Main Report**

### **Background**

1. The City of London Corporation (Open Spaces) Act received royal assent on 15 March 2018. The Act provides the Conservators with additional statutory powers in relation to the holding of events, including entertainments, which must be exercised having regard to an approved Events Policy.
2. Following consultation, an over-arching Open Spaces Departmental Events Policy (Part 1) was subsequently approved by the Open Spaces and City Gardens Committee and a site-specific Epping Forest Events Policy (Part 2) was approved by your Committee. These came into force on 16 July 2018. The Policy (Part 2) sets a framework for making decisions in relation to the use of Forest Land for events. It also identified the process for approving events. For those events above a threshold of 5,000 participants and/or of 3 or more days duration, approval is required from the relevant Committee.
3. The agreed Policy determines the following parameters for timing and frequency of events:
  - No more than one large event will normally be approved to take place on the same day;
  - Events will not normally be approved on consecutive weekends over the period from May to September in each locality;
  - The overall number of events approved will be restricted to maintain the balance of public enjoyment and unfettered access of the normal character and environment of the Forest;
  - Large events will be limited to three per year throughout the Forest and will have restrictions on noise, scale and impact.
4. Epping Forest is a regional resource and serves all Londoners and beyond as a place for recreation. Wanstead Flats is a fine example of this, hosting up to 79000 players annually for football. The largest events held on Forest Land in the past have been the Newham Fireworks Display, held annually on Wanstead Flats with an average attendance of 20-30,000, and the in-house 'Forest Festival' held on Chingford Plain with an attendance of approximately 10,000. The London Borough of Newham also staged a series of Melas or 'gatherings' in 1993, 1994 and 2000 on Wanstead Flats with attendance ranging from 30,000 in 1993 and 35,000 in 1994. A successful 2-day event in 2000 was attended by 56,000 event goers.

5. Event promoters MAMA Festivals Ltd (a wholly owned subsidiary company of Live Nation Entertainment, the largest entertainment company in the world) approached officers in 2018 with a proposal to hold new concert event on Wanstead Flats. Officers met with the event promoters to scope the potential location for the event, identifying sites without prohibitive environmental designations and that would also meet the access needs of the promoters. The Football pitches between Aldersbrook and Capel Road were identified as most suitable.
6. An indicative proposal for two mutually exclusive events was presented at your meeting of 10 September 2018. Your Committee agreed to receive further details and a formal application for two large-scale events; *Kayam* and *Steel Yard* to be presented in a later report.
7. A number of residents (around 30 in total) corresponded with officers and members to express their opposition to the outline proposals contained in the report. Given the strength of feeling in the initial feedback to the indicative proposals in the September report, officers brought forward plans for wider engagement. Discussions were held with licensing officers from neighbouring authorities to explore potential impact on residents. Proposals were discussed in the Liaison meetings with councillors from neighbouring boroughs. Officers also held surgeries with resident representatives as well as continued correspondence with individuals.
8. Officers and MAMA Festivals Ltd have listened to the concerns raised and have revised their proposals to take these in to account. The proposals now presented in this report reflect the changes made such as; reducing the number of proposed events to just one and postponing the date of the event from 2019 to 2020 in order to allow additional time for preparation, planning and community engagement. They also chose September as the timing of the event to sit outside the bird breeding season.

### **Current Position**

9. Wanstead Flats is an area of mixed use, including areas of long-standing formal recreation and areas managed for nature conservation. The formal recreation areas consist of football pitches, a large fairground site and model aircraft strip. Zones managed for formal recreation cover over 25% of the 187 hectares of the Wanstead and Bush Wood Flats area. The location proposed for the concert is entirely within the formal recreation zone, in an area set aside for football provision and has little conservation value.
10. Under the Epping Forest Act 1878 the Conservators must preserve the natural aspect of the Forest as far as possible whilst also facilitating its use as an open space for the recreation and enjoyment of the public.
11. The application presented is now for a single large-scale concert event over one weekend of three nights to take place on Wanstead Flats in September 2020. The anticipated audience will be up to 50,000 per night.
12. Since the initial report in September 2018, which asked for approval to develop an event application in more detail, your Officers have presented the proposals to two

meetings of the Epping Forest Consultative Committee, held two meetings with local residents' representatives and met with Licensing Officers in Redbridge and the immediately neighbouring authorities.

13. Live music events can offer many benefits to audiences: it enhances social cohesion is mood-enhancing, provides health and well-being benefits, offers a unique experience, forms a fundamental part of people's identity, is inspiring and engages all the senses.<sup>i</sup> This reflects some of the City of London Corporate objectives.(see Corporate and Strategic Implications below) The proposed concert could potentially also raise awareness of Epping Forest and introduce it to an additional audience.
14. Live music is an important part of the economy and cultural life of London. Some inner London outdoor venues have hosted several large concerts during recent growth years. Promoters are seeking to diversify locations to lessen the impact on individual sites whilst still providing accessible events to Londoners.
15. If the event went ahead it would generate significant income for the Epping Forest charity which would be re-invested in to the management of the Forest. Public consultation undertaken in recent years around the forward planning of the management of the Forest demonstrated a desire for increased litter management, grounds maintenance and infrastructure provision, which would all represent a growth in expenditure for the charity. Tackling tree and plant disease, fly tipping and anti-social behaviour also present additional and increasing cost obligations for the management of the Forest which could be offset by increased income.

## Options

16. Your Committee are asked to consider two options:
  - 16.1 **Option 1.** To agree to the proposals for a large-scale concert event with an audience up to 50,000 per day, to take place on Wanstead Flats over one weekend in September 2020 and subject to the necessary consents from the London Borough of Redbridge.

The timescale allows for thorough community engagement and communications exercise, to proceed as early as possible, undertaken by MAMA Festivals Ltd.

Environmental mitigation measures, which would be largely aimed at protecting the areas of nature conservation interest and, in particular, the acid grassland habitat and ponds, would be integral to the final proposals being signed off by the Director of Open Spaces under delegated authority. Such mitigation would centre on careful control of access routes to the event as have been managed with other recent events on Wanstead and Bush Wood Flats (e.g. London Borough of Culture). In addition, the September date for the event would avoid direct impacts on the breeding Skylarks (see also *Environmental Implications* section below).

The income generated from the event would be reinvested into the management of the Forest including maintenance and improvements across Wanstead Flats such as improved signage, interpretation, entrances and grassland and scrub habitat conservation works.

An area not more than 3.2% of the total recreational area of Wanstead Flats would be set aside for the event build up and break down over a three-week period.

- 16.2 **Option 2.** Do not approve the proposed event. This would avoid all possibility of any harm or disruption being caused as a result of the event being held. However, a significant funding opportunity would be lost that could otherwise be used to ensure continued levels of investment in the management of the Forest.

## **Proposals**

17. MAMA Festivals Ltd are proposing a large-scale concert over one weekend (3 days) in September 2020. The event would attract an audience of up to 50,000 per day and run from 12noon – 11pm, subject to licensing consent. The concerts would be big name popular music artists but the exact profile of performance, stage structures and site plans for the event is yet to be determined.
18. MAMA Festivals Ltd is a London based company with 50 staff. They have a long track record of delivering successful large-scale events including Lovebox and Citadel (since 2003), Wilderness (since 2011) and The Great Escape (since 2006). The event proposed at Wanstead Flats would be a new venture rather than a transfer of an existing event from another site.

## **Location** (see map at Appendix 1)

19. The proposed location will be on and between the football pitches at the Aldersbrook Road end of Wanstead Flats. A proposed layout for the event is shown in Appendix 1 with the affected pitches indicated, but this may be subject to alteration as plans for the event develop – for example the shape and exact position of the event arena may change. This area is easily accessed by bus and by rail. Access to the event site for event vehicles would be from Aldersbrook Road and adjacent to the Alexandra Lake Car Park.
20. Public access would be carefully guided from nearest transport nodes in particular Manor Park Station.
21. The area utilised is proposed to be contained by security fencing and would cover no more than 6 hectares within the zone managed for formal recreation. The 6 hectares represents 3.2% of the total area (187ha) of the Wanstead and Bush Wood Flats area.
22. The area of occupation for the proposed event is over 750m away from the section of the Epping Forest Site of Special Scientific Interest (SSSI) at Wanstead Flats. and separated by a road and buildings. The site is adjacent to the Aldersbrook Conservation Area (to the north) and does fall within the Green Belt. The event site also lies within the boundaries of the Wanstead Flats Site of Importance for Nature Conservation (SINC), which follows the Forest Land ownership boundaries and, therefore, encompasses the whole of Wanstead and Bush Wood Flats.

23. Use of the land for the event proposed and moveable structures for a cumulative period of fewer than 28 days (when taken together with any other events during the year) would be classified as permitted development, but any longer period would require planning permission.
24. There would be an impact from the event on visitors, both casual and those participating in football. We would not expect the area utilised to be restored in time for the football season and so there would be a small reduction in available pitches for use during the football season. However, such a reduction in area occupied by pitches is already being planned for future seasons with more efficient use of the dedicated pitch space.

