



Hampstead Heath, Highgate Wood and Queen's Park Committee

Date: WEDNESDAY, 9 SEPTEMBER 2020

Time: 4.00 pm

Venue: VIRTUAL MEETING (ACCESSIBLE REMOTELY)

Members: Deputy David Bradshaw
Karina Dostalova
Anne Fairweather
Alderman Prem Goyal
Michael Hudson
Alderman Gregory Jones QC
Deputy Edward Lord
Wendy Mead
Ruby Sayed
Deputy John Tomlinson
Graeme Doshi-Smith (Ex-Officio Member)
Oliver Sells QC (Ex-Officio Member)
John Beyer (Heath & Hampstead Society)
Councillor Richard Cornelius (London Borough of Barnet)
Rachel Evans (Royal Society for the Protection of Birds)
Councillor Thomas Gardiner (London Borough of Camden)
Adeline Siew Yin Au (Ramblers' Association)
Christopher Small (English Heritage)

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Accessing the virtual public meeting

Members of the public can observe this virtual public meeting at the below link:

<https://youtu.be/4TWJPPzEIXs>

This meeting will be a virtual meeting and therefore will not take place in a physical location following regulations made under Section 78 of the Coronavirus Act 2020. A recording of the public meeting will be available via the above link following the end of the public meeting for up to one municipal year. Please note: Online meeting recordings do not constitute the formal minutes of the meeting; minutes are written and are available on the City of London Corporation's website. Recordings may be edited, at the discretion of the proper officer, to remove any inappropriate material.

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**
2. **MEMBERS DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THIS AGENDA**
3. **ORDER OF THE COURT OF COMMON COUNCIL**
To receive the Order of the Court of Common Council dated 16 July 2020 appointing the Committee and setting its Terms of Reference.
For Information
(Pages 1 - 2)
4. **ELECTION OF CHAIRMAN**
To elect a Chairman in accordance with Standing Order No.29.
For Decision
5. **ELECTION OF DEPUTY CHAIRMAN**
To elect a Deputy Chairman in accordance with Standing Order No. 30.
For Decision
6. **APPOINTMENT OF SUB COMMITTEES, CONSULTATIVE COMMITTEES AND GROUPS AND REPRESENTATIVES ON OTHER BODIES**
Report of the Town Clerk.
For Decision
(Pages 3 - 8)
7. **MINUTES**
To agree the public minutes and summary of the meeting held on 3 June 2020.
For Decision
(Pages 9 - 16)
8. **HAMPSTEAD HEATH CONSULTATIVE COMMITTEE MINUTES**
To receive the draft public minutes of the Hampstead Heath Consultative Committee meeting held on 6 July 2020.
For Information
(Pages 17 - 24)
9. **SUPERINTENDENT'S UPDATE**
Report of the Superintendent of Hampstead Heath.
For Decision
(Pages 25 - 56)
10. **HAMPSTEAD HEATH SWIMMING COVID-19 TEMPORARY ARRANGEMENTS - WINTER SWIMMING SEASON**
Report of the Director of Open Spaces.
For Decision
(Pages 57 - 88)

11. **HAMPSTEAD HEATH, HIGHGATE WOOD AND QUEEN'S PARK RISK MANAGEMENT**
Report of the Director of Open Spaces.
For Decision
(Pages 89 - 114)
12. **FINANCE UPDATE**
Oral update - the Chamberlain and Superintendent to be heard.
For Information
13. **OPEN SPACES DEPARTMENTAL BUSINESS PLAN 2019/20 - YEAR END PERFORMANCE REPORT**
Report of the Director of Open Spaces.
For Information
(Pages 115 - 126)
14. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
15. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

Part 2 - Non-Public Agenda

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
17. **NON-PUBLIC MINUTES**
To agree the non-public minutes of the meeting held on 3 June 2020.
For Decision
(Pages 127 - 128)
18. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
19. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

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RUSSELL, Mayor	RESOLVED: That the Court of Common Council holden in the Guildhall of the City of London on Thursday 16 th July 2020, doth hereby appoint the following Committee until the first meeting of the Court in April, 2021.
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HAMPSTEAD HEATH, HIGHGATE WOOD & QUEEN'S PARK COMMITTEE

1. **Constitution**

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

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

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

2. **Quorum**

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

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

3. **Membership 2020/21**

- 4 (4) Ruby Sayed
- 4 (4) William Upton, Q.C.
- 8 (3) Karina Dostalova
- 5 (3) Anne Helen Fairweather
- 3 (3) David John Bradshaw, Deputy
- 3 (2) Prem Goyal, O.B.E., J.P., Alderman
- 3 (2) Gregory Percy Jones, Q.C., Alderman
- 5 (2) John Tomlinson, Deputy
- 6 (1) Michael Hudson
- 7 (1) Edward Lord, O.B.E., J.P., Deputy
- 3 (1) Wendy Mead, O.B.E.

Vacancy

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

Heath and Hampstead Society	-	John Beyer
English Heritage	-	Christopher Small
Royal Society for the Protection of Birds	-	Rachel Evans
London Borough of Barnet	-	Councillor Richard Cornelius
London Borough of Camden	-	Councillor Thomas Gardiner
Ramblers' Association	-	Adeline Siew Yin Au

4. **Terms of Reference**

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

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

Hampstead Heath

- (b) devising and implementing the City of London Corporation's policies and programmes of work in relation to Hampstead Heath (registered charity no. 803392) (and, in fulfilling those purposes, to have regard to any representations made to it by the Hampstead Heath Consultative Committee) in accordance with the London Government Re-organisation (Hampstead Heath) Order 1989;

- (c) exercising all the City of London Corporation's powers and duties relating to Hampstead Heath, including those set out in Regulation 5 of the London Government Re-organisation (Hampstead Heath) Order 1989, or in any Act or Statutory Instrument consolidating, amending or replacing the same;
- Highgate Wood & Queen's Park**
- (d) devising and implementing the City of London Corporation's policies and programmes of work in relation to Highgate Wood and Queen's Park (registered charity no. 232986)) (and, in fulfilling those purposes, to have regard to any representations made to it by the Highgate Wood Joint Consultative Committee and the Queen's Park Joint Consultative Group) in accordance with the provisions of the Highgate Wood and Kilburn Open Spaces Act 1886;
- Consultative Committees**
- (e) appointing such Consultative Committees and Groups as are considered necessary for the better performance of its duties including, but not limited to, a
- Hampstead Heath Consultative Committee
 - Highgate Wood Joint Consultative Committee
 - Queen's Park Joint Consultative Group

Committee: Hampstead Heath, Highgate Wood and Queen's Park Committee	Dated: 9 September 2020
Subject: Appointment of Sub Committees, Consultative Committees and Groups and Representatives on Other Bodies	Public
Report of: Town Clerk	For Decision
Report author: Leanne Murphy, Town Clerk's Department	

Summary

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

Recommendation(s)

That Members:-

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

Main Report

Background

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

Hampstead Heath Consultative Committee

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

Highgate Wood Consultative Group

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

Queen's Park Consultative Group

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

Local Representative to the Open Spaces and City Gardens Committee

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

Local Representative to the Keats House Consultative Committee

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

Leanne Murphy

Town Clerk's Department

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

Hampstead Heath Consultative Committee

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

Terms of Reference

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

Composition

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

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

Highgate Wood Consultative Group

Terms of Reference

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

Composition

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

Queen's Park Consultative Group

Terms of Reference

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

Composition

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

Appendix 2 – 2019/20 Appointments

Hampstead Heath Consultative Committee

Anne Fairweather (Chair)
Karina Dostalova (Deputy Chairman)

Highgate Wood Joint Consultative Group

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

Queen's Park Joint Consultative Group

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

Open Spaces and City Gardens Committee

Vacant

Keats House Consultative Committee

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

HAMPSTEAD HEATH, HIGHGATE WOOD AND QUEEN'S PARK COMMITTEE **Wednesday, 3 June 2020**

Minutes of the meeting of the Hampstead Heath, Highgate Wood and Queen's Park Committee held at Virtual meeting on Wednesday, 3 June 2020 at 4.00 pm

Present

Members:

Anne Fairweather (Chair)
Karina Dostalova (Deputy Chairman)
Deputy David Bradshaw
Alderman Prem Goyal
Michael Hudson
Alderman Gregory Jones QC
Wendy Mead
Deputy John Tomlinson
William Upton QC
John Beyer (Heath & Hampstead Society)
Councillor Richard Cornelius (London Borough of Barnet)
Oliver Sells QC (Ex-Officio Member)

Officers:

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

1. APOLOGIES

Apologies were received from Graeme Joshi-Smith and Ruby Sayed.

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

There were none.

3. MINUTES

RESOLVED, that the public minutes of the meeting held on 11 March 2020 were approved as a correct record.

The Chairman advised Members that her three-year term as Chairman had come to an end. Members were advised that due to the current pandemic restrictions, April Court had been unable to go ahead to reconstitute its

Committees for the year and there would be no 2020 elections for the Chairman. Subsequently, the current Deputy Chair would become Acting Chair until the elections could take place. The Chairman thanked Members and Officers for their support during her tenure which had been humbling. Members and Officers thanked the Chairman for her great support and leadership over the years.

The new Acting Chair thanked the outgoing Chairman and noted that she was keen for the elections to go ahead as soon as possible.

4. **VOTE OF THANKS FOR THE OUTGOING CHAIRMAN**

Alderman Jones paid tribute to Karina Dostalova, the past Chairman.

RESOLVED UNANIMOUSLY:

THAT Members of the Hampstead Heath, Highgate Wood and Queen's Park Committee wish to place on record their sincere appreciation to

KARINA DOSTALOVA

For her outstanding service during the last three years as Chairman of this Committee.

DURING her tenure as Chairman, Karina has dealt with often contentious issues with tact, diplomacy and an unwavering dedication ensuring that Hampstead Heath, Highgate Wood and Queen's Park have remained among the front rank of London's public open spaces.

ISSUES that Karina turned her attention to include legislation, namely the promotion of a City of London Corporation (Open Spaces) Bill in Parliament, and of course the ever present need to be vigilant to ensure planning applications on the fringes of Hampstead Heath, Highgate Wood and Queen's Park do not have any adverse impact on the public enjoyment of those open spaces.

PUBLIC open spaces that are so intrinsically important to the communities who rely on them for sport, leisure and relaxation can often provoke strong feelings, and it is the measure of a Chairman that on those occasions when feelings run high that the issue is resolved through measured consideration and appropriate compromise. With that in mind, the Committee wishes to place on record its particular thanks for the way in which Karina handled the development of the Heath Vision and the Hampstead Heath Management Strategy 2018-2028 providing the overarching framework for the Heath for the next ten years. Karina also supported the development of a High-Level Asset Management Plan which has informed the development of capital projects to improve public toilets, swimming facilities and visitor access.

ACCESS to leisure and sports, in support of mental and physical health and wellbeing, have been issues that Karina has championed and she has always encouraged and supported the Sports Clubs using the Open Spaces. Indeed, Karina was instrumental in the success of the 2020 London Sports Awards

being hosted by the City of London Corporation for the first time and demonstrated her support for cross country running at the Night of 10,000m Personal Bests.

KARINA has championed Queen's Park throughout her tenure and during this time was able to reopen the Children's Farm after being refurbished by staff from across the Division. Along with the arrival of sheep at Queen's Park, Karina has also seen Shire Horses on the Heath to help restore grassland following the Cross-Country Championships. In addition to a much-acclaimed appearance on Radio 4's Farming Today, this heralded the return of sheep grazing to the Heath during the summer of 2019. Continuing the animal theme, she has also supported the Zoo Development Plan including the restocking of the deer enclosure and the introduction of wallabies to the donkey enclosure.

KARINA led a series of celebrations to mark the City Corporation's 30-year custodianship of Hampstead Heath. This included a visit by the Court of Common Council, hosting a dinner at the Old Bailey and a joint walk with Members of the Heath Consultative and Management Committees, which culminated in a ceremonial tree planting at the Model Boating Pond.

IN closing her tenure, Karina led the Hampstead Heath Swimming Review to secure the long-term sustainability of the swimming facilities. The outcomes from the Review will ensure that the Heath's Swimming Ponds and Lido remain safe, well managed facilities whilst recognising the health and wellbeing benefits of these treasured facilities.

THROUGHOUT her term of office, Karina has managed the Committee's deliberations with a fair and firm hand to ensure that the Committee executed its duties in a competent manner. In taking leave of their Chairman, Members wish to highlight the robust state of health that the Hampstead Heath, Highgate Wood and Queen's Park are in, which is due in no small part to the work Karina has undertaken as Chairman.

FINALLY, in congratulating their former Chairman upon a most successful term of office, her colleagues on the Committee wish to convey their thanks for her extremely dedicated service to the Hampstead Heath, Highgate Wood and Queen's Park during her tenure. It is hoped with continued good health and happiness she can continue to serve the City Corporation for many years to come.

5. COVID-19 UPDATE

The Committee received a verbal update from the Superintendent relating to issues and matters concerning the Covid-19 pandemic. The following comments were made:

- The Superintendent gave thanks the now Deputy Chairman on behalf of the Team for her support during her chairmanship.
- The Superintendent thanked all staff for their ongoing hard work throughout the lockdown to keep Hampstead Heath, Highgate Wood and

Queen's Park open to the public as these open spaces were playing a significant role during the lockdown and contributing to the physical and mental health of all that used them. It was noted that local communities were using the open spaces at the beginning of the lockdown, which had meant that communicating changes, such as the need to take rubbish home, had been more successful. However, since the lockdown rules were relaxed on 13 May 2020, more people were traveling longer distances to visit the Heath. This increase in visitors has resulted in a significant increase in the amount of litter left on the open spaces, and an increase in anti-social behaviour.

- Regarding communications, social media remained a quick and proactive way of engaging with the public and receiving information about incidents on the ground.
- All of the Heath's car parks were open to the public, and discussions continue with the NHS for a phased withdrawal from the Lower Fairground site.
- Due to an increase in litter, 600 litre capacity Euro bins have been placed around the Heath at strategic locations. The bins have a combined capacity of 18,000 litres. The dog waste bins are being emptied on a daily basis, as opposed to twice weekly during normal usage. Messaging has continued to call on the public to take their rubbish home.
- A Member highlighted that litter was a huge issue across all of the City Corporation's Open Spaces with lots of people being at home/not at school/the desire to go out/alcohol/etc creating a "perfect storm". Staff on the ground were commended for all of their efforts; however, the Member did not feel that staff should be responsible for clearing up the huge quantities of rubbish left every day which was a big commitment and suggested removing bins completely.
- The Member felt the public needed to be educated that the City Corporation would not provide an endless capacity for them to make more demands on staff and encouraged the start of a new process. Members were reminded that bins were removed at the beginning of lockdown and had not be re-instated in all areas. The Superintendent advised that a report was in development providing five potential options (including the suggested no bins) concerning the City Corporation's strategy on waste for Hampstead Heath. The Member mentioned that this was a severe health and safety issue and that a no bins strategy had been introduced elsewhere.
- The Chair stated that waste and litter were not new issues and would likely get worse in August as it would be busier from people not going on holiday.

- A Member thanked staff on behalf of the Heath & Hampstead Society and saw the current restrictions as a good opportunity to revisit the litter/waste strategy as changes were already being implemented.
- A Member noted the early pressure to close all open spaces at the beginning of the lockdown and congratulated staff on keeping them open with skeleton staff in place. The Member queried if there were enough staff in place and was advised that there had been significant reliance on staff members close to sites. The workforce was gradually being brought back except those shielding and were operating as two separate teams to allow for minimal contact.
- In response to a query concerning the opening of all car parks encouraging more people, Officers confirmed that there had not been a dramatic change in numbers and it was considered beneficial as it reduced congestion and double parking in surrounding streets, and was an important income stream.
- The Superintendent stated that cycling was an ongoing challenge and was impacting on ecology of the Heath, especially at Sandy Heath and the Heath Extension. New 'no cycling' signage was installed, and Staff, including the redeployed Lifeguards, have undertaken increased patrols in the worst affected areas to engage with cyclists.
- Members were advised that the Cafés had opened offering a takeaway service which had received a mixed response.
- The tennis courts, athletics track, and bowls and croquet green were available for use. Bookings are being managed via online platforms.
- The Constabulary have continued to engage with people not adhering to the social distancing regulations. Members were advised that yesterday (2 June 2020) at 4.30pm, a large group of approximately 200 youths gathered at Parliament Hill and clashed with the Police, who were already on site dealing with robberies in the local area. The gathering required Police Officers from across the neighbouring Boroughs to attend and assist in dispersing the gathering. A number of fights broke out and were dealt with by Officers. Six arrests were made, and a section 35 Dispersal Order was put in place until the following afternoon.
- Members commended the great response from the Constabulary and support from other areas but were concerned that similar incidents would occur across the Corporation's Open Spaces. A Member queried if a complete ban on alcohol was possible and Officers confirmed this was particularly difficult to enforce in open areas. It was acknowledged that most alcohol consumption by the public was moderate and was generally part of picnics.
- The Superintendent noted that contractors had completed a second spray for OPM today. To date 60 nests had been identified at Highgate

Wood, one in Queen's Park and numbers were not yet confirmed at Hampstead Heath but were likely to be high. It was feared that the high winds and rain may have affected the effectiveness of the spraying.