### **Licensing Processes**

25. There are two separate approval processes that MAMA Festivals Ltd would need to successfully complete in order to stage the event.
26. Your committee is deciding whether to approve a legal agreement for the use of the land. This agreement would be subject to a range of terms and conditions being met about the use of the land.
27. A Preliminary Ecological Appraisal of Wanstead Flats has been commissioned by the City of London (Appendix 5). This is expected by 24.6.19 and will be presented alongside this report at your committee.
28. Mama Festivals Ltd will be required to commission a full Environmental Impact Assessment based on their more detailed proposals for the event. Any mitigation measures suggested in the assessment, or required by the Director of Open Spaces as a result of the assessment, would then be written in to the legal agreement along with other details regarding the use of the land. When all these conditions were met, officers would have delegated authority to enter into the agreement, to allow the event to take place on Forest land. An indicative timeline for the process is outlined in Appendix 3. One of the conditions would be that Mama Festivals Ltd additionally secure a Premises Licence under the Licensing Act 2003 from the London Borough of Redbridge, which is in any event a legal requirement before the proposed event could go ahead.
29. Under the Licensing Act 2003 the London Borough of Redbridge would require MAMA Festivals Ltd to successfully apply for a Premises Licence in accordance with the prescribed statutory procedure. Mama Festivals would be required to advertise their application for a minimum of 28 days, involving posting notices around the site, a notice in the local newspaper and a copy of the application to be sent to other statutory bodies such as Fire and Police Services and Planning and Environmental Health within the local authority.

If *any* objections to the application were received by the London Borough of Redbridge there would be a full public hearing of their Licensing Sub Committee at which objectors could make additional oral representations.

30. The hearing would be chaired by Councillors trained in the licensing process. They have four objectives:
- The prevention of public nuisance
  - The prevention of crime and disorder
  - The protection of children from harm
  - Public safety
31. Mama Festivals Ltd would be asked to show how they will address these issues normally through a series of plans including;
- Event Safety Management Plan
  - Noise Management Plan
  - Crowd Management Plan
  - Traffic and Travel Management Plan
  - Crime Management Plan
  - Waste and Sustainability Plan
32. There are three possible outcomes from the hearing: to reject the event, allow it or to allow it based on a series of conditions.
33. The Licensing Sub-committee would make their decision and there is a right to appeal to the Magistrates Court.
34. If the event were approved the application and associated plans (sample list in para 30) would then be scrutinised by the Safety Advisory Group
35. The Redbridge Safety Advisory Group (SAG) is made up of representatives of bodies such as the Police, Fire, Ambulance services, Highways, Environmental Health, Community Safety and other relevant Council departments as well as other expert or relevant authorities such as Transport for London. The Head Forest Keeper attends the SAG meetings in neighbouring authorities.
36. The SAG group have the power to cancel an event if they are not satisfied that the licensing objectives will be met.
37. Mama Festivals Ltd have considerable experience of working with local authorities, Safety Advisory Groups and the police to create safe and well-controlled events.

### **Feedback from the public and the Consultative Committee**

38. Following the initial public report in September 2018 to your committee on this matter some local residents have written to voice their concern about the proposed event. Thirty letters were received by officers and verderers/members.
39. The report was discussed at the Epping Forest Consultative Committee at their meeting in October 2018. At this meeting there was general opposition to the proposal for the event and members did not support the proposals outlined in this report.

40. There has been a mixed reaction on social media with opposition voiced by some (including several who also wrote in and are accounted for in the total number above) as well as others expressing excitement at the event taking place in their area and hoping to attend.
41. An update on the proposals was presented in a further report to the Epping Forest Consultative Committee on 13 February 2019 and to your Committee on 11 March 2019.
42. Two meetings were held in March in Wanstead hosted by your Chairman. Local residents group representatives were invited to attend to hear about the proposals and to share concerns from local residents.
43. The meetings were not intended to constitute a formal consultation exercise, as it is not a requirement for the Conservators to consult the general public on individual events under the Events Policy. Your committee must have regard to the Events Policy in making a decision on an event, and it is the Events Policy itself that has previously been the subject of formal consultation. Nevertheless, the residents' feedback from those meetings is included for your committee to consider as part of this report. Residents would also have an opportunity to make representations to the London Borough of Redbridge regarding the licensing objectives at a later stage, as indicated in the timeline in Appendix 3.
44. The residents' feedback received is summarised in Appendix 4. The comments from the Epping Forest Consultative Committee are captured in the relevant minutes. The areas of concern voiced by residents, correspondents, and Epping Forest Consultative Committee members can be broadly grouped as:

#### 44.1 Lack of consultation with the public

This was voiced by those who gave an initial reaction to the report in September 2018. Residents thought the report was making a final decision on all aspects of the event and that they had not been consulted. The further report at the Epping Forest Consultative Committee explained the process for decision making and that an opportunity to make representations to the London Borough of Redbridge in relation to the licensing objectives would be available at a later stage. Letters were written to the correspondents explaining this and two meetings have been held to explain the process to residents.

In addition to the statutory notification requirements as part of Mama Festival's application to London Borough of Redbridge for a Premises licence, Mama Festivals Ltd would be required to produce a community engagement and communications plan to the satisfaction of the Director of Open Spaces as a condition of the licence from the Conservators to occupy the land. The later event date of 2020 allows a considerable length of time for the plan to be prepared and implemented. This would include public meetings, a dedicated community engagement website and a dedicated residents' phone line staffed throughout the event. Mama Festivals Ltd would also offer a free and discounted ticket scheme to local residents.

#### 44.2 Track record of promoters



The track record of the promoters has been researched and the findings are that although some residents' complaints have received press coverage there has been no cessation or revoking of licences by the local authorities involved. Detailed due diligence on the company will be undertaken as part of the local authority licence process which will have access to factual information through the statutory channels.

The proposed event is a completely new event and is not being displaced from another location.

#### 44.3 Impact on wildlife

A preliminary Ecological Appraisal has been commissioned to look at any fundamental ecological concerns that may prevent or constrain the event. This will be appended to this report prior to your meeting.

The impact on wildlife, flora and fauna will need to be addressed at the earliest stage of planning by MAMA Festivals Ltd through an Environmental Impact Assessment. Mitigation measures suggested in the assessment will be added as conditions to the licence to occupy the land issued by the Conservators. The Environmental Implications section of this report has been prepared following discussions with in house experts.

#### 44.4 Safety of the event

#### 44.5 Criminal behaviour in and around the event

#### 44.6 Disruption on local roads impeding resident access

#### 44.7 Litter and waste management

The event organisers will have comprehensive strategies in place as outlined in paragraph 30 of this report that address these remaining areas of concern which are primarily concerns that impact on local residents. It will be a requirement of the London Borough of Redbridge that all of these matters are satisfactorily addressed in order to receive the necessary consent for the event to take place.

### **Corporate & Strategic Implications**

45. Hosting a major event will help deliver the aims of the Corporate Plan 2018 – 2023:

#### **To support a thriving economy**

- We are a global hub for innovation in finance and professional services, commerce and culture.

#### **Shape outstanding environments**

- We inspire enterprise, excellence, creativity and collaboration

46. It will also deliver the Open Spaces Departmental Business Plan top line objectives:

- A. Open spaces and historic sites are thriving and accessible.
- B. Spaces enrich people's lives.

C. Business practices are responsible and sustainable.

## **Environmental Implications**

47. A Preliminary Ecological Appraisal is appended to this report.
48. Apart from the Wanstead Heath Site of Special Scientific Interest to the west of Centre Road the majority of Wanstead Flats is not subject to a statutory nature conservation designation. Wanstead Flats is recognised as a Site of Importance for Nature Conservation (SINC) which is a non-statutory planning designation.
49. Wanstead Flats is given the highest classification as an area of Metropolitan Importance because it includes one of the largest areas of acid grassland in London and is of exceptional importance for its insects and other invertebrates, including many rare species.
50. Wanstead Flats also supports breeding skylarks and meadow pipits, ground nesting birds that are respectively red and amber on the International Union for the Conservation of Nature (IUCN) List of Threatened Species. However, as noted above, the event site is located entirely within the long-standing formal recreation zone and the SINC boundaries follows those of the Forest ownership and so encompasses all areas of the Flats.
51. So, although it is within the SINC it does not directly impact on the protected acid grassland habitat. As with other events that have been held on Wanstead Flats, careful control of access routes and entry points, plus boundary fencing and a clear demarcation of the area should ensure that access onto the acid grassland areas of nature conservation importance is prevented. Such protection of an area of the Flats has been achieved to the satisfaction of the local authority in the recent past in relation to the Metropolitan Police Muster Centre for the 2012 Olympics. This particular proposed event area is also on an area that has been used for events previously such as the 1993, 1994 and 2000 Melas).
52. Any potential impacts of the event that would need to be mitigated are likely to be indirect, largely through disturbance and the visual scale of the structures to be erected. South of Alexandra Lake and to the east of the proposed site there is an area of grassland in the SINC that has been regularly occupied by breeding Skylarks. Skylark, as a species, is considered by the most recent conservation review carried out in 2015 (entitled *Birds of Conservation to Concern 4*) to have red-listed status in the UK because of a serious decline in its breeding population (62%) across the country in the last 45 years.
53. These birds could be affected by the erection of structures related to the event as a result of disturbance and as they require open vistas and are sensitive to vertical intrusions (like trees and buildings) into their favoured open landscapes. However, the timing of the event should mitigate the impact of any disturbance significantly and is within a footprint some distance from the Skylark breeding and feeding areas. In addition, in this urban environment, the event proposals allow for any vertical structure to be in line with the backdrop of trees and other buildings further mitigating any adverse visual impact on the birds. An assessment of this can be

made more precisely as part of the Environmental Impact Assessment for the event.

54. The Skylark breeding season is between March to late August/early September. Therefore, the September event is unlikely to have any direct impact on breeding. There is also already considerable summer activity at Alexandra Lake and a car park closure to general visitors during the event and its lead-in time may act to reduce general recreational disturbance.

## **Legal**

55. Under section 7 of the City of London Corporation (Open Spaces) Act 2018 the Conservators may temporarily use or permit others to use Forest land for the purposes of an event; provide, or arrange for another person to provide, equipment, facilities or services for the event; so far as necessary restrict, or authorise others to restrict, access to an area of Forest land temporarily in connection with the event; and charge for such permission or provision, or charge or authorise others to charge for admission to the event.
56. The above powers must be exercised having regard to the approved Events Policy. In deciding whether, and on what terms, to permit an event, the Conservators must have regard to the character and local environment of the Forest (or the part of the Forest in which the event is to take place i.e. in this case, Wanstead Flats). An event must not cause material injury to the amenity of the Forest or significant impairment to the public enjoyment of the Forest. The locations in the Forest to which events are confined must be specified in the Policy, and the frequency and duration of events limited.
57. The general duties of the Conservators under the Epping Forest Act 1878 to preserve Epping Forest as an unenclosed public open space and as far as possible to preserve its natural aspect also still apply, subject to the above provisions. Any decision taken must be in the best interests of the Epping Forest charity.
58. Consent may be needed under Section 28E of the Wildlife and Countryside Act 1981 and the Conservation of Habitats and Species Regulations 2017

## **Financial**

59. All costs associated with the staging of the event and reinstatement of the land will be met with Mama Festivals Ltd in addition to a hire fee for the use of the land.
60. The financial proposals and implications of the proposed concert are covered in the non-public report elsewhere on the agenda

## **Reputational**

61. There is an expectation that this event would attract negative media coverage. However, the proposed event would be accompanied by a comprehensive community engagement plan to explain the proposals and answer queries. A

detailed communications plan would also be drawn up between the event organisers and the City of London Corporation to provide clear information and response to the public and media. The Events Policy and licensing legislation provides a clear requirement for event managers to engage with the appropriate legislative and licensing regimes to ensure events are being run safely and professionally.

## **Property**

62. Events on the Forest should be governed by suitable licence terms to ensure that the City of London Corporation is suitably indemnified and that consent to use represents best value according to the charitable operating requirements.

## **Equality**

63. The Events Policy requires event organisers to provide an Equality Policy. An equalities impact assessment would be undertaken by MAMA Festivals Ltd for the event as a condition of the licence from the Conservators to occupy the land and any areas for improvement addressed to the satisfaction of the Director of Open Spaces prior to the event.

## **Conclusion**

64. MAMA Festivals Ltd are a well-established and professional large-scale event organiser. Their proposal to hold one event of a three-day duration in 2020 allows time for full planning, preparation and community engagement to take place to mitigate against any areas of concern. If the event goes ahead there will be significant financial benefit to Epping Forest charity for reinvestment into the management of the Forest.

## **Public Appendices**

- Appendix 1 - Map of Location of Proposed site for 2020 event at Wanstead Flats
- Appendix 2 – Open Spaces Events Policy Part 2 – Epping Forest
- Appendix 3 – Indicative timetable
- Appendix 4 - Summary of Epping Forest Consultative Committee and residents' feedback
- Appendix 5 – Preliminary Ecological Appraisal (due 24/6/19)

## **Non-public appendices**

- Application for use of Epping Forest Land at Wanstead Flats for a music concert. SEF 28/19b: Financial Proposals

## **Background Papers**

Open Spaces Events Policy Part 1 – Open Spaces & City Gardens Committee, 16 April 2018.

Epping Forest Events Policy – Part 2 – Epping Forest and Commons Committee, 14 May 2018

Application for major event on Wanstead Flats: consideration of pre-application options -Epping Forest and Commons Committee 10 Sept 2018

Application for major event on Wanstead Flats: further detail for approval – Epping Forest Consultative Committee 10 October 2018

Major Event Wanstead Flats Update – Epping Forest Consultative Committee 13 February 2019

Major Event Wanstead Flats Update Epping Forest and Commons Committee 11 March 2019

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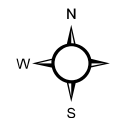
E: [jacqueline.eggleston@cityoflondon.gov.uk](mailto:jacqueline.eggleston@cityoflondon.gov.uk)

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i. (UK Live Music Census)

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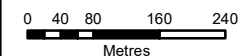


### Legend

-  Car Parks
-  SINC
-  FOOTBALL PITCHES
-  KAYAM
-  STEEL YARD
-  SKYLARK AREAS

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14 Aug 2018



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Open  
Spaces

Registered Charity

# Open Spaces Events Policy

## PART TWO

Issue No.	Issue No 1
Date	18 June 2019
Review date	
Author	Jacqueline Eggleston
Approved by	

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### Document Control Sheet: Revisions

Version	Page/Para no.	Change made	Approved

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# Policy Statement

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

This is the local policy and application form for requests to hold events in Epping Forest only.

Applications for filming, photography, regular activities and land hire for storage, skips etc. should be completed on the standard licence application form and sports activities on the sports licence application form. Please note that large sports events with more than 500 people or with a number of infrastructure items may be considered under the events licence.

## Introduction

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Epping Forest is London's largest open space and provides 6000 acres of ancient woodland and mixed habitats and is a vital green lung to the city. The Forest was protected for 'the recreation and enjoyment of the public' and there are a huge range of opportunities for recreation on offer including a number of unique locations for events. With around 4.5 million annual visits however, the Conservators have a crucial role in ensuring that visitors are safe, that conflict amongst users is minimised and that use of the Forest is sustainable to safeguard the future of the Forest for everyone.

## Legislative background

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Epping Forest was protected under the Epping Forest Act 1878 which appointed the City of London as Conservators of the Forest '..to preserve the Forest as an open space for the recreation and enjoyment of the public..'

The Act ensures that the Conservators '*.. shall at all times keep Epping Forest unenclosed and unbuilt on, ...*' and under Section 7(3): '*The Conservators shall at all times as far as possible preserve the natural aspect of the Forest,*'

Epping Forest is also protected under subsequent legislation over and above the protection provided by the 1878 Act. Under The Conservation of Habitats and Species Regulations 2017, 1605 hectares are protected within a Special Area of Conservation ((SAC) - EU Habitats Directive (92/43/EEC) and 1728 hectares are notified as a Site of Special Scientific Interest (SSSI) under the

Wildlife and Countryside Act 1981 (as amended). Wanstead Park and Copped Hall are both Grade II\* Registered Parks & Gardens under the National Heritage Act 1983. In addition, Ambresbury Banks, Loughton Camp and The Temple at Warlies Park are Scheduled Monuments protected under the Ancient Monuments and Archaeological Areas Act 1979.

## Event Locations

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Throughout the Forest events will be judged on their potential impact on the sensitive nature of the landscape but also the intensity of regular use of the area and proximity of housing. A number of areas are restricted completely due to their sensitive nature and others may be restricted seasonally.

A number of suggested event locations is provided on the attached Events Location Schedule. These are spaces we have determined have some capacity to hold events; however, they will each be subject to some restriction due to access issues, seasonal concerns, proximity of neighbours and overall impact on conservation.

These suggested locations have been categorised in three broad zones but the individual characteristics of each event will be taken in to account.

If a location you wish to use is not listed we may still be able to consider it, provided your application is submitted with sufficient lead in time.

Zone A. Larger open areas with greater capacity for larger events. Type of event and access issues will need to be considered and there may be seasonal restrictions

Zone B Established Activity Areas including fairgrounds sites and village green/ town greens that can accommodate medium size events

Zone C Potential event areas for smaller events. These may not have been used in the past for events but are considered to have some potential for small public or private events.

## Timing and Frequency

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The following principles will be applied to the timing and frequency of events;

- No more than one large event will normally be approved to take place on the same day.
- Events will not normally be approved on consecutive weekends over the period from May to September in each locality

- The overall number of events approved will be restricted to maintain the balance of public enjoyment and unfettered access of the normal character and environment of the Forest.
- Large events will be limited to three per year throughout the Forest and will have restrictions on noise, scale and impact.

## **Local Authority Approvals**

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- A temporary event notice and other licences or consents may be required. Applicants should make their own enquiries to the following authorities as applicable:
- London Borough of Waltham Forest
- London Borough of Redbridge
- London Borough of Newham
- Epping Forest District Council

## **Local Officer Event Group**

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- The Head of Visitor Services, Head Keeper and other Epping Forest officers according to expertise needed per application, are represented on the Local Officer Event Group. This meets fortnightly to consider event applications and make recommendations to the Superintendent who holds delegated powers to approve events or to the Epping Forest and Commons Committee in appropriate circumstances.