- Following a question about the spread of giant Asian hornets, Officers confirmed that these were not yet present in the UK.
- The Chair reminded Members that a Countryfile episode featuring the Heath would air on Sunday 7 June.

6. **SWIMMING FACILITIES UPDATE**

The Committee considered a report of the Director of Open Spaces concerning the Hampstead Heath Swimming Covid-19 temporary arrangements and the following comments were made:

- The Chair acknowledged that the report was late but reminded Members that the Team was extremely busy and working with the Swimming Associations to progress on these complex issues.
- The Superintendent confirmed that conversations with the Swimming Associations had been helpful and the next step was to engage with swimmers. Officers also continue to work in collaboration with other swimming facilities in London.
- A key challenge remaining for the facilities was what system to implement to monitor the number of swimmers.
- The Superintendent stated that there were short and long-term plans in development. In the short-term, a new platform would be used for online booking and payments and in the long-term an app would be introduced which would be integrated with wrist bands. It was noted that it was currently difficult to trial and test the new technology as site meetings with providers were not currently possible, but that progress was being made and the Team were working with the Director of IT to progress these matters.
- The Director of Open Spaces confirmed there had been Gold and Silver Group engagement concerning the swimming facilities and advice had been received from the Director of Public Health concerning Government guidance. Leisure centres were expected to be permitted to open under step 3 and guidance was expected to be announced for step 3 on 4 July. It was noted that this announcement would begin the next steps, but opening facilities would be a phased process once Officers had agreed upon a safe operational model for staff and the public which would need to be tested first.
- The Chair stated that whilst this was a challenging process with numerous factors to overcome, the first steps had begun, and Lifeguards were in place and staff training and qualifications up to date.

- A Member noted that paragraphs 41-43 concerning finance suggested the costs would be met from the Heath's Local Risk Budget and highlighted the resolution from the Establishment Committee emphasising their "support for any Open Spaces Department bid that goes to RASC that requests funds related specifically to improvements for health and safety at the Bathing Ponds". The Member felt that the recommendations should be changed to allow for requests for additional money from elsewhere as these were safety issues and the local budget was already significantly constrained.
- Members agreed that a fourth recommendation be added giving delegated authority to the Chair and Deputy Chairman to progress matters in light of the ever-changing regulations caused by the Covid-19 pandemic.

RESOLVED – That Members:-

- agree the temporary arrangements relating to online booking and session swimming as set out in paragraphs 13-17;
- agree the temporary arrangements around introducing additional control measures as set out in paragraphs 18-21;
- agree the temporary arrangements around charges and concessions as set out in paragraphs 22-28;
- agree that the Town Clerk in consultation Chair and Deputy Chairman be given delegated authority to make decisions to ensure the swimming facilities are able to open, in light of the developing public health pandemic.

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

The Chair noted the HHCC minutes from their virtual meeting on 18 May 2020 and the request for a legal note from the City Solicitor on the relationship between the Hampstead Heath Consultative Committee and the Hampstead Heath Management Committee and the provisions within the 1989 Order. This was requested as HHCC Members were disappointed that the Grand Committee did not support their recommendations during the swimming review decision in March. The Town Clerk agreed to follow up on this request.

8. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There were no urgent items.

9. EXCLUSION OF THE PUBLIC

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

10. **NON-PUBLIC MINUTES**

RESOLVED, that the non-public minutes of the meeting held on 11 March 2020 were approved as a correct record.

11. **REPORT OF ACTION TAKEN**

The Committee received a report of the Town Clerk summarising the public action taken outside of Committee meetings under Standing Order 41.

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

There was one question.

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

There was one item.

The meeting ended at 5.24 pm

Chairman

Contact Officer: Leanne Murphy
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HAMPSTEAD HEATH CONSULTATIVE COMMITTEE **Monday, 6 July 2020**

Minutes of the virtual public meeting of the Hampstead Heath Consultative Committee on Monday, 6 July 2020 at 5.30 pm. The meeting can be viewed at: <https://youtu.be/ZGJmVJ796x8>.

Present

Members:

Anne Fairweather (Chair)
Karina Dostalova (Deputy Chairman)
Ray Booth (Barnet Mencap)
Nick Bradfield (Dartmouth Park Conservation Area Advisory Committee)
John Etheridge (South End Green Association)
Mathew Frith (London Wildlife Trust)
Cindy Galvin (Heath Hands)
Colin Gregory (Hampstead Garden Suburb Residents' Association)
Michael Hammerson (Highgate Society)
Dr Gaye Henson (Marylebone Birdwatching Society)
Helen Payne (Friends of Kenwood)
Thomas Radice (Heath and Hampstead Society)
Susan Rose (Highgate Conservation Area Advisory Committee)
Steve Ripley (Ramblers' Association)
Ellin Stein (Mansfield Conservation Area Advisory Committee & Neighbourhood Association Committee)
Richard Sumray (London Council for Recreation and Sport)
David Walton (Representative of Clubs using facilities on the Heath)
Simon Williams (Vale of Health Society)

Officers:

Colin BATTERY	- Director of Open Spaces
Bob Warnock	- Superintendent of Hampstead Heath
Declan Gallagher	- Operational Services Manager
Richard Gentry	- Constabulary and Queen's Park Manager
Jonathan Meares	- Highgate Wood, Conservation & Trees Manager
Paul Maskell	- Leisure and Events Manager
Alison Bunn	- Assistant Director Facilities Management, City Surveyors
Kate Radusin	- PA to Superintendent of Hampstead Heath
Yvette Hughes	- Business Manager, Open Spaces Department
Leanne Murphy	- Town Clerk's Department

1. APOLOGIES

Apologies were received from Simon Taylor, John Weston, Harunur Rashid and Sharleen McGee.

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

There were none.

3. **MINUTES**

The public minutes of the meeting held on 18 May 2020 were approved as a correct record.

Matters Arising

The Chair noted the request from Members at the last meeting for a legal note on the status of the Hampstead Heath Consultative Committee (HHCC). Members were advised that Heath and Hampstead Society sought more time to write directly to the Chair setting out a very specific element of their argument in relation to the role of the HHCC in light of the discussions in Parliament regarding the City of London Corporation (Open Spaces) Act 2018. On receipt of this letter, Officers will engage with the Remembrancer and Director of Open Spaces.

4. **HAMPSTEAD HEATH, HIGHGATE WOOD AND QUEEN'S PARK COMMITTEE MINUTES**

The public minutes of the Hampstead Heath, Highgate Wood and Queen's Park Committee (HHHWQPC) meeting held on 3 June 2020 were received.

5. **CYCLICAL WORKS PROGRAMME BID 2021/22**

The Committee received a report of the City Surveyor setting out a provisional list of cyclical projects being considered for the Hampstead Heath, Highgate Wood and Queen's Park Division in 2021/22 under the umbrella of the Cyclical Works Programme (CWP).

The Chair highlighted that the bid was less than in previous years. Members were advised that City's Cash was approximately £6m per year which was used to maintain corporate properties. Projects were scored and funded based on health and safety priority and securities scores. Members were concerned by the significant drop in funding and the impact this would have on scheduled projects. Members were advised that cyclical projects would be maintained and that 2020 was an exceptional year in terms of high priority projects.

A Member (Friends of Kenwood) enquired how the Fundamental Review and the City's commitment to big projects pre Covid-19 would affect the Open Spaces Department. The Director of Open Spaces explained that a full review of the financial position of all departments was taking place to understand the impact of the pandemic. Estimates were being produced with a plan to report in October together with the findings from the Fundamental Review, i.e. sustainable budgets, income generation, etc, to enable the organisation as a whole to re-examine its priorities. Optimising income streams, producing sustainable streams and completing key projects remained a priority for the Department. It was noted that capital projects were separate and would be looked at separately.

A Member (Hampstead Garden Suburb Residents' Association) noted that surveys were a concern raised by the HHCC last year and were assured that these would continue. The Member was concerned that there would no longer be enough money to ensure proper surveys continued. The Director informed Members that the Epping Forest & Commons Committee were also concerned

regarding the projects backlog and suggested that a written request come from the Open Spaces Department requesting additional funding to deal with the backlog. This would need to be argued for strongly. A Member (London Council for Recreation and Sport) felt that more detailed financial information was required first, then evidence could be gathered to support the case for more funding.

In response to queries regarding Covid-19, Members were informed that the CWP funding had been £12m per year for the last three years. The Chair stated that it was too early to know what the wider impacts of Covid-19 were but there were clear missed event opportunities and income from swimming and sports.

RESOLVED – That:-

- Members of the Hampstead Heath Consultative Committee note the report and provide feedback on the provisional list of cyclical projects being considered for the Hampstead Heath, Highgate Wood and Queen's Park Division in 2021/22;
- The views of the Hampstead Heath Consultative Committee be conveyed to the Hampstead Heath, Highgate Wood & Queen's Park Committee.

6. SUPERINTENDENT'S UPDATE

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

- There has been a huge uptake in tennis, with participation up 196% on average across the facilities. There has been a 254% increase at Queen's Park and 150% at Parliament Hill for the period 16 May – 30 June compared to the same period in 2019.
- The Superintendent updated Members on four planning applications:
 - **Ivy House monopole.** The application has been refused on the basis that the monopole and equipment would, by reason of their size, siting and appearance, appear as prominent and visually obtrusive features within the street scene and reduce the effective width of the pavement and would therefore have significant adverse impact on the character and visual amenities of the surrounding area.
 - **Boncara, 35 Templewood.** A planning representation had been made regarding the basement and its impact on a nearby veteran tree.
 - **Jack Straws Castle.** A planning representation was submitted by the City Corporation regarding the impact of massing, traffic and parking.

- **Lido Temporary Fence.** Members were advised that Camden had requested additional information concerning the City Corporation's application for a temporary fence for three months per year for the Lido.
- The Superintendent commended staff and Managers who had been working double shifts and praised the community groups and volunteers who responded to requests for help with issues such as waste and recycling. The Chair endorsed this and welcomed more recruits via Heath Hands whilst emphasising that participants should use gloves and other protective equipment to ensure their safety.
- The car park spaces set aside for the Royal Free at East Heath have now returned to Heath.
- Public toilets and cafés have now re-opened. Playgrounds and outdoor gym equipment will re-open from mid-July. The Hill Garden and Pergola have also re-opened.
- A Member (Dartmouth Park Conservation Area Advisory Committee) queried if the City Corporation had any input into the Millfield Lane road restrictions. The Superintendent confirmed the Team had not inputted but the Fitzroy Park Residents Association had liaised with the London Borough of Camden that this be revisited, and Officers were keeping note of developments.
- A Member (Highgate Conservation Area Advisory Committee) felt the Merton Lane scheme was in need of amendment and was in fear of injury to the public. Members were advised that a meeting had been scheduled with the London Borough of Camden next week to discuss this further and the Chair had also been in touch with the responsible Camden Councillor. It was noted that the situation was particularly bad at weekends with cyclists, children and pedestrians all forced into a narrow space.

Waste

- The Superintendent acknowledged that during the recent hot spell the bins had been overwhelmed by the amount of litter left by visitors. Onsite bins would be repositioned nearer to entrances/exits to ensure waste was collected as visitors were leaving. It was noted that if the bins were positioned too close to the perimeters then they would attract street waste. It was also noted that visitors did not like touching the bins and the lids were therefore being left open.
- A Member (Hampstead Garden Suburb Residents' Association) questioned if Option 1, which was trialled at the beginning of lockdown, could work. The Superintendent stated that Option 1 was working well on a local level between March and May and visitors were being

compliant. However, this became challenging from 13 May when visitors vastly increased in numbers. The longer-term strategy is to continue with the ethos of community care for the Heath but a full sign up for Option 1 would require additional research and behavioural changes. Officers continue to work with Keep Britain Tidy to develop this strategy.

- It was noted that other London open spaces only provided dog waste bins to encourage visitors to take their rubbish home and a Member (Hampstead Garden Suburb Residents' Association) queried if this was a feasible option for the Heath. Officers confirmed that a significantly reduced bin trial would take place during winter which had received local support.
- A Member (London Council for Recreation and Sport) suggested a flexible approach across the year, e.g. reduce the number of bins in the winter months and increase in the summer when there were significantly more visitors. It was agreed flexibility was needed especially during hot weather.
- In response to concerns expressed regarding nitrous oxide use in the Millfield Lane area, Members were advised that it was not illegal to be in possession but illegal to sell or supply it and Officers and the Constabulary were acting to prevent this behaviour if witnessed.
- The Superintendent agreed to keep Members updated over the summer, noting the need for flexibility during the hot weather peaks. A further iteration of the handling system was expected later in the week with a contractor offering support in the short term.

Cycling

- The Superintendent set out the current position in relation to cycling on the Heath. There are established shared used paths on the Heath and cycle parking is provided at various locations on the periphery of the Heath. This allows visitors to cycle to the Heath before parking their bikes and walking to their final destination. The Town Clerk noted that concerns regarding cycling had been received from a Member (Hampstead Conservation Area Advisory Committee) who strongly opposed any increase in the cycle network on the Heath.
- Members discussed the issues caused by cyclists and the potential danger to pedestrians which had been exacerbated by Covid-19. Members were supportive of the current position and suggested a proactive review of cycling which was timely (rather than waiting until 2024) noting the concerns for pedestrian safety, narrow pavements, trees and diversions causing pollution hot spots in the surrounding areas.
- In response to a query regarding the legal position on electric bikes and scooters, Officers confirmed electric bikes were required to keep to the

max 12mph speed limit and electric scooter use was prohibited on paths as per the by-laws. The Government were considering whether they would be legalised on the highway and Open Spaces Officers would follow this carefully.

- There was particular concern raised over the number of cyclists on Sandy Heath and the impact this activity was having on local ecology. Members felt that the Heath Team had done well in trying to control this, but it remained an ongoing issue. Members were not in favour of additional cycle paths or one-way paths as they had wider implications for boundary areas and would be difficult to remove once introduced. Members also noted comments in the last issue of the Ham and High. Officers agreed to liaise with the Heath and Hampstead Society and work locally with the London Borough of Camden to improve cycle safety on the roads surrounding the Heath.

RESOLVED – That:-

- Members views on the preferred long-term option for waste and recycling are sought;
- Members give feedback on whether the policy position on Cycling, as outlined in paragraph 26 should be reviewed to reflect the urgency represented by Covid-19 in relation to encouraging communities to commute by walking and cycling.

7. HAMPSTEAD HEATH SWIMMING COVID-19 TEMPORARY ARRANGEMENTS

The Committee received a report of the Director of Open Spaces concerning the Hampstead Heath Swimming Covid-19 temporary arrangements and the following comments were made:

- The Superintendent stated that swimming fell under step 3 of the Government's Covid-19 recovery plan and unfortunately there had been a U-turn in plans to reopen sports facilities. Swim England was pressing ahead with its 'Open Our Pools' campaign in an attempt to force a reversal on the Government's decision and were hopeful for an announcement from the Government this week.
- The industry generally had pushed for more information as they would need time to mobilise and Officers were working in anticipation of reopening by implementing social distancing measures which were being adapted for each facility. Two successful trials were undertaken to test the social distancing measures introduced and the cap on the number of swimmers. Officers awaited further Government guidance before undertaking any more tests. Staff have continued to engage with swimmers who require assistance or have access difficulties.
- It was noted that the season ticket scheme had been suspended and would be reinstated as soon as possible.

- The information office at Parliament Hill was now open for visitors and telephone enquiries for those without internet access.
- The Chair commended staff for the huge amount of work that had been achieved and was disappointed that the date had been moved back by the Government. The Chair noted that she had written to the Secretary of State to express disappointment in the decision. There had been no response yet, but the Chair hopeful other swimming organisations would follow suit. Members noted that despite the pro-active work and preparations, the Government guidance was essential.
- A Member (London Council for Recreation and Sport) noted that staff would need additional support in dealing with some behaviours, particularly in the early stages, and the Heath must be seen to take enforcement action where necessary as a deterrent.
- The Superintendent endorsed this and confirmed that the booking system had been designed to cover weather fluctuations. Signage would be positioned in respect of pre-booking and press releases would further explain the need to book via the new system.
- It was noted that Lifeguards had been stationed at the swimming facilities since March and additional security guards were patrolling the bathing ponds with dogs at night. This had assisted the Constabulary which had been considerably overstretched and the Superintendent confirmed that enforcement would be used for breaches in by-laws and anti-social behaviour.
- The Chair advised that she had repeatedly made a case for flexing the City Corporation's resources to where they were most needed, i.e. the City was very quiet but there had been considerable demands on its various Open Spaces.

RESOLVED – That Members of the Hampstead Heath Consultative Committee note the report.

8. **QUESTIONS**

Erosion

A Member (Highgate Society) queried if an increase in erosion had been observed at the Heath akin to erosion at Highgate Woods. The Superintendent confirmed there had been an increase in erosion and compaction on path edges due to visitors socially distancing and works to address the impact, including a full study and plan to rest areas, were covered within the revised Annual Work Programme. The Superintendent confirmed that temporary fencing would be used where necessary to assist with recovery.

Dartmouth Park Neighbourhood Plan

It was agreed that the Dartmouth Park Neighbourhood Plan be sent to the Town Clerk and Chair for consideration at the next meeting.

Oak Processionary Moth (OPM)

Members were advised that there were significantly less OPM nests this year with 150 identified in the main area of the Heath, and Heath Hands volunteers were thanked for their assistance in surveying nests. An additional 2-3 weeks of surveying would take place before nest removal would commence. Members noted that the presence of a parasitic fly may have kept the numbers down.