## **How we make decisions**

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All applications will be reviewed on a two-weekly basis by the Local Officer Event Group in Epping Forest. Applications may be:

- recommended immediately for the approval of the Superintendent.
- recommended for rejection on the basis that it does not meet the requirements of the Open Spaces Event Policy
- deferred subject to receipt of further information
- referred to a wider meeting of officers for review, particularly in the case of large events. In some cases, such as when events are very large the application will be referred to the Epping Forest and Commons Committee, which will add 2-4 months before a decision is agreed

## Applications timescale

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Event applications must be received within the lead in time stipulated below. Should applications not be received within these lead in times event requests may be declined

Scale	Total anticipated attendance	Application to be received	Application Deadline
Minor	1 – 50	At least 3 weeks prior to event	None - rolling application process
Small	50 – 499	At least 8 weeks prior to event	None - rolling application process
Medium	500 – 5000	At least 3 months prior to event	None - rolling application process
Large	5001 plus	At least 6 months (at least 12 months if over 10,000) prior to event	1 September 1 December 1 March

# Epping Forest Events Application Form

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

## Contact Details

Name of organisation	
Nature of organisation	Registered Charity
	Not for profit constituted organisation
	Individual
	Commercial company
Company or Charity Registration Number	
Name of main contact	
Address	
Invoice address (if different from above)	
Telephone number - landline	
Telephone number - mobile	
Email address	
Event public enquiries number	



## Event Details

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

## Activities

<p><b>Description of Activity</b></p> <p>Please include activities, stalls and other structures. It may be easier to attach a full programme of activities to this application.</p>
<p><b>Will there be any of the following activities? Several of these activities will require a licence or permit. Further charges may apply to some activities</b></p> <p>If yes, please give further details. We will then advise you on further permissions needed – many of which will need to be obtained from the relevant local authority</p>

Site Setup	Barriers/fencing	Yes/No
	Portable staging	Yes/No
	Portable generator	Yes/No
	Stewarding and security	Yes/No
	On site communication e.g. radios	Yes/No
Marquees		Yes/No If yes, please give number and sizes
Domestic gazebos		Yes/No If yes, please give numbers
Live Music or Entertainment		Yes/No
PA System		Yes/No
Recorded music/sound		Yes/No
Dancing		Yes/No
Performance of Plays		Yes/No
Films		Yes/No
Fireworks / Pyrotechnics		Yes/No
Carnival / Procession		Yes/No
Fairground equipment		Yes/No
Bouncy Castle		Yes/No
Animals – Horses, Donkeys, Birds or other animals		Yes/No If yes, please give details
Alcohol		Yes/No
Catering for public consumption		Yes/No There are additional charges for Catering units that are not incorporated as part of an event package (e.g. running events) or are an excessive number for the event
Waste disposal		Please describe the method to be used to keep the area free of litter and refuse. All waste must be removed by the end of the event.
Do you require power?		Yes/No If yes, give details of how you intend to supply it / where you would like to source power from
Do you require water?		Yes/No If yes, give details of how you intend to supply it / where you would like to source it from and drainage points/methods
First Aid		What first aid cover will be provided and who will provide it?
Toilet Facilities		Do you wish to use public toilet facilities? Please state which  How many temporary toilets will you bring onto the site?

	You are required to ensure that toilet facilities are adequate.
How will you actively encourage people to travel sustainably?	Please give details
Will you require vehicle access at the event?	Yes/No If yes, please detail the number and type of vehicles
Event Parking	Approximately how many vehicles will be attending the event?
	Where will these vehicles park?
	How do you intend to manage the parking of these vehicles? Will you have signage and/or Parking Attendants?  Your site plan will need to show your proposed car parking area. Note; there may be a fee for car parking.
Will the event be accessible and open to all?	Yes/No Under the Equality Act (2010) you must not discriminate on the basis of race, colour, ethnic or national origins, religion and belief, gender, sexual orientation or marital status and disability or age.
Do you require on site advertising? If so please state where and how provided.	Yes/No Please note that flyposting within the Forest and surrounding local authority areas is not permitted. Your deposit may be forfeited if we have to remove unpermitted posters or banners. There may be additional charges for signs.

**Note:**

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

**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>

If you are using recorded or live music you will also need to obtain the appropriate

music licences. See <https://pplprs.co.uk/> for further details

### **Insurance**

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

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

Insurance company: \_\_\_\_\_

Policy no.: \_\_\_\_\_

Amount of indemnity: \_\_\_\_\_ (a minimum of £5 million cover is **required**)

Expiry date of current certificate: \_\_\_\_\_

### **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>

### Charges for the financial year 2018/2019

We will be able to calculate your event charge when we have received your event application form. The fees and charges shown below are typical of what you can expect to pay.

#### Outdoor Events

Events are charged based on the size, number of people attending and activities planned. Community / not for profit and charity fundraising events will receive a 50% reduction from the commercial event charges. Individual applicants will be treated as Commercial and subject to the same fees. 5% of ticket price is based on maximum numbers applied for.

<b>Commercial / Corporate Events</b>		
<b>Item</b>	<b>Amount</b>	<b>When Payable</b>
Application Fee	£50	On application
Deposit (to reserve location and date)	25% of basic hire fee	Invoiced when event has outline approval from The City of London subject to licence approvals. If required licences are not approved and the event does not proceed the deposit is forfeited.
Damage Deposit (refundable)	£500 or 20% of hire fee whichever is the lesser	Cleared funds to be received at least 3 weeks prior to the first day on site.
Basic Hire Fee - Minor event (less than 50)	£0- £500 dependent on event type and infrastructure (e.g. serving hot food, charging a fee, including more than one gazebo)	A damage deposit of £100 may be levied to ensure waste is disposed of in the case of events where a charge of less than £100 is made. Charged for catering must be separately licensed and an additional fee is payable unless part of an organised small/large event or otherwise agreed with CoL
Basic Hire Fee - Small event (50-499)	£650 plus 5% of ticket price	Cleared balance of funds to be received at least 3 weeks prior to the first day on site.
Basic Hire Fee - Medium event	£1950 plus 5% of ticket	Cleared balance of

(500-4999)	price	funds to be received at least 1 month prior to the first day on site.
Basic Hire Fee - Large event (greater than 5000)	By negotiation	Cleared balance of funds to be received at least 2 months prior to the first day on site.
Non – event days (set up and dismantle)	15% of basic fee per day	Payable in conjunction with the basic hire fee.
Private events (wedding receptions/ party) max 150	£1000	Cleared balance of funds to be received at least 1 month prior to the first day on site.

Charity / Not for Profit Events (see terms and conditions)		
Item	Amount	When Payable
Application Fee	£25	On application
Deposit (to reserve location and date)	25% of basic hire fee	Invoiced when event has outline approval from The City of London subject to statutory licence approvals. If required licences are not approved and the event does not proceed the deposit is forfeited.
Damage Deposit (refundable)	£500 or 20% of hire fee whichever is the lesser	Cleared funds to be received at least 3 weeks prior to the first day on site.
Basic Hire Fee - Minor event (less than 50)	£0- £250 dependent on event type and infrastructure (e.g. serving hot food, charging a fee, including more than one gazebo)	A damage deposit of £100 may be levied to ensure waste is disposed of in the case of events where a charge of less than £100 is made. Charged for catering must be separately licensed and an additional fee is payable unless part of an organised small/large event or otherwise agreed with CoL
Basic Hire Fee - Small event (50-499)	£325 plus 5% of ticket price	Cleared balance of funds to be received at least 3 weeks prior to the first day on site.
Basic Hire Fee - Medium event (500-4999)	£975 plus 5% of ticket price	Cleared balance of funds to be received at least 1 month prior to the first day on site.
Basic Hire Fee - Large event (greater than 5000)	By negotiation	Cleared balance of funds to be received at least 2 months prior to the first day on site.

**Events requiring the use of specific facilities must pay these in addition to the above charges:**

Exclusive Hire of car park	Large (e.g. Bury Road)	£700 per day
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	Medium (e.g. Fairmead Oak) Small (e.g. Earls Path) Compounds/ Storage	£423 per day  £140 per day £0.57 per M2 per day. Min overall charge of £71
Water	Use of building water supply or stand pipe ( limited locations)	£50 per day or metred charge
Electricity	Use of The City of London supplies (limited locations)	£50 or metered charge
Specialist ground preparation (in addition to usual cutting regime e.g. ground marking)		On application
Staffing. City of London will provide staff to the first 2 meetings free of charge. Further attendance at meetings and on site attendance may be charged, particularly if out of normal working hours.	Forest Keeper Senior Keeper Visitor Services assistants Visitor Operations Manager	From £27 per hour From £34 per hour From £25 per hour From £44 per hour  Plus VAT at 20%

### **Fairs and Circuses**

Fairs and Circuses will be dealt with by separate negotiation. Discounts from operational days will be made for set up/ dismantling. A discount applies to longer stays.

### **Damage Deposit and Reinstatement Fees**

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



# Terms and Conditions of Hire

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1. Hirers must not:
  - Fix items to trees, railings, fences or any other structures, including any form of advertising
  - Drive stakes into the ground
  - Cook or sell food or sell alcohol without separate licensing agreement or without obtaining an alcohol licence
  - Leave items or equipment unattended
  - Hand out literature at an event, unless special permission has been given
  - Solicit donations i.e. bucket collections or similar
  - Release balloons or sky lanterns
  - Stage pyrotechnic displays (unless by separate agreement)
  - Erect temporary structures (other than small gazebos) including bouncy castles, unless by specific agreement in specified locations
  - Climb, or allow others to climb on, statues, monuments or infrastructure
  - Move benches, fixtures and fittings
  - Advertising is not permitted on railings or within the Forest/ Park unless specifically permitted and with a separate charge
2. Applications for events will only be considered if submitted within the time frames and scope outlined
3. Applications will only be approved once adequate health, safety and emergency planning information has been agreed. No licensable event may proceed without the appropriate licence(s) from the local authority.
4. Events should not be advertised until final signed agreement for the event has been received from the City of London.
5. The Hirer hires the area indicated on the Hirer's site plan and agreed by The City of London. The Hirer does not hire the whole site for the Hirer's exclusive use, unless requested and agreed by The City of London
6. The Hirer's attention is drawn to the requirements of the *Health & Safety at Work Act 1974* and other health & safety legislation including *the Management of Health & Safety at Work Regulations 1999*, *Control of Substances Hazardous to Health Regulations 1999* and *Electricity at Work Regulations 1989*. It is the responsibility of the Hirer to comply with all relevant legislation.  
<http://www.hse.gov.uk/event-safety>
7. The Hirer shall indemnify and keep indemnified The City of London from and against all actions, claims, suits, costs, expenses, losses, injuries, damage and liability howsoever arising out of or by reason or in consequence of the agreement hereby granted (other than action, claims, suits, costs, expenses, losses, injuries, damage and liability resulting from any negligent act of The City of London, its servants or agents). The Hirer shall effect a third party policy of insurance to a minimum of £5,000,000 per event and in such terms as may be approved by The City of London

8. The Hirer will be required to produce written documentary evidence of the existence of public liability insurance at such a level as required by The City of London in respect of any exhibitor, ground entertainer, sub-contractor, caterer which the Hirer has authorized to appear at the event.
9. The Hirer is responsible for the reinstatement of the site allocated, including the clearance of litter, the separation and collection of recyclable materials and the removal of all advertising. The clearance must be undertaken within 24 hours after completion of the event and reinstatement of land within 48 hours after completion of the event. If the Hirer fails to perform these obligations, The City of London reserves the right to perform any such obligations and any costs incurred shall be borne by the Hirer. Specialist grounds works including re-seeding will be undertaken by The City of London and will also incur an additional cost to be borne by the Hirer.

#### 10. CANCELLING AN EVENT

The City reserves the right to cancel forthwith the holding of any event in Epping Forest in the event of an emergency or on the advice from the police authority or any other appropriate authority or because of forecast poor and extreme weather or unsuitable ground conditions.

In the event of any event being cancelled under the provisions of this clause, the City shall not be held liable to the hirer for any fees costs or damages, loss nor any consequential loss sustained as a result of or in any way arising out of the cancellation of the function but shall repay to the hirer without interest all sums paid by the hirer on account of the hirer charge (with the exception of the administration fee which is non-refundable). It is therefore highly advised to take out separate event insurance.

The City of London Corporation reserves the right to require the hirer to alter the date of use if it should become necessary for any reason, provided reasonable notice is given of such alteration (except in the case of an emergency when the clause above will apply). In the event the hirer is unable to alter the date, the City of London will repay all monies paid by the hirer to the City within 10 working days but will accept no liability for any other fees, costs or damages or any consequential loss what so ever.

In the case of the hirer cancelling the event once agreed and deposit paid, for any reason and including failure to secure the appropriate licences, refunds will be given on the sliding scale shown below. In all circumstances the administration fee will be retained and a charge made for any expenses already incurred by The City of London Corporation on behalf of the event:

#### **Cancellation Period**

<b>Scale</b>	<b>Total anticipated attendance</b>	<b>Notice given for Cancellation</b>	<b>Refund</b>
Minor	1 – 50	Any period	Full refund *
Small	50 – 499	At least 4 weeks Less than 4 weeks	Full refund* Minus 25% of deposit

Medium	500 – 4999	At least 2 months Less than 2 months	Full refund* Minus 25% of deposit*
Large	5000 plus	At least 4 months Less than 4 months Less than 4 weeks	Full refund* Minus 50% of deposit* Minus 100% of deposit*

\*minus application fee and expenses

11. The property of the Hirer and Hirer's agents must be removed at the end of the period of hire. The City of London accepts no responsibility for any property left on the venue before, during or after hire period.
12. The Hirer must ensure that adequate parking arrangements are made for vehicles. Parking is restricted to areas set aside within the site plan and with the prior approval of The City of London. Any parking to highway areas is covered by traffic regulations and non-compliance may result in parking fines.
13. The Hirer is required to comply with the *Town and Country Planning (Control of Advertisements) Regulations 1992*, whereby unauthorized advertising, including "fly posting", is an offence and therefore strictly forbidden.
14. Food preparation on site is not permitted unless in a fully certified catering facility. Picnics, buffets etc. must be at no charge. Any food charged for must be through a certified catering facility.
15. The Hirer is responsible at all times for the organisation and smooth running of the event.
16. Temporary structures must be constructed of sound materials, be stable and be suitable for their purpose. The Hirer will be responsible at all times (day and night) for the security and supervision of these structures.
17. The Hirer must ensure that the byelaws are complied with at all times other than by agreement with The City of London
18. The City of London reserves the right to terminate the hiring if details are not submitted, if there is a breach of any of the foregoing conditions, or if the arrangements are deemed unsatisfactory.

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

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

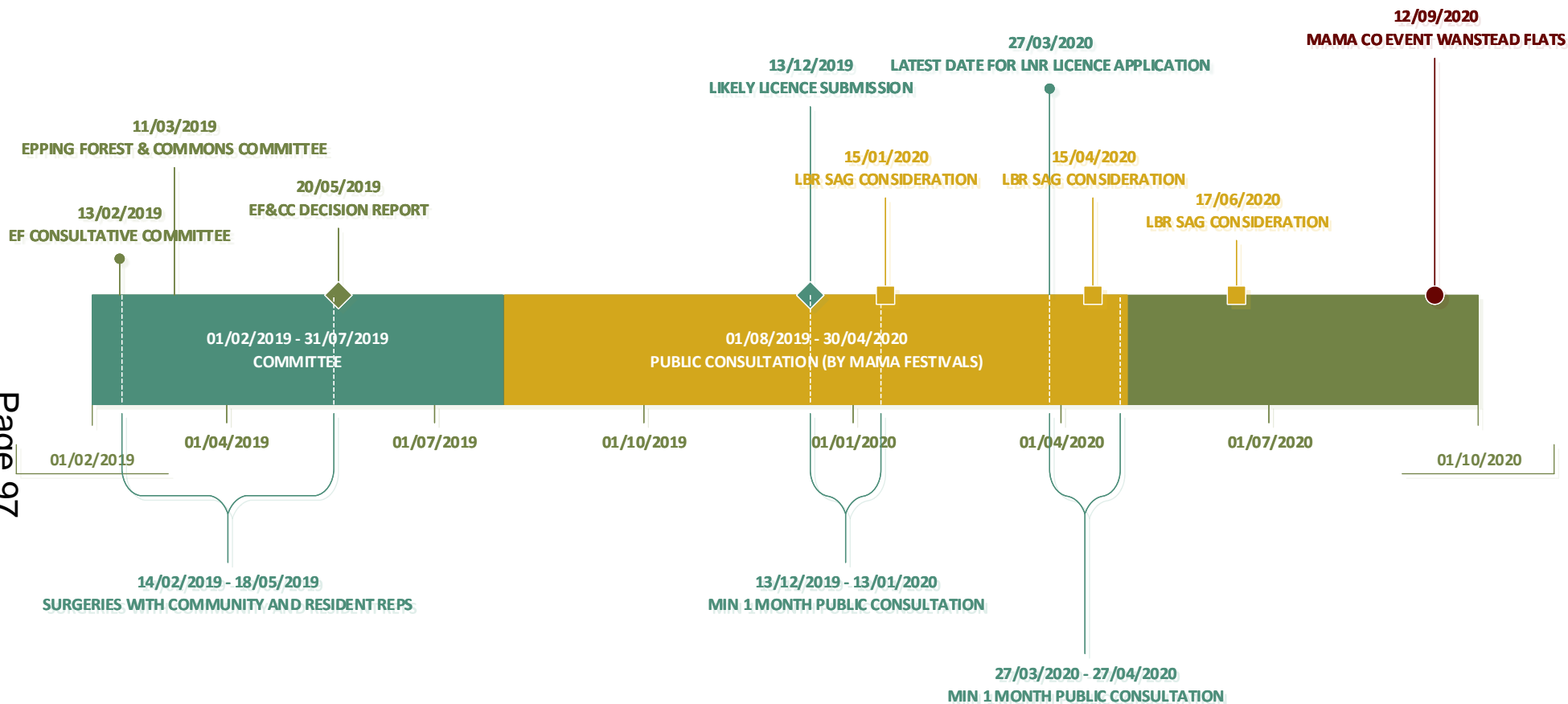
	Attached	To Follow	N/A
Risk assessment / emergency plan			
Copy of your Public liability Insurance			
A site plan / route map			
A programme			
Catering certificates and licences			
Noise management plan			
Copy of Charitable or not for profit constitution and evidence of organisation bank account with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