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

There was none.

10. **DATE OF NEXT MEETING**

The date of the next meeting on 19 October 2020 was noted.

The meeting ended at 6.56 pm

Chair

Contact Officer: Leanne Murphy
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Committee	Dated:
Hampstead Heath, Highgate Wood & Queen's Park Committee	09 September 2020
Subject: Superintendent's Update	Public
Report of: Superintendent of Hampstead Heath	For Decision
Report author: Bob Warnock	

This report provides an update to Members of the Hampstead, Highgate Wood & Queen's Park Committee on management and operational activities across the North London Open Spaces since June 2020.

Recommendations

It is recommended that:

- Members agree the preferred long-term option for waste and recycling as set out in para 10.
- Members agree the policy position on Cycling, as outlined in paragraph 14.
- Members agree the Superintendent's proposal to extend the leases for the Parliament Hill Fields café and Parliament Hill Fields Lido café for 12 months to 12 January 2022 as set out in paragraph 24.
- Members agree the Superintendent's proposal to proceed with tendering the leases for the Queen's Park and Highgate Wood cafés as set out in paragraph 25.
- Members agree the Superintendent's proposal to proceed with tendering the lease for the Golders Hill Park café as set out in paragraph 30.
- Members agree the Superintendent's proposal to establish a small temporary Working Group to progress Forest School Licenses and Fitness Training Licenses, as outlined in paragraphs 56 & 57.
- Members agree the preferred option (option 1) for the Lido Wall, as outlined in paragraph 74.

Main Report

Coronavirus Emergency Response and Issues

Staff

1. All Staff have now returned to working their usual shifts and hours and most staff have also been able to return to their usual place of work. A small number of office-based staff are continuing to provide support whilst working from home.
2. The challenge remains across all the Open Spaces with a significant increase in the number of visitors and the public's fatigue with the COVID-19 Guidance especially during the warmer weather we continue to experience.

Communications

3. On 6 July 2020 the City of London Corporation's new website was launched with new pages for Hampstead Heath, Highgate Wood and Queen's Park. The new layout is eye-catching, and the site is easy to navigate.
4. COVID-19 signage is still in place around the sites reminding visitors to social distance and to be considerate of others. There are further supplies of signs in storage in the event of any change in direction from the Government.
5. The social media feeds are being used to inform visitors of activities taking place and to engage with users over important matters such as litter, the danger of swimming in non-lifeguarded ponds and where cycling is permitted on the Heath. They are occasionally being used as a place to report issues which are then passed onto the Duty Manager.

Car Parks

6. All three Heath Car Parks are open and operational, with payment being accepted by pay-by-phone only. There is an update on the Capital Project to resurface the East Heath Car Park at paragraph 62.

Waste & Recycling

7. To provide additional resilience on weekends during the warmer weather a local contractor has provided ad hoc support servicing the waste bins at East Heath. Veolia have continued with collections from Parliament Hill and Kenwood Nursery Yard and have recently recommenced the food waste collections for the Heath cafés.
8. Since mid-June, a 7.5 tonne waste collection vehicle, based at Kenwood Nursery Yard, has been deployed by the Waste and Recycling Team to empty Euro bins on the body of the Heath.

9. We are particularly grateful to members of the public and local community groups who continue to help with litter picking. Our thanks also to Heath Hands who have been incredibly supportive throughout the lockdown.
10. Longer term options for replacing the waste and recycling infrastructure are attached at appendix 1. Officers propose option 4 is adopted for the long term, as it offers a flexible, preemptive approach to waste management, where bins will be deployed according to demand, and thus reducing the waste infrastructure across the Heath.
11. A programme of work has been implemented to lay grass grids to ensure the bins are positioned on level ground to reduce manual handling risks. Chestnut paling enclosures planted with ivy and honeysuckle will be constructed to soften the visual appearance of the Euro Bins. A trial of chestnut paling was installed outside the Hive earlier in the year.

Cycling

12. The Open Spaces continue to see a huge increase in the number of cyclists unfamiliar with the restrictions on cycling. In particular, the increase in unauthorised off road cycling around Sandy Heath is causing damage to the fragile ecology of this site.
13. Additional 'no cycling' signage has been installed and large sections of timber have been used to block off the paths most affected on Sandy Heath. We are using frequent messaging across social media to ensure visitors are aware that cycling is restricted to the shared use paths. The Constabulary supported by Rangers are undertaking patrols to discourage this activity and engage with visitors. Unfortunately, the 'no cycling' signs are being frequently vandalised or removed.
14. The current position in relation to cycling on the Heath is as follows:
 - a) Pedestrians have priority access on the Heath.
 - b) The City Corporation will engage with Local Authorities and TFL in relation to improving the Public Highway network around the Heath to promote safe walking and cycling routes.
 - c) Cycling to the Heath is encouraged and cycle parking is provided at the car parks.
 - d) Four shared use paths are maintained to provide safe access for walking and cycling.
 - e) Cyclists must always give way to pedestrians, and the maximum speed permitted on the Heath is 12MPH.
 - f) Waymarking of the shared use paths should be clear but unobtrusive.
 - g) Clear signage is in place at appropriate access points where cycling is not permitted.

- h) Information is readily available to cyclists, along with maps on the entrance signs indicating the shared use paths.
 - i) Engagement with Local Authority Partners and Schools to promote sustainable transport to support children walking and cycling to school. This could include initiatives such as “walking buses and cycle bursts”.
 - j) Enforcement action is taken to address breaches of the byelaws, the Constabulary maintain a priority tasking in relation to cyclists. Constables will continue to engage, explain, encourage and enforce the Hampstead Heath byelaws.
 - k) The City Corporation committed to undertaking a review of the cycling provision within the mid-term review of the Hampstead Heath Management Strategy 2018 -2028. In response to the COVID-19 pandemic this work will commence ahead of the mid-term review, which will take place in 2024.
15. The London Borough of Camden are currently seeking feedback on the provisions within the Borough with the aim to “make it easier and safer for people to walk and cycle locally, shop on their local high street, reach their local green spaces, schools and NHS sites, all while maintaining physical distancing”. Comments can be made at <https://camdensafetravel.commonplace.is/>
 16. The Chair, Superintendent and the Heath’s Conservation Manager recently met with Officers from the London Borough of Camden, along with Councillor Adam Harrison to discuss the local cycling provision. At the meeting, a request was made to allocate space for dock-less cycle parking at Heath Car Parks, and to support initiatives to improve walking and cycling access across Savernake Bridge and the entrance to the Heath at this location.
 17. The Superintendent seeks Members support for the policy position in paragraph 14 of this report.

Sports and Leisure

18. The Superintendent will provide an on the current facility opening and operating arrangements at the meeting.
19. A report on Swimming is included within the meeting agenda pack.

Cafés

20. On the 23 March 2020 the Government announced that certain businesses, including cafés should close. The City Corporation has worked with its tenants to provide support where possible and Officers have continued to engage with the café tenants individually.
21. The café tenants jointly wrote to the Chair of this Committee on 22 April 2020 to request:

- An extension to our current leases by an additional 5 years in order to provide sufficient time to recoup losses and provide the certainty that would make it practical for us to continue to invest in our businesses.
 - A rent-free period until restrictions are lifted during which no rent will be charged and an agreement that the Corporation will not seek to claim reimbursement for forgone rent once the restrictions end.
22. From 15 May the cafés were able to re-open with a limited service, offering takeaway food and drinks only. Further updates to Working Safely during Coronavirus in early July enabled the cafés to make available tables both inside and outside, following the Government COVID-19 Guidance.
 23. The café leases at Parliament Hill, Parliament Hill Lido and Golders Hill expire on 12 January 2021. Queen's Park and Highgate Wood Café are currently operating on a Tenancy at Will. Due to COVID-19 and the impact on Officer resource, the tenders for the cafés has been delayed.
 24. The Superintendent recommends that the leases for the Parliament Hill Fields café and Parliament Hill Fields Lido café are extended for 12 months to 12 January 2022 enabling a tender process to be undertaken during 2021.
 25. The Superintendent recommends that Officers proceed with tendering the leases for the Queen's Park and Highgate Wood café as soon as is practicable.
 26. The tenant of the Golders Hill Park café has given notification to terminate their lease on 30 November 2020. Since notice of the lease termination was received, Officers have worked with a consultant to undertake a user engagement, to establish the views and opinions of Park visitors in relation to the Golders Hill Park café.
 27. As part of the engagement, the Consultant ran two online focus group meetings, which were attended by 20 participants. An online questionnaire was run between 28 July – 17 August 2020 and received 866 responses. The results of this engagement can be found at appendix 2.
 28. The main observations and feedback from the user engagement were that the café:
 - should be unique and managed in such a way that reflects the character of the local community.
 - should provide a simple, healthy, homemade offer.
 - should cater for all members of the community.
 - should feel inviting and make the most of its space and location in the Park.

29. The existing café tenants have been contacted to seek expressions of interest for running the café on a Tenancy at Will whilst a tender process is undertaken.
30. The Superintendent recommends that Officers proceed with tendering the leases for the Golders Hill Park café as soon as is practicable.

Public Toilets

31. The public toilets across the Division have reopened in mid-July and additional cleaning regimes are in place.
32. Following a complete refurbishment, the Parliament Hill public toilets reopened in mid-August 2020.

Golders Hill Park

Hill Garden & Pergola

33. Six Wedding Ceremonies, following the COVID secure guidelines, have taken place since the site reopened to the public on 4 July 2020.

Butterfly House

34. This facility remains closed, and the future operating arrangements will be reviewed over the winter.

Accessible Car Park

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

Constabulary

36. Through July and August and in keeping with a relaxation of COVID-19 restrictions the Constabulary have returned to their normal operating arrangements. This has resulted in an increase in the number of enforcement engagements undertaken by Constables. The Constabulary have also resumed their car park enforcement role. The tighter management of late-night parking has helped with reducing the presence of large groups on the Heath late into the evening.
37. The warmer weather in August saw a shift in focus to the issue of bathers entering non swimming ponds and together with a significant increase in signage several patrols per day were undertaken to manage this issue.
38. Due to the COVID-19 prohibition on large gatherings or parties at private homes, there has been a significant increase in such events taking place on the Heath. The Constabulary have been visible throughout the evenings ensuring that any resulting nuisance is kept at the lowest possible level.
39. In addition to the significant issue relating to COVID-19 and extreme warm weather, focus remains on antisocial behaviour, cycling and dog control.

Tree Safety & Oak Processionary Moth

40. The Tree Team have continued with scheduled tree inspections across the Tree Risk Sequencing Area, with 22 of 31 zones completed. All of which were high or medium Risk Zones.
41. Veteran Tree Management is on track. Works have been undertaken on veteran trees at South Meadow, Hampstead Gate, the Heath Extension, West Heath and Golders Hill Park. Surveying of veteran trees is ongoing. A total of 450 trees will be mapped and inspected once the survey is completed this winter.
42. Massaria Management at Queen's Park, South End Green, the Heath Extension and East Heath is ongoing. Where necessary the Team undertake branch removal.
43. A total of 589 nests have been removed from across 345 trees across the sites, Nest picking was undertaken by Contractors and the Tree Team.

Ecology & Conservation

Monitoring

44. Reptile and dragonfly monitoring by volunteers were resumed in July with many sightings of both.
45. A Heath wide breeding bird survey begun in partnership with the Heath and Hampstead Society came to end last month although casual records are still being recorded for later breeding species. Over 3,000 records were taken of over 40 breeding bird species and the data mapped to allow for further analysis.
46. A Hampstead Heath moth survey, due to be completed in May, has been postponed for a year to allow recording of early season moth species. 340 species of moth have so far been recorded.
47. The Heath's Ecologist has been working with the Zoological Society of London and some hedgehog monitoring has been initiated on the Heath fringes such as the Fitzroy Allotments. Initial results indicate that there is a good distribution of hedgehogs in adjacent areas to the east of Hampstead Heath. Highgate School to the north may be surveyed next.

Annual Work Programme

48. Grassland management in the 2020/2021 Annual Work Programme (AWP) has been reduced with some of the early cutting regimes impacted by a redirection of staffing resources to other task linked to the Heath's COVID-19 response. Grassland management cutting maps have been produced for areas of grassland to be cut in August and September with many of these already cut and bailed.

49. Conservation and Waste Team have completed the following works from the 2020 AWP:

- Vegetation Management: Invasive regenerating and encroaching (non-bird nesting) bramble has been removed from across the Heath meadows. Invasive tree saplings have been removed Thistles are being manged within meadows. The Heath Team have weeded, cleared and watered gorse, hedgerows and tree plantings across entire the Heath during the dry spring and summer months. Hazel coppices have been extended through planting. The Heath Team have removed and controlled invasive species including Japanese Knotweed, small and large Balsam, Portuguese laurel, Sycamore, Robinia, Turkey oaks and Ivy, where it is compromising veteran tree canopies.
- Landscape Protection: Around the Ponds, gaps in the perimeter planting have been enhanced with thorny species to discourage access. The Heath Team have also blocked off and protected sensitive ecological areas from off road cycling with a focus on Sandy Heath. Erosion has been controlled by cutting alternative desire lines and blocking newly developing footpaths in ecologically sensitive areas.
- Propagation and Seed Sowing: Willow trees from local stock have been propagated for future planting on the Heath. Bare patches in the cross-country route have been restored and seeded with a wildflower mix. The Heath Team have also sowed wildflowers into meadows with low floristic diversity across Parliament Hill Fields. The Heath Team and volunteers have established new, and expanded upon existing, areas of Gorse through planting.
- Grassland Management: Conservation hay and meadow cuts at Parliament Hill Fields and on the Hampstead Heath Extension have been completed. The Heath Team has expanded the areas of grass cutting adjacent to footpaths to facilitate social distancing. In addition, areas of acid grassland has been maintained through cutting and sapling removal.
- Ecological Works: Heath Staff have worked to ensure that Britain's longest running butterfly recording transect was not compromised due to COVID-19 restrictions. Moth surveying with light traps has continued.
- Landscape & Pond Construction & Maintenance: The Heath Team have built and installed a Swan Island on Hampstead number two pond for signets. Pond and dam structures have been maintained to the agreed Panel Engineers' specifications. Weekly Pond Oxygen monitoring has been undertaken to ensure and maintain water quality standards. Staff have repaired and replaced defective fencing and have repaired cycle paths and footpaths across the site.

50. For the three Gardening, Keeper and Ranger Teams management of lockdown and phased safe reopening of facilities has been the major challenge, for example playgrounds, public toilets and reopening the outdoor sports facilities.

The Gardening Team had to also focus on irrigation of the flower borders in Golders Hill Park, the Hill Garden and Pergola and at Keats House.

51. A review of the Annual Work Programme (AWP) will be undertaken at the end of the Summer and presented to Members. The 2021/22 AWP will be prepared and presented to Member for consideration in early 2021.

Ecological impacts

52. An increase in desire lines and erosion has been observed throughout the Heath and off-route cycling has continued. Some work has been undertaken across Sandy Heath to reduce cycling access routes and to attempt to increase the eroded understory. Additional works are required in the autumn and winter to encourage scrub growth.
53. After monitoring a rare spider has been found on the Heath. The adult spider was recorded, along with several webs observed. The area has remained unfenced.

Licenses

Professional Dog Walking Licensing & Code of Conduct

54. A small Working Group has been established, and the group have met virtually to discuss the draft Code of Conduct. A further virtual meeting to discuss the draft license form and Terms & Conditions is scheduled for 15 September 2020. This is to inform the preparation of the code of conduct and licensing process which will be discussed with the HHCC in October 2020.

Forest Schools

55. Forest School activity remain suspended until further Government Guidance is received which lifts the limitations on numbers. It is anticipated that activities will be allowed to resume when schools reopen in September.
56. The Superintendent proposes to set up a small Working Group to assist with the development of proposals, application form and Terms & Conditions for licensing Forest Schools. It is proposed the Working Group would consist of Members of the HHCC and local representatives, who would be approached based on the areas they represent.

Fitness Trainers

57. The Superintendent proposes to set up a small Working Group to assist with the development of proposals including a Code of Conduct, application form and Terms & Conditions for licensing fitness trainers. It is proposed the Working Group would consist of Members of the HHCC and local representatives, who would be approached based on the areas they represent.

Capital Projects

East Heath Car Park

58. A Gateway Five report is being prepared by the City Surveyors Department to seek permission from the Director of Open Spaces for works to commence in mid - September 2020 for a period of six weeks.

Athletics Track Re-Surfacing

59. A bid for a full resurfacing of the Track surface has been submitted. Possible external funding opportunities are being explored with the support from Highgate Harriers who use the facility on a regular basis.

Swimming - Safety, Access and Security Project

60. The Gateway 1 Project Brief has been signed off the Director of Open Spaces. This formed the basis of a Capital Bid for 2021/22. If the Capital Bid is approved the Superintendent will be authorised to consult on the Gateway 2 - Project Proposal. This will require discussions with the Swimming Associations, Hampstead Heath Consultative Committee and approval by this Committee ahead of being presented to the City of London Corporation Project Sub Committee.

Queen's Park Toilets

61. A Gateway 3 Options Appraisal will be submitted to the Projects Sub Committee as soon as practicable after October 2020.

Children's Playground

62. Planning permission has been granted by the London Borough of Camden for refurbishment at the Vale of Health playground. The planning permissions for the East Heath and Adventure Playgrounds has yet to be granted, as there are outstanding issues in relation to the installation of cycle and scooter parking.

Events

63. The Affordable Art Fair (AAF) have confirmed that due to continued uncertainty around Covid-19, the decision has been taken not to proceed with the proposed Hampstead Winter Art fair event, that was tentatively scheduled for 18-22 November 2020. The AAF are hoping to return to the Heath during May 2021.
64. The Highgate Harriers Night of the 10,000m Personal Bests has been rescheduled to 5 June 2021. The event will host the Team GB Olympic trials and the European Cup, which were initially planned as part of the 2020 event. It is proposed that event set-up will commence on Friday 4 June 2021. The fixture has been agreed with British Athletics and European Athletics and is based on hosting under the assumption of 'normal' non COVID-19 restrictions. It is very likely that should COVID-19 restrictions persist then the event would simply be cancelled or postponed again, as the event is free to attend and relies on audience participation.

65. Zippos Circus have amended their event dates to avoid a clash with works to resurface the East Heath Car Park. The event organisers are keen to return to the Heath and have therefore agreed to reduce the number of performances and the audience size, to fulfil the Governments Guidance. Only 380 tickets will be made available at each performance, with 10 performances planned. This is a marked reduction on the number of tickets and performances compared with previous years. Set up will commence on 7 September, with performances running between 10-15 September 2020. The site will be cleared on 16 September.
66. No Bank Holiday Fairs have taken place during 2020. The Leisure and Events Manager is working with the Showman's Guild in relation to the 2021 schedule.
67. The Leisure and Events Manager is awaiting proposals from England Athletic in relation to the English National Cross-Country Championships. It is very likely that the London Youth Games will not be able to take place, as planned in November 2020.

Planning

Golders Hill Park - Ivy House Monopole

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

Boncara, 35 Templewood

69. A planning representation had been made regarding the basement and its impact on a nearby veteran tree.

Jack Straws Castle

70. A planning representation has submitted by the City Corporation regarding the impact of massing, traffic and parking.

55 Fitzroy Park

71. Consultants instructed by the London Borough of Camden have prepared a technical note having reviewed the drainage submission for a proposed development at 55 Fitzroy Park. On 6 May, the Superintendent and the City's Consultant Hydrologist participated in a virtual meeting to discuss the outstanding drainage issues. The drainage issues identified during the meeting are being collated to enable the developer to respond.

Lido Wall Planning Application

72. Camden Council have provided the City Corporation with a written response. "The fence would be refused, in short we (Camden Council) do not agree with the heritage statement which states that the fence would be barely noticeable. We do also not agree that it is a temporary installation. The lighting is acceptable."
73. A Camden Planning Officer replied that they had visited the site many times and suggest planting some additional spiky bushes in areas where the vegetation is not that thick.

74. The options available are:

- Option 1 - Amend the application to remove the fence and seek approval for the lighting. Taking account of the learning from summer 2020, there is an opportunity to review the Lido operating arrangements that will negate the requirement for a temporary fence. In addition, the Swimming Capital Project will include a review of the Lido boundary. Therefore, the Superintendent recommends option 1.
- Option 2 - Keep the application as it is and wait for the Council's refusal. Once received, the City Corporation could then appeal the decision to the Planning Inspectorate. This option is not proposed.

Heath Hands

75. After carrying out detailed planning related to health, safety and welfare, volunteering began with a phased reintroduction on 22 June. Updated Risk Assessments and Safe Systems of Work, limited group sizes and enhanced hygiene practices in line with official guidance have enabled the successful restart of the majority of volunteer activities.
76. Sessions restarted at enclosed sites such as the Old Orchard Garden and Whitestone Garden first, and grounds maintenance has since expanded to the Hill Garden, Golders Hill Park and Keats House Garden. Suitable tasks from the AWP have been identified and works carried out on the main body of the Heath. At Highgate Wood volunteers have been assisting the Tree Team to monitor OPM and have also been monitoring grass snakes and dragonflies. Volunteers have also been helping with hedgehog conservation.
77. Much attention has been focused on responding to increased littering, particularly around Parliament Hill, and regular litter picking sessions have run every weekend to assist the Ranger Team. Heath Hands has been helping coordinate and support the numerous local community groups keen to get involved and help keep the Heath clean.
78. Looking forward Heath Staff will continue to work with volunteers when suitable activities are identified, and capacity allows. Youth volunteering will restart in September, alongside support for local community groups and disadvantaged individuals as part of the Community Heath Project. Heath Hands has recently secured grants from Camden Giving, Postcode Local Trust and the Young Camden Foundation to deliver new programmes to support the local community response to the impacts of COVID-19.
79. There has been an unprecedented increase in people wishing to volunteer on our green spaces over the last six months, however, Heath Hands capacity to recruit new volunteers will remain severely restricted.

Highgate Wood

- 80. The toilets reopened on 4 July.
- 81. Cricket matches resumed over the weekend of 25-26 July. In line with current Government Guidance the changing rooms and score hut remain closed. The Cricket season ended on 6 September, and Clubs were able to play between 3-5 out of their usual 10 fixtures at the site.
- 82. The signage at Bridge gate and Archway gate was replaced in August.
- 83. Path repairs have been undertaken, including small sections between Lodge gate and New gate.
- 84. A few of the smaller licensed events have resumed. Storytelling for children aged 2 – 6 years started on Friday 10 July 2020. Children's football coaching resumed with one to one sessions on 15 June. Since July, groups of up to five children are able to train together.

Queen's Park

- 85. The public toilets, playground, Children's Farm and the Pitch and Putt course have now reopened, and social distancing markers and advisory posters remain in place to advise the public.
- 86. Since the Government restrictions on outdoor public gatherings have been eased, Staff have received a number of bookings for children's parties and Weddings at the bandstand. Two Wedding Ceremonies have taken place to date as well as numerous children's parties.
- 87. The Parks civil ceremony/wedding license is being renewed with the London Borough of Brent. The paperwork and public notice period have been completed and Staff are now awaiting confirmation of the new license.
- 88. New toddler swings have been installed in the sandpit area of the playground. These have been well received by the public and have proved to be an extremely popular addition to the area. Funding for the swings came from a donation from the Queen's Park Area Residents Association.
- 89. The Park is currently closing at 8pm, which is earlier than the Park would usually close during the height of the summer. The majority of Park visitors have complied with the earlier closing arrangements. A positive outcome of the earlier closing time is that the staff have had the time to empty bins, litter pick and clean the toilets which allows the staff arriving on the early shift the next day can concentrate on maintenance tasks.

Appendices

- Appendix 1 – Longer term options for replacing the waste and recycling infrastructure.
- Appendix 2 – Golders Hill Park café engagement outcomes.

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Hampstead Heath

Registered Charity

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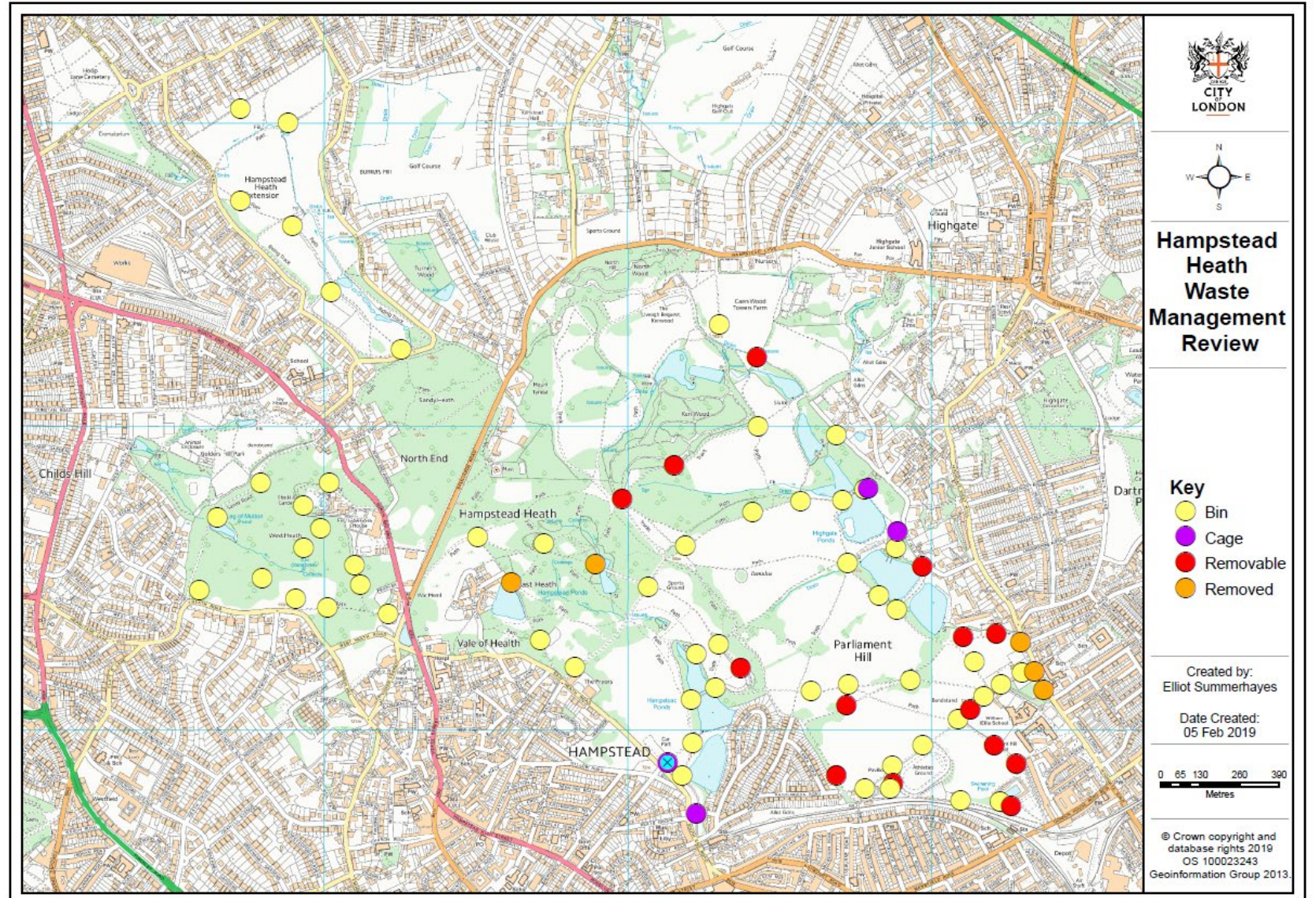




Hampstead Heath

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HAMPSTEAD HEATH EXISTING BINS : VOLUMES.

			FOOTPRINT 0.905m ² per bin	BIN VOLUME 0.63m ³ per bin
YELLOW	CONC RING	56	50.68m ²	35.28m ³
BLUE	CAGE	4	3.62m ²	2.52m ³
RED	'REMOVABLE'	14	12.67m ²	8.82m ³
ORANGE	REMOVED	5	4.5m ²	3.15m ³
79m.			71.47m ²	49.77m ³



Hampstead
Heath

Registered Charity

Waste and Recycling Options – for discussion June 2020

Option	Details	Comments
1	Visitors required to take all litter and waste home for recycling and disposal.	This option was adopted late March 2020 at the start of the Coronavirus lockdown, and proved partially successful. However, following UK Government's partial relaxation of the lockdown measure from 13 May the volume of waste left onsite rapidly increased. At this point it was necessary to reinstate the dog waste bins and deploy Euro Bins.
2	Waste and recycling stations are provided only at Heath facilities including: Cafés, Tennis Courts, Athletics Track, Parliament Hill Fields Lido and the Bathing Ponds.	This option would work well during the winter.
3	Waste and recycling stations are provided at the Heath facilities (option 2) and the main entry/exit points to the Heath e.g. Highgate Road, Nassington Road, South End Green, Cut through lane etc.	This option would accommodate the summer season visitor demand but would necessitate significant number of permanent waste and recycling stations.



Hampstead
Heath

Registered Charity

Waste and Recycling Options – for discussion June 2020

Option	Details	Comments
4	General waste and recycling bins are provided at 9 strategic locations and additional bins go out during busy periods e.g. Dukes Field, Parliament Hill Band Stand and the Lido field.	Improvement on option 3 as it allows for major reduction of waste collection infrastructure in the winter when demand is reduced. During the very busy summer season and when events take place, the Euro bin capacity can be increased temporarily at strategic locations.
5	Waste and recycling stations are provided only at Heath facilities and 20 general waste bins are placed at prominent locations (previously there were 79 locations).	This option increases the number of permanent bin locations. Therefore, increasing the waste infrastructure on the Heath compared to the other options.

1 June 2020





Hampstead Heath

Registered Charity

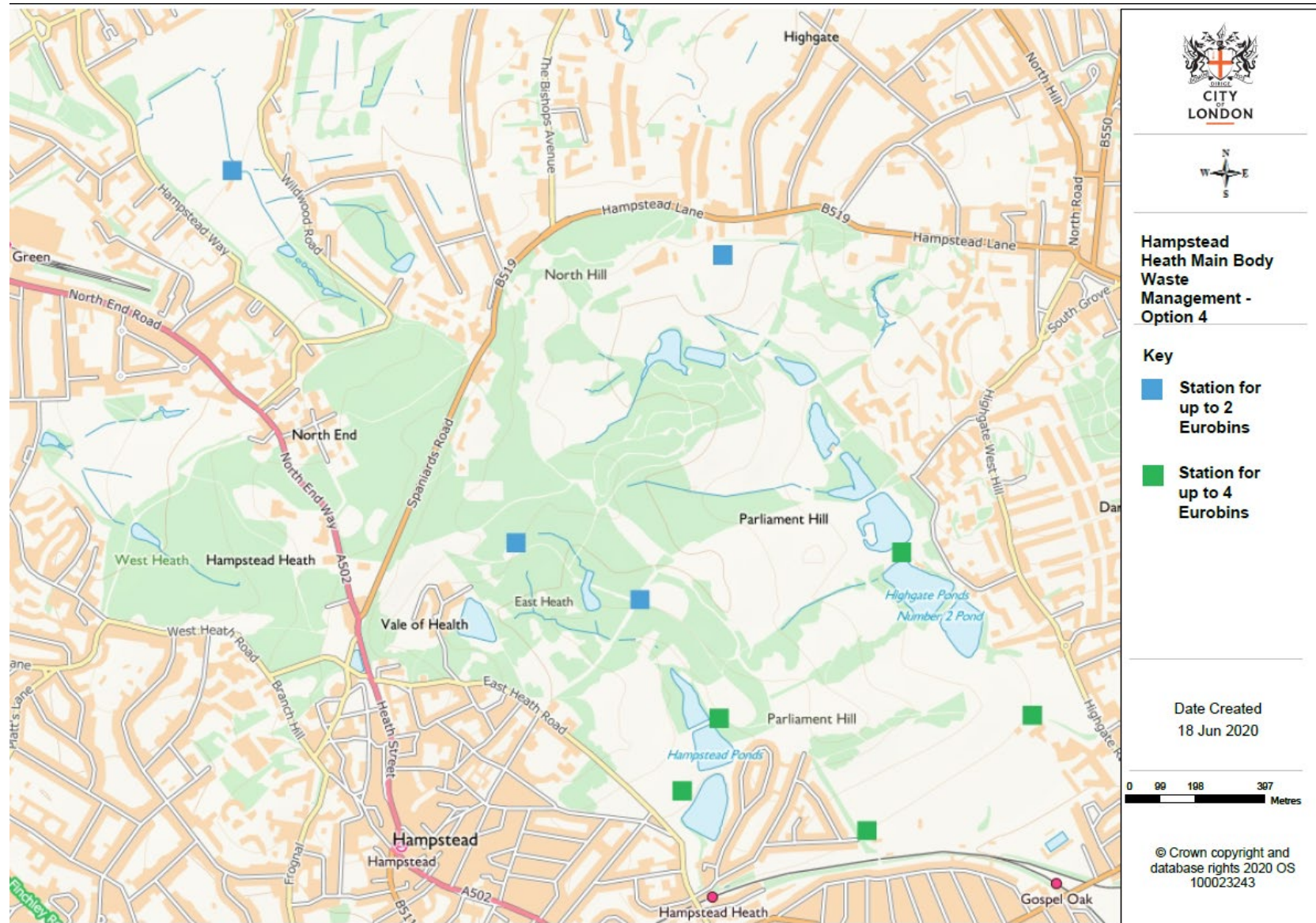
18 June 2020

Due to the wet weather, staff deployed 3 Euro Bins at this location.



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Option 4



18 June 2020

Due to the wet weather, staff deployed 3 Euro Bins at this location.



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Golders Hill Park Café Consultation



1. Introduction & Background

The City of London Corporation appointed Groundwork London to carry out a public engagement and consultation process with Golders Hill Park users and the wider community to ensure that the park café continues to meet the needs of local users and residents. The process was commissioned as a consequence of the withdrawal of the leaseholder from their agreement to provide café services. The findings of this process, which took place in July and August 2020, will inform the tender specification to determine who will take over the lease for the café.