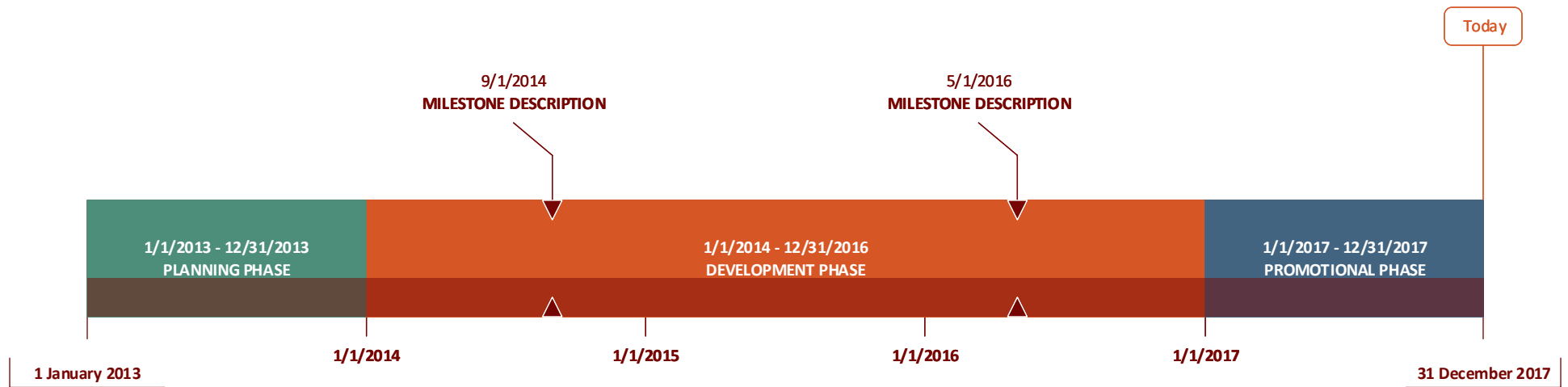
By returning this form, I confirm that I have read and accepted the Terms & Conditions of Hire. I apply for permission to hold the event as described in this application form. I confirm that the information provided is correct and will inform The City of London if the details change.

Signed (not essential on emailed documents)	
Print name	
On behalf of (organisation)	
Date	

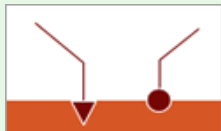
Please email or return this form together with your supporting documentation to:

City of London Epping Forest  
Licence Applications  
The Warren  
Loughton  
Essex  
IG104RW  
[eppingforest@cityoflondon.gov.uk](mailto:eppingforest@cityoflondon.gov.uk)





### Milestones



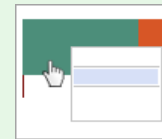
Drag milestone and interval shapes onto the timeline to mark important dates.

### Import Project Data



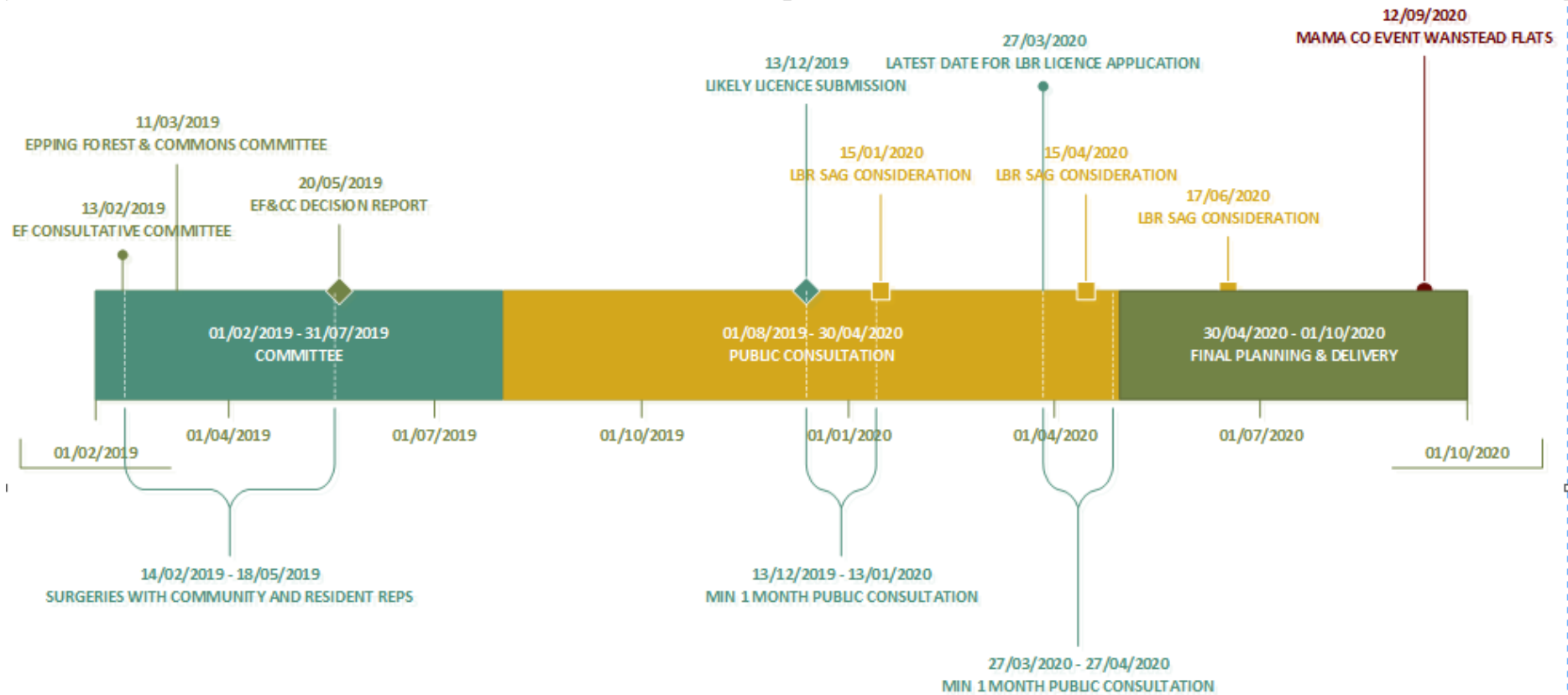
Import a schedule from Microsoft Project, with Link Data to Shapes on the Timeline tab.

### Right Click to Configure



Right-click intervals and milestones to change their dates or appearance.

**Finished with these tips?**  
Select the Tip Pane and press Delete



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## Appendix 4

### Summary of comments from Epping Forest Consultative Committee

See minutes of meeting

Also, written response from WREN group and Friends of Wanstead Parklands shown below.

### Summary of comments from resident representative meetings held on 09.03.2019 and 21.03.2019

Total attendance 21

Representatives included local councillors, local MP, Bushwood Area Residents Association, Wanstead Society, Wren Group, Aldersbrook & Cann Hall Area Residents Association, Counties Residents Association, St Gabriel's Church, Friends of Wanstead Parklands and several individual residents.

The sessions were chaired by Philip Woodhouse, Chair of the Epping Forest and Commons Committee and presented by Jacqueline Eggleston, Visitor Services Epping Forest with Ed Chaplin, Trading Standards and Licensing Manager at London Borough of Redbridge.

The event proposal and processes for approval were introduced and explained by Ms Eggleston and Mr Chaplin. Mr Chaplin added that this is the furthest in advance of an event he has been involved in consultation and explained that the engagement to date had been beyond the usual requirement.

Feedback from the residents after listening to the proposals is summarised below with some responses in italics and other responses covered within the main body of the report:

#### Concern regarding anti- social behaviour

Drug abuse and alcohol on Heatherwood Close – used as a spot for antisocial behaviour now and will be worse during event

Wild camping

Drug abuse, alcohol, urinating and litter on way to and from event

Montague Road shooting and Stabbings weekly in area now

Wanstead has minimal policing

Would City of London Police cover this (*would be Met Police events team – they dictate the policing and require event to pay for it*) *Epping Forest keeps work closely with local police and attend SAG meetings*

*Litter – (Chairman added heartfelt thanks to teams of volunteers who currently work to clear litter on the Flats – Epping Forest would not be able to do without them)*

Poisoning in Alex Lake – dogs died – deliberate act in past

#### Access

Only one way in and out of Aldersbrook Estate

Will TFL be consulted ( *yes* )

*Not everyone arrives at the same time, over 3-4 hours staggered entry.*

Impact on cemetery

Numbers not restricted to 50k as anyone might turn up on perimeter

I do not believe Manor Park station and local buses are sufficient. It also seems likely to me that attendees will also use Wanstead and Leytonstone tube stations and that because of the zone boundary at Leytonstone this might be the more popular stop because the fare is cheaper for west bound passengers. Apart from capacity issues and potential inconvenience to other travellers, this increases the difficulty of adequately stewarding the approaches to the event due to the amount of ground to be covered and the variety of routes attendees might take. *Access and egress covered in traffic management plan*

### **Reputation of organisers**

Failure of MAMA to adequately keep its promise.