This report is based on the findings of an online questionnaire and two focus groups. The link to the online questionnaire was shared widely with key user groups and the wider community and paper copies with pre-paid return envelopes were available on request. A direct email allowed the public to contribute additional comments throughout the process. The questionnaire received 866 responses, with 412 people leaving further comments or suggestions to contribute their expectations and aspirations for the café. Two virtual focus groups were held with a total of 20 residents that had expressed their interest in taking part via the questionnaire, selected with a view to providing insight from a range of age groups and backgrounds

2. Key Findings

2.1 Focus Groups

Simple, healthy, fresh offer

All participants favoured a small menu of simple, homemade, high-quality food and drink over a larger variety of offerings, with healthiness and freshness of food emphasised repeatedly. Food options mentioned most frequently were homemade soups, salads, changing specials, breakfasts, children's meals and vegetarian/ vegan options. All present felt the homemade ice cream currently available to be an important part of the café offer.

A park café that caters for all

Those present agreed that it was important for a park café offer to reflect the diversity of the local community, as demonstrated in the following quote: “We have to think of all walks of life. Everybody wants to use the park as it is the most wonderful place to be.” There will be a need for affordable dishes and drinks on the menu, while striking a balance between affordability and quality. Participants discussed dietary requirements of the local community, with some expressing a desire for the café to be kosher certified and others expressing that the café couldn’t “be all things to all people”. Most agreed that the next café management should take care to provide options that satisfy the vast majority of the dietary requirements and preferences present in the community, such as high-quality vegetarian/ vegan options and pre-packaged kosher options.

Community-minded management

Participants agreed that the café should be unique and identifiable with the surrounding community. Some stressed that they would not like the café to be taken over by a chain however all agreed that the quality of the food and drink on offer and the ability of management to provide options for the whole community should be the top priority. Some felt that the café should be a destination for something unique and a few suggested ways to achieve this, e.g. a pizza oven, cream teas. All agreed that friendly and familiar staff service was essential in a park café and some expressed a desire for the café to open earlier in the mornings and to stay open into the early evenings.

Inviting atmosphere

An inviting atmosphere was felt to be crucial to the success of the park café. The café layout was seen to play a key role in this. Suggestions were made for how this could be improved, for example installing more comfortable seating, both indoors and outdoors, a mixture of types of indoor seating, an outdoor parasol and changing the counter size and position. All praised the beautiful outdoor setting and vistas surrounding the café. Participants felt that the recent introduction of a separate coffee window has helped to ease crowding and shorten waiting times, felt to be particularly important in the current climate of COVID-19 restrictions.

Access

Physical access was discussed by several participants, who emphasised the importance of all residents being able to access both the café itself and the toilets.

2.2 Online Questionnaire Survey

Q1 showed that 72% of respondents visit Golders Hill Park at least once a month. Q2 showed the times that the park is visited most frequently to be weekdays (19%), weekends (20%), during the day (18%) and year round (20%). 10% of respondents visit in the mornings and 6% in the early evenings. For Q3, 71% of respondents answered that they usually visit the park to go for a walk or run. Q4 showed that 47% of respondents visit the café at least once a month with a further 35% visiting more than once every few months. See Appendix for full data for all questions.

To Qs 5 and 6, 58% of respondents answered that they hadn’t visited other cafes near to Golders Hill Park in the last year. Of the 39% that answered that they had visited other nearby cafes, the most cited reasons given were ‘convenience of location’ (37%) and quality of food (15%).

The three main reasons that respondents visit the café (Q7) are For a quick tea or coffee break (29%), To socialise with friends or family (21%) and At the start or end of a walk (17%). The least popular reasons chosen were As an alternative location to work from (0.5%) and Before or after attending an event nearby (1%). 42% of respondents visit the café with friends or family with children, 24% visit as a couple and 22% visit with adult friends or family (Q8).

In Q9, respondents were asked to select the two drink types they would most like to be served in the café. Respondents overwhelmingly selected Fresh brewed coffee/ tea with this option receiving 42% of the vote. Fresh fruit juices and smoothies came in second with 21% and Hot drinks to take away third with 16%. The option chosen least frequently was Alcoholic drinks with 4%.

Q10 asked respondents to select their two preferred types of food. Four options clearly came out on top: Sandwiches and cold snacks (12%), Main meals and hot food (12%), Cakes (11%) and Healthy options (10%). Hot snacks (9%), Breakfast pastries (8%) and Cold meals (8%) were also selected frequently. Of the 4% of 'Other' votes, 35 of the 109 comments related to ice cream and 18 related to kosher food options. Q11 shows that 37% of respondents would like Fresh/ homemade food options to form part of the food offer. A wide variety of options (18%), Health food (15%) and Vegetarian/ vegan options (14%) also proved popular.

Q12 sought to ascertain priorities for how the café is managed by asking respondents how strongly they agreed or disagreed with three statements. A clear priority is the café being run in an environmentally-friendly manner with 83% agreeing and strongly agreeing. A total of 82% agreed or strongly agreed that the café should have a connection to the local area and 68% agreed or strongly agreed that the café should provide opportunities for local people, while 27% responded neutrally.

Finally, Quality of food and drink was selected as the most important aspect of the café with 34%. Good staff service was the second most popular option with 17%, followed by Affordability of food and drink with 16%.

Respondents were able to add any other comments or suggestions they might have. Of the 412 responses received, 86 comments related to the café retaining its individuality, 69 related to service, 52 related to quality of food and 48 related to ice cream.

3. Headline Findings/ Recommendations

The Golders Hill Park café should provide a simple, fresh and homemade offer.

The consultation process has revealed park users' aspirations for a simple, fresh and homemade food and drink offer. At focus groups, many comments expressed that menus should be kept small and simple in order to maintain a high level of quality. Quality of food and drink was valued highly throughout the process, with questionnaire respondents selecting this as the most important aspect of the café (34% of vote). However, the variety of food and drink on offer also emerged as the 3rd most common reason given for visiting other nearby cafes in Q5. A balance will need to be struck between quality and providing enough variety to satisfy the diverse dietary requirements of the local community.

There was a strong desire for the café to offer fresh and homemade food, with this ranking as the most popular food option. Options favoured throughout were sandwiches, main meals, changing specials (e.g. soups/ salads), hot and cold snacks, breakfast pastries, vegetarian/ vegan food and children's meals. High quality ice cream has emerged as a key priority in all engagement activities and was mentioned in the survey comments 83 times. Coffee and tea (42%) and juices and smoothies (21%) emerged as the drink options valued most highly.

The Golders Hill Park café should cater for all members of the community.

A key aspiration of participants for the café was as an inclusive space that reflects the diversity of the local community. Many suggestions were made for how best to provide for members of the community that adhere to certain dietary requirements, with kosher food in particular emerging as a priority for some. A total of 40 survey comments asked for kosher food options and some cited the lack of these as their reason for choosing other nearby cafes instead. Most focus group participants agreed that the café could not be "all things to all people" but must ensure to provide options that satisfy a diversity of dietary requirements. There was a view that high-quality vegetarian and vegan options and prepackaged kosher options should form a key part of the offer and an

expectation that management have an understanding of the local community and their needs and strive to achieve a balance between quality, variety and freshness of food and drink for several types of diet.

Affordability also emerged as a key theme with comments highlighting the diverse socioeconomic backgrounds of park users and emphasising the café's role as an "invaluable community resource". In Q13, affordability of food and drink was rated as the 3rd most important aspect of the café with 16% of votes. Comments were also made about the need to ensure that the physical infrastructure of the café cater for all, with concerns raised about accessibility to the café and toilets.

The Golders Hill Park café should feel inviting and make the most of its space and location in the park.

This theme was clearly expressed in all engagement activities. Focus group participants discussed the need for the café to offer an inviting environment and 21% of survey respondents selected To socialise with friends and family as their main reason for visiting (ranked 2nd). The café décor was described in survey comments as "dated" and several comments were received throughout suggesting ways to change the layout and invest in furniture to make both the interior and exterior more inviting. Participants also suggested layout changes to remedy issues of overcrowding and waiting times, which most felt had improved with the introduction of an outdoor service window for coffees. There is scope for the next leaseholder to invest in the café layout and implement some of the suggested changes in order to create a more inviting atmosphere.

Participants commented on the "wonderful location" of the café and the "viewpoint over the park" and some expressed their aspirations for indoor and outdoor seating designed with the surrounding natural environment in mind. 20% of respondents visit the park year round and some suggested outdoor cover to improve visitor experience on rainy and sunny days. It will be essential for the next leaseholder to have a vision for how to make the most of this space and location.

The Golders Hill Park café should be unique and managed in such a way that reflects the character of the local community.

A clear message coming out of the consultation process is that café users value the uniqueness and individuality of the café. In Q12, 82% of respondents either agreed or strongly agreed that the café should have a connection to the local area and respond to specific, local needs and 86 people left comments asking that the café not be managed by a chain. In focus groups, participants stressed the importance of a personal, local touch but agreed that the quality of the food and drink and the capability to provide options to suit the whole community was paramount.

Friendly, efficient service is clearly also valued highly. Participants chose staff offering good customer care as the second most important feature of the café with 17% in Q13. Staff service was mentioned in comments 69 times. This quote is reflective of the sentiment expressed in these comments: "I think it is essential to deliver a local, community feel for somewhere frequented by local people, some who have been visiting for generations". Some participants called for the café to open earlier and close later in comments with 10% selecting that they visit the park in the mornings and 6% selecting early evenings in Q2. 83% of respondents to Q12 agreed or strongly agreed that the café should be run in an environmentally-friendly manner.

4. Conclusions

Park users and local residents are clearly passionate about Golders Hill Park and its café, with many regarding the café to be an integral part of their experience using the park. Several residents expressed that the café holds a special place in their hearts and memories as a "community institution" that they have been visiting for generations. Others view it as a "vital amenity that serves a large number of people from within and beyond the borough". The aspirations and priorities of the community that have emerged from the process, to uphold the high-quality offer, the individuality and the community spirit of the café, are therefore unsurprising.

It is recommended that the City Corporation take account of the feedback following this engagement process, focussing the tender documentation on the aspirations of those who participated in the process and the outcomes.

The main observations and feedback from the user engagement were that the café:

- should be unique and managed in such a way that reflects the character of the local community.
- should provide a simple, healthy, homemade offer.
- should cater for all members of the community.
- should feel inviting and make the most of its space and location in the Park.

Appendix:

Q1: How often do you visit Golders Hill Park?	
Every day	9%
More than once a week	29%
More than once a month	34%
More than once every few months	25%
Once a year or less	3%
Never	0%
Q2: When do you usually visit Golders Hill Park?	
Weekdays	19%
Weekends	20%
In the mornings	10%
During the day	18%
In the early evening	6%
In summer	7%
Year round	20%
Q3: What is usually your main reason for visiting Golders Hill Park?	
For a walk or run	71%
To walk the dog	10%
For a sports practice or event	0%
Other:	19%
<i>To bring children</i>	6%
<i>To visit the playground</i>	2%
<i>To visit the zoo</i>	2%
<i>To go to the café</i>	5%
<i>To relax</i>	1%
<i>To socialise</i>	2%
<i>For an ice cream</i>	1%
Q4: How often do you visit the café in Golders Hill Park?	
Every day	3%
More than once a week	17%
More than once a month	27%
More than once every few months	35%
Once a year or less	14%
Never	4%
Q5: Have you visited other cafes near to Golders Hill Park in the last 12 months?	
Yes	39%
No	58%
Don't know	3%

Q6: If yes, what was your reason for choosing those instead of the café in Golders Hill Park?	
Location was convenient	37%
Atmosphere	6%
Quality of food	15%
Quality of coffee	4%
Quality of service	4%
Variety of food	10%
Price	8%
For a change	2%
For kosher options	7%
Too crowded	4%
Golders Hill Park café closed	3%
Q7: What would be the two main reasons you would go to the café in Golders Hill Park?	
For a quick tea or coffee break	29%
For a quick snack	15%
For a meal, i.e. breakfast, lunch or dinner	13%
At the start or end of a walk	17%
To socialise with friends or family	21%
Whilst walking the dog	4%
Before or after attending an event nearby	1%
As an alternative location to work from	0%
Q8: Who would you be most likely to visit the café in Golders Hill Park with?	
Alone	9%
As a couple	24%
Friends/ family with children	42%
Friends/ family with adults only	22%
Members of groups or teams e.g. tennis	1%
With colleagues	1%
Other	1%
Q9: Which two drinks would you most like to be sold in the café?	
Fresh brewed coffee/tea	42%
Hot drinks to take away	16%
Hot chocolate	11%
Branded soft drinks	8%
More unique soft drinks	6%
Fresh fruit juices/smoothies	21%
Alcoholic drinks	4%
Other (please specify)	2%
Q10: Which two types of food would you most like to be sold in the café?	
Main meals/ hot food	12%
Cold meals, e.g. salads	8%
Hot snacks	9%
Sandwiches and cold snacks	12%
Packaged, take-out options; e.g. sandwiches	4%
Cakes	11%
Children's meals	5%
Baby food	1%
Specials which change regularly	6%
Breakfast pastries	8%
Cooked breakfasts	5%
Healthy options	10%
Snacks, e.g. crisps, fruit, chocolate	5%

Other (please specify)	4%
Q11: Which two drinks would you most like to be sold in the café?	
Health food	15%
Fresh/ homemade options	37%
Wide variety of options	18%
Organic	5%
Vegetarian/ vegan	14%
Kosher food options	6%
Food suitable for those with intolerances	3%
Other (please specify)	2%

Q12: How strongly do you agree or disagree with the following statements?					
It is important to me that the new management ...	Strongly disagree	Disagree	Neutral	Agree	Strongly Agree
... provides opportunities for local people to be employed and trained in the kiosk.	4%	1%	27%	36%	32%
... has a connection to the local area and runs the kiosk in a way that responds to specific, local needs.	4%	1%	13%	36%	46%
... runs the café in an eco-friendly manner e.g. biodegradable packaging, recycling.	4%	1%	12%	34%	49%
Q13: Which of the following is most important to you in relation to what the café in Golders Hill Park offers?					
Quality of food and drink			34%		
Affordability of food and drink			16%		
That the café is environmentally friendly			8%		
Links to the local community/local area			7%		
A wide range of food and drink			5%		
Healthy food and drink			10%		
Staff offering good customer service			17%		
Speed of service			3%		
Q15: Do you have any other comments or suggestions you would like to share with us about the café in in Golders Hill Park?					
Theme:			No. of comments		
Individuality of café			86		
Environmentally friendly			8		
Quality of food			52		
Ice cream			48		
Opening hours			10		
Atmosphere			30		
Price			18		
Accessibility			7		
Service			69		
Dietary requirements			14		

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Committee	Dated:
Hampstead Heath, Highgate Wood and Queen's Park Committee	9 September 2020
Subject: Hampstead Heath Swimming COVID-19 Temporary Arrangements – Winter Swimming Season	Public
Report of: Director of Open Spaces	For Decision
Report author: Bob Warnock, Superintendent of Hampstead Heath	

Summary

This report sets out the COVID-19 temporary Winter Swimming Season arrangements which maintain the Social Distancing measures introduced to ensure the health, safety and welfare of staff and visitors.

The report also provides an update on the actions taken to implement the outcomes of the Swimming Review 2020 and an update on the 2020 summer swimming season.

Recommendations

It is recommended that:

- Members agree the Support Scheme arrangements as outlined in paragraphs 30-40.
- Members agree for the Chair and Deputy Chairman to have delegated authority to agree changes to the Winter Season Proposals in response to further Government Guidance.

Main Report

2020 Summer Swimming Season

1. The Hampstead Heath Swimming Facilities re-opened on Saturday 11 July 2020. Between 14 - 17 July 2020 the facilities closed whilst changes were made to the online booking arrangements, following swimmers feedback. Consequently, a new booking platform was launched on Friday 17 July and swimming recommenced on Saturday 18 July 2020. Swimming session tickets are purchased in advanced and bookings can be made online, or via a dedicated telephone booking line.
2. To comply with the NHS Test and Trace requirements, swimmers contact details are retained for 21 days.
3. Notable temporary changes at the facilities have included the installation of COVID-19 site specific signage, temporary barriers and one-way systems tailored to each swimming facility.

4. An additional Children's Concession at £1.20 was introduced at the Lido Family Swimming Sessions for the summer season only.
5. Since swimming reopened on 18 July the demand for sessions has been very high. As of 1 September, there is the opportunity for 2,150 people to swim each day, across the Bathing Ponds and Lido.
6. The online booking refund policy was amended on 9 August, following feedback from swimmers. Tickets can now be automatically cancelled up to 24 hours before the session is due to take place. To date, no sessions have been cancelled due to storms.
7. There has been positive feedback on the online booking process and the cap on the number of swimmers per session, with many swimmers commenting that the facilities are not overcrowded and feel safe.
8. We have received mixed feedback on the requirement to book a session ticket in advanced, which was implemented following Government Guidance. Some swimmers found that making an advanced booking reduced spontaneity, whilst others favored being able to make a guaranteed booking.
9. Anecdotally, staff believe that swimmers who have additional access requirements have used the facilities more regularly over the Summer Season, due to the ability to make an advanced booking which guarantees entry within a defined time period.
10. During the Summer Season a free Carer ticket was made available to allow swimmers to be accompanied by a Carer where required. It is proposed to retain this arrangement as part of the Support Scheme.
11. A review of the Summer Season will be undertaken during the autumn. A report will be presented to the Hampstead Heath Consultative Committee (HHCC) on 19 October 2020, and to Members of this Committee on 25 November 2020.
12. A short online survey has been conducted, seeking feedback from swimmers on the COVID-19 secure arrangements. The Superintendent will provide a verbal update at the meeting.

2020/21 Winter Swimming Season

13. The Winter Swimming Season will commence on Monday 21 September 2020.
14. The arrangements for the Winter Swimming Season are outlined in appendix 1 and take account of the Government Guidance dated 9 July 2020.
15. These arrangements have been discussed with the Hampstead Heath Swimming Forum and shared with the Sports Advisory Forum and the Hampstead Heath Consultative Committee.
16. The Hampstead Heath Swimming Forum met virtually to discuss the arrangements. A recording of the meeting can be accessed at <https://youtu.be/ublpGQzpPik>. The Superintendent will provide a verbal update to summarise the feedback received on the Winter Season arrangements at the meeting.

17. The Superintendent has received a proposal from the Winter Swimming Club, who are seeking to delay the commencement of their winter season licence. As outlined in appendix 1, it is proposed to delay the commencement of the licence to 28 October 2020 and for the facility to remain open to the public and Lifeguarded until 25 October 2020.

Implementing the outcomes of the Swimming Review 2020

18. Since March 2020, the following outcomes of the Swimming Review 2020 have been implemented.

Lifeguard Training

19. All Lifeguards have completed RLSS COVID-19 training sessions, these have been signed off by our Trainer Assessors. Weekly training sessions have taken place taking account of the Hampstead Heath COVID-19 Risk Assessments and Safe Systems of Work. The Lifeguards also took part in a number of trial sessions at the Lido and Bathing Ponds prior to reopening.

Additional Lifeguards & Stewards

20. Additional Seasonal Lifeguards have been recruited and a minimum of 3 Lifeguards are on duty at each facility.
21. Stewards have been checking swimmers into the sessions at the three Bathing Ponds and the Lido.
22. The bathing and facility loading have been carefully monitored since reopening on the 18 July 2020. Consequently, it has been possible to gradually increase the number of swimmers at each session, whilst maintaining the COVID-19 Secure Operational Arrangements.

Contactless Payment Technology

23. Contactless payment is being implemented as agreed by the Management Committee of 11 March 2020.
24. Contactless payment arrangements are being progressed and Officers have been working with Lloyds Bank to procure contactless payment devices, wristband season tickets and the development of a Heath App. All these elements are currently being tested and it is hoped that this will be available for the commencement of the winter swimming season.
25. Season ticket holders will be contacted ahead of the reintroduction of season tickets to explain the process for the use of the wristband. Expiry dates will be extended to cover the period of closure of the facilities due to COVID-19 Government Guidelines, and the suspension of the season ticket.
26. The Heath App will enable payments to be made, wristbands to be activated and managed and will also provide the opportunity to message season ticket holders to provide a range information, such as closures and renewal alerts. It will also

be possible to expand the Heath App to include the Athletics Track as a second phase of the implementation programme.

27. Radio frequency data identification (RFID) enabled wristbands will be used for both season ticket holders and will be an option for day visitors.
28. Small personal effects lockers have been procured. These will enable safe storage of personal effects such as phones, cards and wallets. The RFID wristband will be used to unlock the locker, avoiding issues with lost keys.
29. The option to facilitate online booking via the Heath App is also being explored. This would provide an integrated system and add functionality to the online booking capability.

Support Scheme

30. One of the Swimming Review outcomes was to establish a Support Fund, this aligns with the Hampstead Heath Management Strategy 2018 –2028, Outcome C, the Heath is inclusive and welcoming to a diverse range of visitors. The focus is to create accessible environments for more diverse visitors by removing barriers that may exist for different groups who experience more exclusion or disadvantage than other groups.
31. The Support Scheme will operate under the following 3 arrangements: Concession and free swimming; Working with Partners and Volunteering.
32. Concessions and Free Swimming - A comprehensive range of concessions are already in place, which provide a 40% discount of the adult ticket rate to our facilities for a range of people.
33. Concessions apply to the following: Freedom Pass; Disabled Card; Job Seekers Allowance; Student; Under 16's.
34. A free morning swim is available for under 16's and over 60's.
35. Free Carer access is maintained, to assist visitors accessing facilities, such as the swimming facilities.
36. Working with Partners - Officers will engage with Local Authorities and other Partners, such as the NHS to make them aware that free and concession swimming opportunities are available for different groups who experience more exclusion or disadvantage than others.
37. This arrangement has been in place for a number of years and has continued throughout this summer, to provide a number of organisations and groups with opportunities for free and concession swimming.
38. The existing Prescriptions for Health initiative is also being explored. A similar scheme for health walks operates successfully on the Heath.

39. Volunteering - Time Credits - Heath Hands currently work with Time Credits, a charity that supports Volunteer organisations to provide vouchers in recognition of volunteering contributions. Individuals who undertake volunteering activities through Time Credits are able to exchange their vouchers for a range of services and activities.
40. This scheme is already in place and has been operating successfully for a number of years. The scheme currently allows vouchers to be exchanged for free swimming day tickets and could be extended to include season tickets. This also aligns with Hampstead Heath Management Strategy 2018 – 2028, Outcome D, greater number and diversity of people taking care of the Heath.
41. Members views on the Support Scheme proposals are sought.

Cyclical Works

42. The City Surveyor will provide an update at the meeting.

Capital Project – Swimming - Safety, Access and Security Project

43. The Gateway 1 Report has been agreed by the Director of Open Spaces.
44. A Capital Bid has been submitted as part of the 2021/22 Annual Capital Bidding process.
45. If Capital Funding is agreed, a Gateway 2 Report will be prepared and discussed with Members of the Swimming Forum, Sports Advisory Forum and Hampstead Heath Consultative Committee before being presented to this Committee. Once agreed this will then be submitted to the City of London Corporation Projects Sub Committee.

Equality – Test of Relevance

46. Following the HHCC meeting on 9 March, the Test of Relevance which was included in the HHCC and HHMC meeting agenda pack was updated. The updated Test of Relevance was presented to Members of the HHMC at their meeting on 11 March 2020, where a report on the Outcomes of the Swimming Review 2020 was considered. A copy of the updated Test of Relevance is attached at appendix 2.
47. The Test of Relevance prepared in relation to the Summer Swimming Season temporary online booking arrangements is attached at appendix 3.
48. The Test of Relevance prepared in relation to the Winter Swimming Season temporary arrangements is attached at appendix 4.

Finance

49. A full review of income and the costs associated with providing swimming during the summer season will be undertaken during the autumn. A report will be

presented to Members at their meeting on 25 November 2020, and will set out the level of subsidy for swimming over the summer season, taking into account income raised from online and phone bookings, and the increased costs of managing the facilities due to COVID-19.

Risk

50. There is a risk that lockdown measures could be reintroduced, or that the Government Guidance changes and the facilities are required to close or more stringent control measures are necessary.
51. There is also the risk that facilities may have to close at short notice if staff need to self-isolate.
52. Unauthorised swimming at the Bathing facilities and the non-lifeguarded Ponds remains a significant concern. Staff continue to undertake patrols around the ponds and barrier tape and signage has been deployed to discourage unauthorised swimming. Evening patrols across the three Bathing Ponds have been in place throughout the summer to prevent unauthorised access once the facilities close. These overnight patrols have been undertaken by the approved Corporate Security Company.
53. The Risk Assessments and Safe Systems of Work have been updated to reflect the revised temporary Winter Swimming Season operating arrangements.

Communications

54. The Communications Plan has been updated and outlines the steps that the City Corporation will take to provide clear messaging to swimmers around the changes at the swimming facilities as we move into the Winter Swimming Season.
55. Whilst COVID-19 is still a risk, clear communications are critical to provide messaging on the operating arrangements, season tickets, payments, concessions and the support scheme.

Conclusion

56. Due to COVID-19, Officers have developed plans for the Winter Swimming Season to enable the swimming facilities to remain open, in-line with Government Guidance dated 9 July 2020.
57. These arrangements will be kept under review taking account of the most recent Government Guidance. Officers will also consider changes to the Royal Life Saving Societies Guidance and feedback from swimmers and staff.

Appendices

- Appendix 1 – Winter Swimming Season Proposals
- Appendix 2 – Test of Relevance Equality Analysis (11 March 2020)
- Appendix 3 – Test of Relevance Equality Analysis (30 July 2020)

- Appendix 4 – Test of Relevance Equality Analysis (28 August 2020)

Bob Warnock

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Appendix 1 - Winter Swimming 2020-2021 arrangements

Following discussion with the Swimming Associations on 25 August 2020, the following arrangements are being progressed for the winter swimming season on Hampstead Heath.

The Hampstead Heath winter swimming season will commence on Monday 21 September 2021 and end on 30 April 2021.

HAMPSTEAD MIXED POND

The Mixed Pond will close following the last swimming session on Sunday 25 October 2020. This follows a request from the Winter Swimming Club to delay the commencement of their License. This date and the arrangements will be kept under review.

Subject to agreeing terms with the Winter Swimming Club a license will be issued to commence on 28 October 2020 until 27 April 2021. The License will require updating to ensure Government Guidance in relation to COVID-19 is incorporated.

Managing Facility Loading (prior to agreeing a License with the Winter Swimming Club)

The Mixed Bathing Pond will continue to operate with a facility loading of 40 swimmers. The Stewards will allow access for the first 40 swimmers and then allow access on a one out one in basis. These arrangements will be kept under review.

Season Tickets

Season tickets will be reissued ahead of the Winter Season and the period of time the tickets have been frozen will be added to each ticket. Swimmers will be able to use their Season Tickets from Monday 21 September 2020 and will be required to tap in upon entry at the facilities to record their attendance to comply with the NHS Test and Trace requirements. Signage will be in place at the facility to inform Swimmers that this information is being collected.

Payment

Swimmers without a season ticket will be required to make a contactless payment upon entering the facility and may be accompanied by a Carer. To comply with NHS Test and Trace requirements the name and contact number of Swimmers will be collected by the Steward. Signage will be in place at the facility to inform Swimmers that this information is being collected.

Cash payments for day tickets will be accepted and should be deposited in the collection posts provided. No change will be provided. The Stewards will continue to greet swimmers on arrival at the Mixed Bathing Pond to maintain the COVID-19 Secure Operational Arrangements.

Opening hours

Period from	open	vacate water	vacate facility
Monday 21 September 2020	07.00	16.30	16.45

With prior notice, this facility will be closed to facilitate staff training, facility maintenance and additional cleaning.

Free morning swim for under 16's and over 60's

The free morning swim for under 16's and over 60's between 07.00-09.30 will be introduced at the Mixed Bathing Pond. Swimmers eligible for a free morning swim will need to register for a complementary Morning Swim Season Ticket and tap in on entry to the facility to comply with the NHS Test and Trace requirements.

Age restrictions

Children aged 8 and above, who are competent swimmers, will be permitted to swim when accompanied by a responsible adult.

Changing Compounds

Retain the current summer season arrangements for access to the changing facilities at the Mixed Bathing Pond.

Showers

One cold shower will be available outside the changing compounds.

Toilets

Retain the current summer season arrangements for access to the toilets. Cleaning will be undertaken throughout the day.

KENWOOD LADIES' BATHING POND

Managing Facility Loading

The Kenwood Ladies' Bathing Pond will continue to operate with a facility loading of 60 swimmers. The Stewards will allow access for the first 60 swimmers and then allow access on a one out one in basis. These arrangements will be kept under review.

Swimmers and non-swimmers will also be able to use the meadow but the facility carrying capacity of 60 will be maintained. The Stewards will assist Ladies' requiring access to the meadow.

Season Tickets

Season tickets will be reissued ahead of the Winter Season and the period of time the tickets have been frozen will be added to each ticket. Swimmers will be able to use their Season Tickets from Monday 21

September 2020 and will be required to tap in upon entry at the facilities to record their attendance to comply with the NHS Test and Trace requirements. Signage will be in place at the facility to inform Swimmers that this information is being collected.

Payment

Swimmers without a season ticket will be required to make a contactless payment upon entering the facility and may be accompanied by a Carer. To comply with NHS Test and Trace requirements the name and contact number of Swimmers will be collected by the Steward. Signage will be in place at the facility to inform Swimmers that this information is being collected.

Cash payments for day tickets will be accepted and should be deposited in the collection posts provided. No change will be provided. The Stewards will continue to greet swimmers on arrival at the Ladies' Bathing Pond to maintain the COVID-19 Secure Operational Arrangements.

Opening hours

Period from	open	vacate water	vacate facility
Monday 21 September 2020	07.00	16.30	16.45
Sunday 25 October 2020	07.00	14.15	14.30
Sunday 29 November 2020	07.30	14.45	15.00
Sunday 24 January 2021	07.00	14.15	14.30
Sunday 21 March 2021	07.00	16.30	16.45
Sunday 11 April 2021	07.00	18.30	18.45

With prior notice, this facility will be closed to facilitate staff training, facility maintenance and additional cleaning.

Free morning swim for under 16's and over 60's

The free morning swim for under 16's and over 60's between 07.00-09.30 will be introduced at the Kenwood Ladies' Bathing Pond. Swimmers eligible for a free morning swim will need to register for a complementary Morning Swim Season Ticket and tap in on entry to the facility to comply with the NHS Test and Trace requirements.

Age restrictions

Once the water temperature reaches 12 degrees and the swimming area is reduced, children aged 8 and above, who are competent swimmers, will be permitted to swim when accompanied by a responsible adult.

Changing Compounds

Retain the current summer season arrangements for access to the changing facilities at the Kenwood Ladies' Bathing Pond.

Showers

One hot shower will be accessible in the changing room, and one cold shower will be available outside the changing area. Priority will be given towards swimmers requiring access to the accessible shower facility.

Toilets

Retain the current summer season arrangements for access to the toilets. Cleaning will be undertaken throughout the day.

Back Gate

The back gate will remain closed and swimmers will be asked to enter via the main entrance.

HIGHGATE MEN'S BATHING POND

Managing Facility Loading

The Bathing Pond will continue to operate with a facility loading of 60 swimmers. The Stewards will allow access for the first 60 swimmers and then allow access on a one out one in basis.

Season Tickets

Season tickets will be reissued ahead of the Winter Season and the period of time the tickets have been frozen will be added to each ticket. Swimmers will be able to use their Season Tickets from Monday 21 September 2020 and will be required to tap in upon entry at the facilities to record their attendance to comply with the NHS Test and Trace requirements. Signage will be in place at the facility to inform Swimmers that this information is being collected.

Payment

Swimmers without a season ticket will be required to make a contactless payment upon entering the facility and may be accompanied by a Carer. To comply with NHS Test and Trace requirements the name and contact number of Swimmers will be collected by the Steward. Signage will be in place at the facility to inform Swimmers that this information is being collected.

Cash payments for day tickets will be accepted and should be deposited in the collection posts provided. No change will be provided. The Stewards will continue to greet swimmers on arrival at the Men's Bathing Pond to maintain the COVID-19 Secure Operational Arrangements.

Opening hours

Period from	open	vacate water	vacate facility
Monday 21 September 2020	07.00	16.30	16.45
Sunday 25 October 2020	07.00	14.15	14.30
Sunday 29 November 2020	07.30	14.45	15.00
Sunday 24 January 2021	07.00	14.15	14.30
Sunday 21 March 2021	07.00	16.30	16.45
Sunday 11 April 2021	07.00	18.30	18.45

With prior notice, this facility will be closed to facilitate staff training, facility maintenance and additional cleaning.

Free morning swim for under 16's and over 60's

The free morning swim for under 16's and over 60's between 07.00-09.30 will be introduced at the Highgate Men's Bathing Pond. Swimmers eligible for a free morning swim will need to register for a complementary Morning Swim Season Ticket and tap in on entry to the facility to comply with the NHS Test and Trace requirements.

Age restrictions

Once the water temperature reaches 12 degrees and the swimming area is reduced, children aged 8 and above, who are competent swimmers, will be permitted to swim when accompanied by a responsible adult.

Changing Compounds

Retain the current summer season arrangements for access to the changing facilities at the Highgate Men's Bathing Ponds.

Showers

One cold shower will be available.

Toilets

Retain the current summer season arrangements for access to the toilets. Cleaning will be undertaken throughout the day.

Diving Board

A trial will be conducted to re-install the diving board during the Winter Season. However, if this proves disruptive to the clockwise swimming arrangements the diving board will be taken out of action.

Lifebuoys Hut

Staff will not require use of the building during the Winter Season. Whilst the established one-way system is still required, access for the Lifebuoys to the hut will not be possible. Further discussions with the Lifebuoys will be undertaken to discuss access arrangements once the Government's Guidance changes.

Lifebuoys Christmas Day Swim

The Leisure and Events Manager will commence discussions with the Lifebuoys regarding the Christmas Day swim.

PARLIAMENT HILL FIELDS LIDO

Managing Facility Loading

The Lido will continue to operate with a facility loading of 90 swimmers. The Stewards will allow access for the first 90 swimmers and then allow access on a one out one in basis.

Season Tickets

Season tickets will be reissued ahead of the Winter Season and the period of time the tickets have been frozen will be added to each ticket. Swimmers will be able to use their Season Tickets from Monday 21 September 2020 and will be required to tap in upon entry at the facilities to record their attendance to comply with the NHS Test and Trace requirements. Signage will be in place at the facility to inform Swimmers that this information is being collected.