Experience of event elsewhere (*this is new event*)

The experience of communities around Victoria Park are not encouraging in this regard and bring into question how reliable a partner Mama might be

### **Cost to Public Purse**

*(assured that is covered by event promoters)*

### **Concern events will occur more frequently**

*(assured that event policy only allows one per year)*

worry about precedence and being locked into an annual event without any future control by yourselves or additional consultation of local people. *Report is for one year only*

### **Fire**

Fear of fire particularly at back of Heatherwood Close

Increased risk of fire – repeat of last year

### **Remit of Epping Forest as charity**

I enjoy Epping Forest tranquillity, what is in charity that is being saved by pop festival, what is being saved by the festival. *Purpose under 1878 Act is to preserve for recreation and enjoyment – this is not necessarily the same as tranquillity – e.g. for children who come to play and make noise*

Saying a three day festival is one event is a sleight of hand .*The event policy considers the duration of the event as part of the overall consideration of the impact of the event and duration is not prescribed; ‘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.’*

### **Environment**

I do not see how three events of up to 50,000 people can take place on the proposed site without disturbance and damage to local wildlife.

Wanstead Flats and Wanstead Park are remarkable areas of biodiversity, including some birds, insects and plants which are rare or under threat in the London area and in some cases nationally. This is important in such an urban setting and as such this part of the Forest is of great value and contributes greatly to local people's enjoyment of their area. The damage may not be restricted to the event area because of noise disturbance and also, depending on the effectiveness of the event organiser's stewarding around the event, disturbance by attendees wandering in numbers over wide areas of the Flats and park with attendant issues of littering and other problems associated with large crowds

I echo the concerns others voiced about environmental impact, especially on ground nesting birds. I think that they are mainly nesting in grassland adjacent to the proposed site. They sadly seem to have abandoned the SSSI and may be further dissuaded from nesting there since the fire .

What will environmental impact be – will they use generators *(yes but noise would be addressed under public nuisance clause)*

#### **Loss of amenity**

concerned by the loss of amenity with regard to the football pitches and peaceful access to the Flats and the park due to any movement restrictions and noise pollution. The area affected will need time to recover before it can be used again *the site will be set aside for event and football moved*

#### **consultation**

It would seem that there is no requirement for Redbridge to notify or consider Waltham Forest or Newham residents who are likely to be impacted by 150,000 people over the 3 days moving from stations like Leytonstone, Wanstead Park, Forest Gate and Woodgrange. It also seems unlikely that unless this possibility is recognised, people may well be trampling over the SSSI area and other parts of Wanstead flats. *Heads of terms require extensive consultation in surrounding area.*

#### **Positive**

Positive letters and comments from residents in support of the event have also been received by Chair and via residents' association.

#### **Summary of Correspondence received:**

##### **Noise**

intolerable level of noise and light and until late at night. This would be compounded by the noise from those attending the concerts, generators and the vehicles and construction of setting up and taking down structures

##### **Loss of amenity**

The concert proposals make a mockery of Epping Forest as custodian of the Flats enclosing a large area for private use and gain *permission covered in Events policy and Epping Forest Act. Loss of amenity is charged for.*

## Access

Impediment to access to Aldersbrook Estate and public transport. Track record of closures and disruption to Aldersbrook road through fire, gas leaks on 6 occasions.

## Anti -social behaviour

Despite conditions enforcement will not be able to deal with it *this will be investigated through SAG and permission granted only if conditions can be met*

It is clear that licensing controls only work effectively within the confines of the festival arena. The operators cannot police the movement and behavior of attendees once they have left the festival compound. This will have serious consequences for the local community

## Number of events

Setting a precedent by allowing such unacceptable events to subsidise Epping Forest will simply open the door for more in the future and provide an argument for further cutbacks. *Number of events is limited by policy*

## Planning Permission

The event would need planning permission. *This will need to be addressed by event organisers however it may not be needed as under 28 days*

## Previous Events Legacy

Every year we have Fireworks to 'celebrate' Guy Fawkes night, the noise resounds for miles and you can forget about any form of parking, the roads get blocked and all the aggravation and bad tempers often flow, but for a couple of hours residents 'put up' with it.

Likewise there are many occasions when the Fair comes to town, the same problems occur.

Perhaps the EF&C Committee should therefore ask more questions as to why there have been no further such large scale events on Wanstead Flats for some 25 years (a quarter of a century) if such events as the "MELA" in 93/94 were deemed such a community success (as implied in the 11/03/19 Report)?

Further, (1) to make reference to the annual (but now cancelled) LB Newham Guy Fawkes Night firework display as a further example in aid of the MAMA proposals is frankly unacceptable. Indeed, it was of such a different scale in all respects (the locals would be astonished at the reference to 30,000 visitors to it!) that it cannot in truth be defined as an "example" at all! *These are reported numbers and a clear comparison of what these numbers appear as on the ground.*

And (2) the reference to the 2012 Police Muster site qua the London Olympics is also unacceptable. Everyone knew it was for **security and safety** to facilitate a global event that brought fantastic kudos and benefit to the **Nation** and that is completely acceptable as a very special one off event.

Conversely, the MAMA proposals do nothing of the sort. That 3 day event would bring kudos only to the "artistes" who perform there and potentially huge financial benefit to them and the private entity organiser (MAMA) - with the local community and LBR suffering the brunt of all the downsides. Also, it would not, would it?, be a "one off" event. It seems to me the intention would be to set a precedent for such events in the future as well.

## Wren Wildlife and Conservation Group statement on proposals for major music events on Wanstead Flats

In recent years, one of the focuses of our work has been to survey, publicise and lobby for protection of ground-nesting Skylarks and Meadow Pipits on Wanstead Flats. According to the most recent *London Bird Report*, published by the London Natural History Society, in 2016 there were four Meadow Pipit territories on the Flats. With the exception of Rainham Marshes, this is the highest total anywhere in London. In the same year, there were three Skylark territories, the only multiple-territory site this close to the centre of London. Skylark is a Red Data list bird because of the dramatic decline in its numbers nationally. Partly because of the work of local volunteers, but also due to the positive attitude of the Epping Forest ecological team, and their sympathetic grassland management, this number increased to five territories in summer 2018.

The value of the Flats does not lie only in its ground-nesting birds. For example, in recent years, Green Hairstreak and Brown Argus butterflies have colonized, and in 2018 had a successful season. More than 80 species of spiders have been recorded in the last few years.

The Wren Group appreciates that Wanstead Flats is not a nature reserve. It is an area of mixed usage, available for footballers, model aircraft enthusiasts, dog-walkers, those who simply enjoy being in an open space, and naturalists alike. But any damage to the 'natural aspect' of the Flats will diminish the experience for every user. Not everyone may recognize the Skylark's summer song, but most will appreciate it.

While the existing footfall on Wanstead Flats is large, it is not generally concentrated. The area's natural heritage seems to be able to cope, just about. However, the Wren Group feels that the combination of the construction and de-rigging of a large arena and the large numbers of people attending one or more music events will be seriously detrimental to this 'natural aspect'. Although the footprint of the arena itself is not on land of special wildlife value, it is close to such areas and it seems clear that the construction process, and very large numbers of people making their way to and from the site will not impact on the more wildlife-rich areas – especially as this is the middle of the breeding season for ground-nesting birds. The Skylark nesting area by Alexandra Lake is adjacent to the arena site, and large numbers of people making their way to and from Forest Gate on foot will be passing directly through the core breeding area for Skylarks and Meadow Pipits. Additionally, there is a very real fire risk in these very areas of the Flats during the summer, as witnessed this year, and this is likely to be exacerbated with large numbers of additional people on the site.

In summary, given the fragile state of the ecosystems on Wanstead Flats, especially after the worst grassland fire in London's history earlier this year, we cannot envisage a scenario in which such a large scale event would have anything other than a severely damaging impact on the local wildlife. For these reasons, the Wren Group strongly opposes the plans to hold events of this kind on Wanstead Flats.

*Comments were written in response to earlier proposal for summer event. Current proposal is outside breeding season*

## **Friends of Wanstead Parklands' position on proposal for large scale events on Wanstead Flats**

**Friends of Wanstead Parklands** is supportive of Wanstead Flats as a multi-benefit green space providing nature conservation, formal recreation, informal recreation, heritage, events space and many other benefits.

Friends of Wanstead Parklands believe that each application for events on Wanstead Flats should be judged on its merits, but that the information provided is incomplete to make a meaningful decision on the options or the general principle.

**In conclusion, Friends of Wanstead Parklands would only support an event with the following conditions:**

- Full information is provided as set out above.
- It takes place over just one weekend, in line with the City of London's Open Spaces Events Policy, minimising the disruption to park users and the environment.
- Structures are in place for no longer than 10 days.
- Local residents and community groups receive full and detailed information on the event proposal prior to approval of the event by the City of London, including precise timings, plans for traffic management, transport impact study, noise impact study, plans for exit from the events, security and restoration.
- A significant proportion of the funds are reinvested into Wanstead Flats and Wanstead Park, with full transparency on the revenue generated and allocation of funds.
- Adequate stewards are provided to minimise the disruption to the surrounding areas, including security and traffic management
- Measures are put in place to protect areas of natural/environmental importance, including the skylark nesting areas.

<b>Committee(s)</b>	<b>Dated:</b>
Public Relations and Economic Development Sub Committee	17/06/2019
<b>Subject:</b> Six-Month Media Update	<b>Public</b>
<b>Report of:</b> Bob Roberts, Director of Communications	<b>For Information</b>
<b>Report author:</b> Aisha Musad, Media Office Assistant	

## Summary

This report summarises the media output over the past six-months from the City of London Corporation Media Team.

It shows there have been over 550 articles relating to the City of London Corporation in national and local newspapers with the advertising value equivalent of £6,121,591.

## Recommendation

Members are asked:

- to note the contents of this report.

## Main Report

### Background

1. The Weekly Media Summary has continued to measure and record the main print and digital media output of the Media Team.
2. This report collates and summarises the finding of the Weekly Media Summary from mid-December 2018 to mid-June 2019.

### Print

3. There have been over 550 articles relating to the City of London Corporation in national and local newspapers.
4. Advertising Value Equivalent (equivalent if we paid for coverage) of £6,121,591 (this excludes radio and broadcasting coverage).
5. Additionally, there have been at least 447 articles in international media which are not collated by the cutting agency and which are not included in the AVE figure.

### Digital

6. The corporate Twitter feed now has 44,138 followers.

7. One of our top tweets with a reach of 3.3m people was @cityoflondon supporting @LivingWageUK encouraging City financial and professional services firms to pay the London Living Wage.
8. Our corporate Facebook pages have 40,623 followers and generating 45,478 engagements.
9. The City of London Corporation had the most popular post which was for the opening of the City's largest public roof top space 'The Garden at 120,' located at Fenchurch Street with 736 reactions and a reach of 22,926.
10. The corporate YouTube channel had 1,324,180 views and the most popular video with 369,636 views was A Thriving City: The changing face of the City of London. We have 4,057 subscribers.
11. Our corporate LinkedIn page now has 13,563 followers. By comparison, the Greater London Authority has 11,319 and Westminster have 9,926 followers.
12. Filming has brought £197,946 into the City Corporation over the last six months. Some of the major shoots that filmed last summer are to be released in the next few months including Hobbs & Shaw and Men in Black, which filmed extensive and large action scenes in the City.

### **Subject Analysis:**

#### Financial and Professional Services:

The majority of coverage achieved was around Brexit. Both internationally and nationally, the Lord Mayor, and the Policy Chair were frequently quoted and interviewed in major media such as *BBC Radio 4, Sky News, ITV News, CNN, BBC News, Evening Standard, Financial Times, The Times, City A.M., People Daily, New York Times, BBC Business Live blog, Financial News, Reuters UK, Bloomberg, Yahoo! UK, Huffington Global, The Daily Telegraph, Guardian The Independent, Politico, CNBC, Quartz and The Daily Express.*

#### Overseas visits:

There was also UK national, London and widespread international coverage of the Lord Mayor's visits to international markets including Asia, North America, South America, the Gulf and Northern Europe.

#### Planning and Transportation:

The City of London Corporation's Planning and Transportation Committee Chair was quoted in almost 300 pieces of coverage regarding the City Corporation's new Transport Strategy including *Reuters, BBC News, Forbes, Financial Times, The Times, Daily Mail, Daily Telegraph, Mirror, The Sun, Daily Express, Daily Star, Evening Standard, Property EU, City A.M, Londonist, Property Week, Financial News and Time Out, Londonist, BBC Radio London and LBC News.*

#### Markets:

Extensive coverage was achieved of Dagenham Dock being chosen as the preferred site to relocate the City Corporation's wholesale food markets. Coverage appeared in



*Yahoo! UK and Ireland, MyLondon, Londonist. Evening Standard, BBC News, The Times, PropertyEU and Estates Gazette.*

#### MIPIM:

Coverage of the City Corporation's representation at the MIPIM property conference appeared in *City A.M., Property EU, Property Week, FEnews, Estates Gazette, Relocate, Building, Property Magazine International, Property Week, Yahoo!, Evening Standard and MIPIM News.*

#### Fen Court Garden:

Coverage regarding the opening of City of London Corporation's Fen Court roof garden appeared in the *Guardian, City Matters, Estates Gazette, The Londonist, Building, Horticulture Week* and the *Daily Mail.*

#### Community and Children Services:

##### Education:

Widespread national and trade media coverage was achieved after Sutton Trust named the City of London Academies Trust as a leading academy chain in helping disadvantaged children perform above the national average. Coverage was included in *The Times, The Guardian* and *Schools Week.*

Coverage of City of London Corporation hosting the London Careers Festival this month was included in *Recruitment Buzz, London Loves Business, FE News* and *Young Londonist.*

Reports that Galleywall Primary City of London Academy in Southwark has been rated outstanding by Ofsted was included in local and trade media outlets including *FeNews* and *Southwark News.*

The *Islington Tribune* ran an interview with Prince Gennuh, Headteacher of the City of London Academy (COLA) Highgate Hill, on his journey to becoming head teacher.

#### City Bridge Trust:

Over 80 pieces of coverage including national, London and trade media achieved including *Sky News, BBC Asia Network, Evening Standard* and *The Guardian.* Coverage included reports on Dhruv Patel, who was elected as the first BAME Chairman of the City Bridge Trust Committee, as well as a story on a City Bridge Trust grant for a new campaign in London to tackle 'hidden crimes' such as modern slavery and domestic violence.

#### London Living Wage:

Coverage about the initiative run by the City Corporation and backed by the Living Wage Foundation, encouraging City financial and professional services firms to pay the London Living Wage, was included in *City A.M., the Londonist, the Evening Standard, Financial News, New York Times, Reuters UK, HR Review, Evening Standard, London Live, Law Society Gazette, Economia, FE News, CNBC, Yahoo! UK* and *Nasdaq.*

#### Gender identity:

The City of London Corporation's new Gender Identity Policy was widely reported by London-based and UK media included in *BBC London*, *ITV London*, *LBC*, *BBC London Radio*, *Guardian*, *Independent*, *Metro*, *Sky News*, *Evening Standard*, *Gay Star News*, *Attitude*, *The Telegraph*, *Pink News*, *Independent*, *The Times*, *Yahoo! UK* and *London Live*. Edward Lord, Chair of the Establishment Committee, was quoted in majority of the coverage.

#### Culture, Heritage and Libraries:

'It's NOT only Rock 'n' Roll', a photographic exhibition at the City of London Corporation's Barbican Music Library, was reported by *Evening Standard*, *London Live*, *The Times* and BBC Radio London.

The City of London Corporation's 'Fantastic Feats' programme of events and the *Architecture of London* exhibition at Guildhall Art Gallery was featured by several media outlets, including *The Times*, *Londonist*, *Architecture Today*, and *The Guardian*.

#### Centre for Music:

The announcement of the initial concept designs for the proposed Centre for Music was widely reported by London-based and UK media, most of which quoted Policy Chair Catherine McGuinness. Coverage appeared in *Evening Standard*, *The Guardian*, *The Times*, *Financial Times*, *ITV News*, *City A.M.*, *Architects' Journal*, *London Live*, *The Daily Telegraph* *Daily Mail Online*, *BBC London TV*, *The Sunday Times*, and *Time Out*.

#### Freedom of the City:

Over 230 news outlets across the UK (including *BBC Radio London* and regional radio stations, *ITV London News*, *City A.M.*, *LBC News*, *Talk Radio*, *Irish Independent* and *Daily Star*) reported on the City of London Corporation's award of the Freedom of the City of London to 106 women who have links to the City of London.

#### Port Health and Environmental Services:

Coverage of the City of London Corporation's awarding of a new tech-driven waste collection, street cleansing and ancillary services contract to Veolia appeared in a number of trade media outlets including *TwinFm*, *Transport Engineer*, *Transport and Logistics*, *London Loves Business*, *Lets Recycle*, *Commercial Fleet*, *Recycling Magazine*, *CIWM – Journal*, *Waste Today*, *Magazine*, *Recycling Waste World*, *Edie Net*, *Transport Engineer*, *London Bulletin* and *Fleetpoint*.

*The Daily Mail*, *Lets Recycle* and *City Matters* reported on the first of 10 water refill points installed in Bow Churchyard Cheapside, as part of the City Corporation's Plastic Free City campaign. A piece by the Policy Chair was also published in *City A.M.* regarding the campaign.

#### Open Spaces:

Superintendent and Registrar at the City of London Cemetery and Crematorium Gary Burks was interviewed in a *Financial Times* article (£) on the UK's burial space crisis. The piece used the City Corporation's grave reuse policy.

*Gardeners' Question Time* on BBC Radio 4 broadcast a feature on Postman's Park in the Square Mile. Team Leader Niall Birnie and Gardener Nic Guerra from the City Gardens Team were interviewed.

Extensive media coverage was achieved about the discovery of Joseph Merrick's grave, famously known as "The Elephant Man" at the City of London Cemetery and Crematorium. Coverage appeared in *The Mirror*, *BBC News*, *The Telegraph*, *Independent*, *Evening Standard*, *The Sun*, *Washington Post* and *Fox News*.

Heathrow Airport Animal Centre:

*Channel 4* launched a new series of *Animal Airport*. The show featured the work of apprentices at the Heathrow Animal Reception Centre. Several City Corporation officers and colleagues were featured in the *More4* programme. Five episodes of *Animal Airport* appeared on *More4*.

Heathrow Animal Reception Centre also featured on ITV's *Britain's Busiest Airport*. The show was broadcast on ITV Wales, ITV 1 Central East, ITV 1 Central West, ITV 1 West Country East, and ITV 1 West Country West.

## **Conclusion**

13. Members are asked to note the contents of this report.

## **Appendices**

None

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