Payment

Swimmers without a season ticket will be required to make a contactless payment upon entering the facility and may be accompanied by a Carer. To comply with NHS Test and Trace requirements the name and contact number of Swimmers will be collected by the Steward. Signage will be in place at the facility to inform Swimmers that this information is being collected.

Cash payments for day tickets will be accepted at the Lido ticket office. The Stewards will continue to greet swimmers on arrival at the Lido to maintain the COVID-19 Secure Operational Arrangements.

Opening hours

Period from	open	vacate water	vacate facility
Monday 21 September 2020	07.00	13.00	13.30

Free morning swim for under 16's and over 60's

The free morning swim for under 16's and over 60's between 07.00-09.30 will be reinstated at the Lido. Swimmers eligible for a free morning swim will need to register for a complementary Morning Swim Season Ticket and tap in on entry to the facility to comply with the NHS Test and Trace requirements.

Age restrictions

Children aged 8 and above, who are competent swimmers, will be permitted to swim when accompanied by a responsible adult.

Changing Facilities

Retain the current summer season arrangements for access to the changing facilities.

Showers

Two hot water showers will be made available in both the Men's and Ladies' changing area. Alternate showers will be taken out of use to enable social distancing.

Basket Room

The basket room will not be available.

Sauna

The Sauna will remain closed and Sauna Season Ticket sales will be suspended until such time that re-opening the facility is possible with further Government Guidance.

Lido Café

The Lido café will be providing a takeaway service, but no inside seating will be available.

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TEST OF RELEVANCE: EQUALITY ANALYSIS (EA)



The screening process of using the Test of Relevance template aims to assist in determining whether a full Equality Analysis (EA) is required. The EA template and guidance plus information on the Equality Act and the Public Sector Equality Duty (PSED) can be found on Colnet at: <http://colnet/Departments/Pages/News/Equality-and-Diversity.aspx>

Introduction

The Public Sector Equality Duty (PSED) is set out in the Equality Act 2010 (s.149). This requires public authorities, in the exercise of their functions, to have 'due regard' to the need to:

- Eliminate discrimination, harassment and victimisation
- Advance equality of opportunity between people who share a protected characteristic and those who do not, and
- Foster good relations between people who share a protected characteristic and those who do not

The characteristics protected by the Equality Act 2010 are:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership.
- Pregnancy and maternity
- Race
- Religion or belief
- Sex (gender)
- Sexual orientation

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What is due regard?	How to demonstrate compliance
<ul style="list-style-type: none"> • It involves considering the aims of the duty in a way that is proportionate to the issue at hand • Ensuring that real consideration is given to the aims and the impact of policies with rigour and with an open mind in such a way that it influences the final decision • Due regard should be given before and during policy formation and when a decision is taken including cross cutting ones as the impact can be cumulative. <p>The general equality duty does not specify how public authorities should analyse the effect of their business activities on different groups of people. However, case law has established that equality analysis is an important way public authorities can demonstrate that they are meeting the requirements.</p> <p>Even in cases where it is considered that there are no implications of proposed policy and decision making on the PSED it is good practice to record the reasons why and to include these in reports to committees where decisions are being taken.</p> <p>It is also good practice to consider the duty in relation to current policies, services and procedures, even if there is no plan to change them.</p>	<p>Case law has established the following principles apply to the PSED:</p> <ul style="list-style-type: none"> • Knowledge – the need to be aware of the requirements of the Equality Duty with a conscious approach and state of mind. • Sufficient Information – must be made available to the decision maker • Timeliness – the Duty must be complied with before and at the time that a particular policy is under consideration or decision is taken not after it has been taken. • Real consideration – consideration must form an integral part of the decision-making process. It is not a matter of box-ticking; it must be exercised in substance, with rigour and with an open mind in such a way that it influences the final decision. • Sufficient information – the decision maker must consider what information he or she has and what further information may be needed in order to give proper consideration to the Equality Duty • No delegation - public bodies are responsible for ensuring that any third parties which exercise functions on their behalf are capable of complying with the Equality Duty, are required to comply with it, and that they do so in practice. It is a duty that cannot be delegated. • Review – the duty is continuing applying when a policy is developed and decided upon, but also when it is implemented and reviewed.

	<p>However there is no requirement to:</p> <ul style="list-style-type: none"> • Produce equality analysis or an equality impact assessment • Indiscriminately collect diversity data where equalities issues are not significant • Publish lengthy documents to show compliance • Treat everyone the same. Rather, it requires public bodies to think about people's different needs and how these can be met • Make services homogeneous or to try to remove or ignore differences between people. <p>The key points about demonstrating compliance with the duty are to:</p> <ul style="list-style-type: none"> • Collate sufficient evidence to determine whether changes being considered will have a potential impact on different groups • Ensure decision makers are aware of the analysis that has been undertaken and what conclusions have been reached on the possible implications • Keep adequate records of the full decision making process
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Test of Relevance screening

The Test of Relevance screening is a short exercise that involves looking at the overall proposal and deciding if it is relevant to the PSED.

Note: If the proposal is of a significant nature and it is apparent from the outset that a full equality analysis will be required, then it is not necessary to complete the Test of Relevance screening template and the full equality analysis and be completed.

The questions in the Test of Relevance Screening Template to help decide if the proposal is equality relevant and whether a detailed equality analysis is required. The key question is whether the proposal is likely to be relevant to any of the protected characteristics.

Quite often, the answer may not be so obvious and service-user or provider information will need to be considered to make a preliminary judgment. For example, in considering licensing arrangements, the location of the premises in question and the demographics of the area could affect whether section 149 considerations come into play.

There is no one size fits all approach but the screening process is designed to help fully consider the circumstances.

What to do

In general, the following questions all feed into whether an equality analysis is required:

- How many people is the proposal likely to affect?
- How significant is its impact?
- Does it relate to an area where there are known inequalities?

At this initial screening stage, the point is to try to assess obvious negative or positive impact.

If a negative/adverse impact has been identified (actual or potential) during completion of the screening tool, a full equality analysis must be undertaken.

If no negative / adverse impacts arising from the proposal it is not necessary to undertake a full equality analysis.

On completion of the Test of Relevance screening, officers should:

- Ensure they have fully completed and the Director has signed off the Test of Relevance Screening Template.
- Store the screening template safely so that it can be retrieved if for example, Members request to see it, or there is a freedom of information request or there is a legal challenge.
- If the outcome of the Test of Relevance Screening identifies no or minimal impact refer to it in the Implications section of the report and include reference to it in Background Papers when reporting to Committee or other decision making process.

1. Proposal / Project Title: Hampstead Heath Swimming Review 2020

- 2. Brief summary (include main aims, proposed outcomes, recommendations / decisions sought):** A full review of the Hampstead Heath Swimming Facilities has been undertaken, in conjunction with Health & Safety Advice received followed a fatality at the Highgate Men's Bathing Ponds in June 2019. The report sets out the improvements required to address Health and Safety, accessibility, increasing demand and options to secure the long-term financial sustainability of the Swimming facilities on Hampstead Heath.

Bathing Ponds Subsidy & Charges - Option D – Revise the scale of charges for season tickets, day ticket and concessions.

1. Season Ticket prices frozen until April 2021 and then reviewed annually following consultation.
2. Adult day ticket prices increase to the London benchmark lower quartile £4 from April 2020 and then reviewed annually.

Bathing Pond Charging Model - Option 3 – Adopt applied Charges

2. Contactless Payment Points will be introduced at the Bathing Ponds, to collect the charges, which will be applied from 2 May 2020.
3. The subsidised season ticket offer will be widely promoted to encourage take-up for regular swimmers. In addition, a cash payment option will be maintained for the 2020/21 season.
4. This option would be supported by new signage that provides information about the payment options and the Hampstead Heath Charity to demonstrate that their payments go towards sustaining the Ponds and the Lifeguards.
5. Officers recommend option 3. Heath Rangers will support and manage a culture of payment at the Ponds, this builds on the existing practice at the Mixed Pond during the summer season. The Rangers will be required to manage the queues, control the number of people within the facility, provide information to visitors, respond to incidents, liaise other Heath staff, the emergency services and assist with cleaning and the operation of the facilities.

Bathing Pond Concessions - Option C.

1. Concessionary rates brought in line with other fees and charges across Hampstead Heath, which are based on a 40% discount of the adult rate and introduce free morning swims (until 09.30) to over 60's and under 16's to the Bathing Ponds.
2. The Open Spaces Department is currently undertaking a review of Concessions and this will include the consideration of a support fund to ensure the Open Spaces Facilities remain financially inclusive.

- 3. Considering the equality aims (eliminate unlawful discrimination; advance equality of opportunity; foster good relations), indicate for each protected group whether there may be a positive impact, negative (adverse) impact or no impact arising from the proposal:**

Protected Characteristic (Equality Group) <input checked="" type="checkbox"/>	Positive Impact	Negative Impact	No Impact	Briefly explain your answer. Consider evidence, data and any consultation.
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If option C is chosen, then this will have a positive impact due to the introduction of a free morning swims (until to 09.30) to over 60's and under 16's to the Bathing Ponds. This proposal has been discussed with the Hampstead Heath Swimming Associations and the Hampstead Heath Consultative Committee. If this option if not

			chosen, then there will be 'no impact' as the service provided will remain unchanged and fees and charge increases and method of collecting fees will be the same for all protected characteristics. Age concessions will remain.
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> The Swimming Review indicates that a capital investment programme would improve accessibility to the Bathing Ponds.
Gender Reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> The City of London Corporation adopted a Gender Identity Policy in June 2019, following public consultation.
Marriage and Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pregnancy and Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> The proposals retain the existing provision of separate sex (including gender) Bathing Ponds.
Sex (i.e gender)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> The proposals retain the existing provision of separate sex (including gender) Bathing Ponds.
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> The proposals retain the existing provision of separate sex (including gender) Bathing Ponds.
4. There are no negative/adverse impact(s) Please briefly explain and provide evidence to support this decision:		The recommendations following the Swimming Review have taken account of the characteristics protected by the Equality Act 2010 and there are no significant negative or adverse impacts on protected characteristics.	
5. Are there positive impacts of the proposal on any equality groups? Please briefly explain how these are in line with the equality aims:		If option C is chosen, then this will have a positive impact due to the introduction of a free morning swims (until to 09.30) to over 60's and under 16's to the Bathing Ponds.	
6. As a result of this screening, is a full EA necessary? (Please check appropriate box using <input type="checkbox"/>)	Yes	No	Briefly explain your answer: The impact of the recommended options is positive and there are no significant negative or adverse impacts identified.
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. Name of Lead Officer: Bob Warnock		Job title: Superintendent	Date of completion: 11 March 2020

Signed off by Department
Director :

Colin Buttery

Name: Colin Buttery

Date: 11.3.2020

TEST OF RELEVANCE: EQUALITY ANALYSIS (EA)



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- Race
- Religion or belief
- Sex (gender)
- Sexual orientation

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What is due regard?	How to demonstrate compliance
<ul style="list-style-type: none"> • It involves considering the aims of the duty in a way that is proportionate to the issue at hand • Ensuring that real consideration is given to the aims and the impact of policies with rigour and with an open mind in such a way that it influences the final decision • Due regard should be given before and during policy formation and when a decision is taken including cross cutting ones as the impact can be cumulative. <p>The general equality duty does not specify how public authorities should analyse the effect of their business activities on different groups of people. However, case law has established that equality analysis is an important way public authorities can demonstrate that they are meeting the requirements.</p> <p>Even in cases where it is considered that there are no implications of proposed policy and decision making on the PSED it is good practice to record the reasons why and to include these in reports to committees where decisions are being taken.</p> <p>It is also good practice to consider the duty in relation to current policies, services and procedures, even if there is no plan to change them.</p>	<p>Case law has established the following principles apply to the PSED:</p> <ul style="list-style-type: none"> • Knowledge – the need to be aware of the requirements of the Equality Duty with a conscious approach and state of mind. • Sufficient Information – must be made available to the decision maker • Timeliness – the Duty must be complied with before and at the time that a particular policy is under consideration or decision is taken not after it has been taken. • Real consideration – consideration must form an integral part of the decision-making process. It is not a matter of box-ticking; it must be exercised in substance, with rigour and with an open mind in such a way that it influences the final decision. • Sufficient information – the decision maker must consider what information he or she has and what further information may be needed in order to give proper consideration to the Equality Duty • No delegation - public bodies are responsible for ensuring that any third parties which exercise functions on their behalf are capable of complying with the Equality Duty, are required to comply with it, and that they do so in practice. It is a duty that cannot be delegated. • Review – the duty is continuing applying when a policy is developed and decided upon, but also when it is implemented and reviewed.

	<p>However there is no requirement to:</p> <ul style="list-style-type: none"> • Produce equality analysis or an equality impact assessment • Indiscriminately collect diversity data where equalities issues are not significant • Publish lengthy documents to show compliance • Treat everyone the same. Rather, it requires public bodies to think about people's different needs and how these can be met • Make services homogeneous or to try to remove or ignore differences between people. <p>The key points about demonstrating compliance with the duty are to:</p> <ul style="list-style-type: none"> • Collate sufficient evidence to determine whether changes being considered will have a potential impact on different groups • Ensure decision makers are aware of the analysis that has been undertaken and what conclusions have been reached on the possible implications • Keep adequate records of the full decision making process
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Test of Relevance screening

The Test of Relevance screening is a short exercise that involves looking at the overall proposal and deciding if it is relevant to the PSED.

Note: If the proposal is of a significant nature and it is apparent from the outset that a full equality analysis will be required, then it is not necessary to complete the Test of Relevance screening template and the full equality analysis and be completed.

The questions in the Test of Relevance Screening Template to help decide if the proposal is equality relevant and whether a detailed equality analysis is required. The key question is whether the proposal is likely to be relevant to any of the protected characteristics.

Quite often, the answer may not be so obvious and service-user or provider information will need to be considered to make a preliminary judgment. For example, in considering licensing arrangements, the location of the premises in question and the demographics of the area could affect whether section 149 considerations come into play.

There is no one size fits all approach but the screening process is designed to help fully consider the circumstances.

What to do

In general, the following questions all feed into whether an equality analysis is required:

- How many people is the proposal likely to affect?
- How significant is its impact?
- Does it relate to an area where there are known inequalities?

At this initial screening stage, the point is to try to assess obvious negative or positive impact.

If a negative/adverse impact has been identified (actual or potential) during completion of the screening tool, a full equality analysis must be undertaken.

If no negative / adverse impacts arising from the proposal it is not necessary to undertake a full equality analysis.

On completion of the Test of Relevance screening, officers should:

- Ensure they have fully completed and the Director has signed off the Test of Relevance Screening Template.
- Store the screening template safely so that it can be retrieved if for example, Members request to see it, or there is a freedom of information request or there is a legal challenge.
- If the outcome of the Test of Relevance Screening identifies no or minimal impact refer to it in the Implications section of the report and include reference to it in Background Papers when reporting to Committee or other decision making process.

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1. **Proposal / Project Title: Hampstead Heath Swimming – Introduction of Covid-19 Temporary timed Swimming Sessions managed via online and telephone booking**

2. **Brief summary (include main aims, proposed outcomes, recommendations / decisions sought):**
This report sets out the short-term arrangements to adapt the Hampstead Heath swimming facilities in response to COVID-19 pandemic, keeping as many people as possible appropriately distanced from those they do not live with. This is in line with the [Governments Guidance for providers of grassroots sport and gym/leisure facilities - Working safely during coronavirus \(COVID-19\) Guidance 9th July 2020](#)

Managing Risk

A. Risk Assessments and Safe Systems of Work have been updated to reflect the Government Guidance. COVID-19 Secure Operational Arrangements have been prepared for each of the swimming facilities.

B. Taking account of the [RLSS Guidance](#) swimming for under 16's is suspended at the Bathing Ponds and provided through dedicated family swimming sessions at the Lido.

C. The option to use cash to pay for swimming on the Heath has been withdrawn and all payments will be made online.

Manage capacity and overcrowding.

D. To manage the number of swimmers an online and telephone booking and payment system has been implemented. A limit will be placed on the number of swimmers available to book per session.

E. Free morning swimming for under 16's and over 60's temporarily suspended.

F. Season Ticket use temporarily suspended for the summer season.

3. **Considering the equality aims (eliminate unlawful discrimination; advance equality of opportunity; foster good relations), indicate for each protected group whether there may be a positive impact, negative (adverse) impact or no impact arising from the proposal:**

Protected Characteristic (Equality Group) <input checked="" type="checkbox"/>	Positive Impact	Negative Impact	No Impact	Briefly explain your answer. Consider evidence, data and any consultation.
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>To reduce the risk of drowning under 16's will not be permitted to swim at the Bathing Ponds. Specific Family only sessions will operate at the Lido to facilitate swimming for under 16's. This decision is based on historical rescue evidence and takes account of RLSS Guidance. Swimmers aged 8-16 will not be able to swim without an adult under the temporary arrangements at the Lido.</p> <p>The Hampstead Heath Highgate Wood & Queen's Park Committee also agreed to temporarily suspend the free morning swim access for under 16's and over 60's. This temporary suspension will allow all swimmers an equal opportunity to book a swim during the early morning.</p>

These temporary changes have been discussed with the Swimming Associations and the Hampstead Heath Consultative Committee. These arrangements will be kept under review.

To address digital exclusion, a dedicated telephone number has been set up to provide assistance for swimmers who are not digitally enabled, or who require additional assistance to make bookings. In addition, staff at the Parliament Hill Office are able to assist swimmers with making bookings in person.

Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A number of test sessions have been undertaken to ensure the COVID-19 Operational Arrangements are appropriate. A dedicated telephone number and email address have been set up to provide support and information to maintain access for all. Swimmers are able to be accompanied by a Carer when using the facilities (carer ticket is not charged and can be added when booking).
Gender Reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The City of London Corporation adopted a Gender Identity Policy in June 2019, following public consultation.
Marriage and Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Pregnancy and Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The existing provisions of separate sex (including gender) Bathing Ponds are maintained.
Sex (i.e gender)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The existing provisions of separate sex (including gender) Bathing Ponds are maintained.
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The existing provisions of separate sex (including gender) Bathing Ponds are maintained.

4. There are no negative/adverse impact(s)

Please briefly explain and provide evidence to support this decision:

Following a series of test events and taking account of the Government's guidance published on the 9 July 2020, it is now possible to resume swimming on Hampstead Heath. A series of measures have been introduced to mitigate, where possible, the impacts on protected characteristics during the temporary COVID-19 Operational Arrangements. This includes maintaining provisions for separate sex (including gender), providing both online and telephone booking arrangements to ensure swimmers of all ages and abilities are able to swim. The arrangements provide free access for carers, maintain disabled access and provide family swimming sessions at the Lido. However, there is a negative impact for swimmers aged 8-16, as in order to mitigate safety risks, these swimmers will not be able to swim without an adult under the temporary arrangements. These arrangements are being kept under review.

5. Are there positive impacts of the proposal on any equality groups? Please briefly explain how these are in line with the equality aims:		There are a number of benefits associated with pre-booked sessions in relation to guaranteed access to the swimming facilities to aid travel and care planning arrangements. In addition, the arrangements provide dedicated swimming sessions for families.	
6. As a result of this screening, is a full EA necessary? (Please check appropriate box using <input type="checkbox"/>)	Yes	No	Briefly explain your answer: The negative impact on age (relating to swimmers aged 8-16) is in-line with RLSS Guidance aimed at reducing the risk of drowning and Lifeguard rescues. All other impacts are neutral; therefore, a full EA is not proposed.
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. Name of Lead Officer: Bob Warnock		Job title: Superintendent	Date of completion: 23 July 2020

Signed off by Department Director:		Name: Colin BATTERY	Date: 30.7.2020
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TEST OF RELEVANCE: EQUALITY ANALYSIS (EA)



The screening process of using the Test of Relevance template aims to assist in determining whether a full Equality Analysis (EA) is required. The EA template and guidance plus information on the Equality Act and the Public Sector Equality Duty (PSED) can be found on Colnet at: <http://colnet/Departments/Pages/News/Equality-and-Diversity.aspx>

Introduction

The Public Sector Equality Duty (PSED) is set out in the Equality Act 2010 (s.149). This requires public authorities, in the exercise of their functions, to have 'due regard' to the need to:

- Eliminate discrimination, harassment and victimisation
- Advance equality of opportunity between people who share a protected characteristic and those who do not, and
- Foster good relations between people who share a protected characteristic and those who do not

The characteristics protected by the Equality Act 2010 are:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership.
- Pregnancy and maternity
- Race
- Religion or belief
- Sex (gender)
- Sexual orientation

What is due regard?	How to demonstrate compliance
<ul style="list-style-type: none"> • It involves considering the aims of the duty in a way that is proportionate to the issue at hand • Ensuring that real consideration is given to the aims and the impact of policies with rigour and with an open mind in such a way that it influences the final decision • Due regard should be given before and during policy formation and when a decision is taken including cross cutting ones as the impact can be cumulative. <p>The general equality duty does not specify how public authorities should analyse the effect of their business activities on different groups of people. However, case law has established that equality analysis is an important way public authorities can demonstrate that they are meeting the requirements.</p> <p>Even in cases where it is considered that there are no implications of proposed policy and decision making on the PSED it is good practice to record the reasons why and to include these in reports to committees where decisions are being taken.</p> <p>It is also good practice to consider the duty in relation to current policies, services and procedures, even if there is no plan to change them.</p>	<p>Case law has established the following principles apply to the PSED:</p> <ul style="list-style-type: none"> • Knowledge – the need to be aware of the requirements of the Equality Duty with a conscious approach and state of mind. • Sufficient Information – must be made available to the decision maker • Timeliness – the Duty must be complied with before and at the time that a particular policy is under consideration or decision is taken not after it has been taken. • Real consideration – consideration must form an integral part of the decision-making process. It is not a matter of box-ticking; it must be exercised in substance, with rigour and with an open mind in such a way that it influences the final decision. • Sufficient information – the decision maker must consider what information he or she has and what further information may be needed in order to give proper consideration to the Equality Duty • No delegation - public bodies are responsible for ensuring that any third parties which exercise functions on their behalf are capable of complying with the Equality Duty, are required to comply with it, and that they do so in practice. It is a duty that cannot be delegated.

	<ul style="list-style-type: none"> • Review – the duty is continuing applying when a policy is developed and decided upon, but also when it is implemented and reviewed. <p>However there is no requirement to:</p> <ul style="list-style-type: none"> • Produce equality analysis or an equality impact assessment • Indiscriminately collect diversity data where equality issues are not significant • Publish lengthy documents to show compliance • Treat everyone the same. Rather, it requires public bodies to think about people's different needs and how these can be met • Make services homogeneous or to try to remove or ignore differences between people. <p>The key points about demonstrating compliance with the duty are to:</p> <ul style="list-style-type: none"> • Collate sufficient evidence to determine whether changes being considered will have a potential impact on different groups • Ensure decision makers are aware of the analysis that has been undertaken and what conclusions have been reached on the possible implications • Keep adequate records of the full decision making process
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Test of Relevance screening

The Test of Relevance screening is a short exercise that involves looking at the overall proposal and deciding if it is relevant to the PSED.

Note: If the proposal is of a significant nature and it is apparent from the outset that a full equality analysis will be required, then it is not necessary to complete the Test of Relevance screening template and the full equality analysis and be completed.

The questions in the Test of Relevance Screening Template to help decide if the proposal is equality relevant and whether a detailed equality analysis is required. The key question is whether the proposal is likely to be relevant to any of the protected characteristics.

Quite often, the answer may not be so obvious and service-user or provider information will need to be considered to make a preliminary judgment. For example, in considering licensing arrangements, the location of the premises in question and the demographics of the area could affect whether section 149 considerations come into play.

There is no one size fits all approach but the screening process is designed to help fully consider the circumstances.

What to do

In general, the following questions all feed into whether an equality analysis is required:

- How many people is the proposal likely to affect?
- How significant is its impact?
- Does it relate to an area where there are known inequalities?

At this initial screening stage, the point is to try to assess obvious negative or positive impact.

On completion of the Test of Relevance screening, officers should:

- Ensure they have fully completed and the Director has signed off the Test of Relevance Screening Template.
- Store the screening template safely so that it can be retrieved if for example, Members request to see it, or there is a freedom of information request or there is a legal challenge.

If a negative/adverse impact has been identified (actual or potential) during completion of the screening tool, a full equality analysis must be undertaken.

If no negative / adverse impacts arising from the proposal it is not necessary to undertake a full equality analysis.

- If the outcome of the Test of Relevance Screening identifies no or minimal impact refer to it in the Implications section of the report and include reference to it in Background Papers when reporting to Committee or other decision making process.

1. Proposal / Project Title: Hampstead Heath Swimming – COVID-19 Secure Operational Arrangements – Winter Swimming Season.

2. Brief summary (include main aims, proposed outcomes, recommendations / decisions sought):

This report sets out the short-term arrangements to adapt the Hampstead Heath swimming facilities for the 2020/21 Winter Swimming Season in response to COVID-19 pandemic, keeping as many people as possible appropriately distanced from those they do not live with. This is in line with the [Governments Guidance for providers of grassroots sport and gym/leisure facilities - Working safely during coronavirus \(COVID-19\) Guidance 9th July 2020](#) and <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-the-public-on-the-phased-return-of-outdoor-sport-and-recreation>

Managing Risk

- A. Risk Assessments and Safe Systems of Work have been updated to reflect the Government Guidance. COVID-19 Secure Operational Arrangements have been prepared for each of the swimming facilities.
- B. Taking account of the [RLSS Guidance](#), children over 8 will be able to swim at the Men's and Ladies' Bathing Ponds once the water temperature reaches 12 degrees and the swimming area is reduced, and when accompanied by an adult. Children over 8 will be able to swim at the Mixed Bathing Pond when accompanied by an adult. Children under 8 must be accompanied by an adult when swimming at the Lido.
- C. Payments will be made either via contactless payment at the Bathing Ponds (for ticket purchases), online (for Season ticket purchases) or via card payment (for day tickets, or Season Ticket purchases at the Lido). Cash payments for ticket purchases can also be made at the Bathing Ponds (no change provided) and the Lido.
- D. The Mixed Bathing Pond will remain open and Lifeguarded by the City of London Corporation until 25 October 2020, after which time the facility will be licenced to the Winter Swimming Club until the commencement of the 2021 Summer Swimming Season.

Manage capacity and overcrowding.

- E. To manage the number of swimmers at each facility, a carrying capacity has been established. Stewards will allow swimmers to enter the facility on a first come basis until the facility cap on number is reached. Entry will then be managed on a 1 in 1 out basis. Swimmers with an enabled Season Ticket will be able to tap in upon entry. Swimmers without a season ticket will be required to make a contactless or cash payment (no change provided at the Bathing Ponds) upon entering the facility, and to comply with NHS Test and Trace requirements the name and contact number of Swimmers will be collected by the Steward. Signage will be in place at the facility to inform Swimmers that this information is being collected. Swimmers may be accompanied by a Carer who will not be required to pay upon entry.

3. Considering the equality aims (eliminate unlawful discrimination; advance equality of opportunity; foster good relations), indicate for each protected group whether there may be a positive impact, negative (adverse) impact or no impact arising from the proposal:

Protected Characteristic (Equality Group) <input checked="" type="checkbox"/>	Positive Impact	Negative Impact	No Impact	Briefly explain your answer. Consider evidence, data and any consultation.
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>To reduce the risk of drowning, children over 8 will be able to swim at the Men's and Ladies' Bathing Ponds once the water temperature reaches 12 degrees and the swimming area is reduced, and when accompanied by an adult. Children over 8 will be able to swim at the Mixed Bathing Ponds when accompanied by an adult. This decision is based on historical rescue evidence and takes account of RLSS Guidance. Children under 8 must be accompanied by an adult when swimming at the Lido.</p> <p>In line with the outcomes of the Swimming Review, the free morning swim for under 16's and over 60's will be introduced at the Bathing Ponds and re-introduced at the Lido.</p> <p>To address digital exclusion, a dedicated telephone number is in place to provide assistance for swimmers who are not digitally enabled, or who require additional assistance.</p> <p>These temporary changes have been discussed with the Swimming Associations and the Hampstead Heath Consultative Committee. These arrangements will be kept under review.</p>
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A dedicated telephone number and email address have been set up to provide support and information to maintain access for all. Swimmers may be accompanied by a Carer who will not be required to pay upon entry.
Gender Reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The City of London Corporation adopted a Gender Identity Policy in June 2019, following public consultation.
Marriage and Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Pregnancy and Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The existing provisions of separate sex (including gender) Bathing Ponds are maintained.
Sex (i.e gender)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The existing provisions of separate sex (including gender) Bathing Ponds are maintained.

Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The existing provisions of separate sex (including gender) Bathing Ponds are maintained.
4. There are no negative/adverse impact(s) Please briefly explain and provide evidence to support this decision:	The Winter Swimming Season will commence on 21 September 2020. The proposals maintain provisions for separate sex (including gender) Bathing Ponds and provides free access for Carers to help maintain access for all. There is a negative impact for swimmers aged 8-16 at the Men's and Ladies' Bathing Pond, to mitigate safety risks, however, they will be permitted to swim once the water temperature reaches 12 degrees and the swimming area is reduced. These temporary arrangements are being kept under review.			
5. Are there positive impacts of the proposal on any equality groups? Please briefly explain how these are in line with the equality aims:	The Winter season swimming proposals allow the outcomes of the Swimming Review 2020 to be implemented as originally agreed by Members on 11 March 2020. This includes the Support Scheme arrangements. Season tickets will be reissued ahead of the Winter Season and can be used from 21 September 2020. The free morning swimming for under 16 and over 60's is being implemented. The age restrictions for swimming at the Men's and Ladies' Bathing Pond will be relaxed once the water temperature reaches 12 degrees and the swimming area is reduced. Swimmers may be accompanied by a Carer who will not be required to pay upon entry.			
As a result of this screening, is a full EA necessary? (Please check appropriate box using <input type="checkbox"/>)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Briefly explain your answer: The introduction of the free morning swim for under 16's and over 60's will have a positive impact on age. The restrictions on swimmers aged 8-16 at the Men's and Ladies' Bathing Ponds are in-line with RLSS Guidance aimed at reducing the risk of drowning and Lifeguard rescues, and are only in place until the winter swimming area is introduced. All other impacts are neutral; therefore, a full EA is not proposed.	
7. Name of Lead Officer: Bob Warnock		Job title: Superintendent		Date of completion: 28 August 2020

Signed off by Department Director:		Name: Colin Buttery, Director of Open Spaces	Date: 28/8/20
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Committee:	Date:
Hampstead Heath, Highgate Wood & Queen's Park Committee	9 September 2020
Subject: Hampstead Heath, Highgate Wood and Queen's Park Risk Management	Public
Report of: Director of Open Spaces	For Decision
Report Author: Martin Falder, Project & Support Officer	

Summary

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

The Open Spaces Department reports on 10 departmental risks. These were agreed at the Open Spaces & City Gardens Committee on 16 July 2020.

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

There are seven reportable risks managed by the Superintendent of Hampstead Heath which report to this Committee. All seven of the risks are reported amber. None of the risks are reported red.

Risks related to COVID-19 are managed corporately under a separate risk register which was accepted by Audit and Risk Management on 2 June 2020. Risks relevant to this committee have been attached at Appendix 4 for information.

Recommendation

Members are asked to note the report and:

- Approve the Hampstead Heath, Highgate Wood and Queen's Park Risk Register (Appendix 2).

Main Report

Background

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

Departmental Risks

4. On 16 July 2020 the Open Spaces and City Gardens Committee received and agreed the Departmental Risk Register which identified ten Departmental risks:
 - OSD 001 – Health and safety (Amber)
 - OSD 002 – Extreme weather and climate change (Amber)
 - OSD 004 – Repair and Maintenance of Buildings and Structural Assets (Red)
 - OSD 005 – Pests and diseases (Red)
 - OSD 006 – Impact of development (Amber)
 - OSD 007 – Maintaining the City's water bodies (Red)
 - OSD TBM 001 – The effect of a major event in central London on the tourism business at Tower Bridge and Monument (Amber)
 - OSD 010 – Ultra Low Emission Zone (ULEZ) Fleet Purchase Risk (Amber)
 - CR32 – Wanstead Park Reservoirs (Red) (Corporate risk)
5. There have been no changes to these Departmental risks since they were last reported on 9 December 2019.
6. Risks related to COVID-19 are managed corporately under a separate risk register which was accepted by Audit and Risk Management on 2 June 2020. Risks relevant to this committee have been attached at Appendix 4 for information.

Hampstead Heath, Highgate Wood and Queen's Park Risks

7. There are seven reportable risks identified across Hampstead Heath, Highgate Wood and Queen's Park. These are:
 - OSD NLOS 002: Outbreak of Fire in Woodland / Heathland (Amber, score 8) (Increased)
 - OSD NLOS 003: Extreme Weather Events (Amber, score 6)

- OSD NLOS 004: Plant and Tree Disease (Amber, score 8)
- OSD NLOS 006: Ensuring the Health and Safety of staff, contractors, visitors and volunteers (Amber, score 8)
- OSD NLOS 007: Hampstead Heath Water bodies including Bathing Ponds (Amber, score 8) (Increased)
- OSD NLOS 008: Maintenance of Divisional buildings and equipment (Amber, score 12) (Increased – reporting resumed)
- OSD NLOS 011: Impact of housing and population and transport increase (Amber, score 12)

8. We currently report on seven amber risks. There are currently no red risks.

‘Current Risk’ scores that have changed since last reported

9. Three of the current risks scores have changed:

- NLOS 002 increased from Green (4) to Amber (8)
 - NLOS 007 increased from Amber (6) to Amber (8)
 - NLOS 008 increased from Green (2) to Amber (12)
10. OSD NLOS 002 – Outbreak of Fire in Woodland / Heathland has been increased from Green (4) to Amber (8) to recognise both the extremely dry summer and the increase in visitor numbers throughout lockdown. This is a seasonal risk which we expect to fluctuate throughout the year based on reporting periods, but at the time of reporting, this is considered a notable risk.
11. OSD NLOS 007 – Hampstead Heath Water Bodies including Bathing Ponds, has increased from Amber (6) to Amber (8). The likelihood of this risk event occurring has risen due to the increased visitor numbers and incidence of illegal entry into unsanctioned bathing ponds or sites out of lifeguarded hours. Additional security patrols have been implemented and staff are monitoring the bathing areas to mitigate the risk.
12. OSD NLOS 008 - Maintenance of Divisional buildings and equipment has increased from Green (2) to Amber (12). This risk had previously ceased to report to Committee due to the low score, but budgetary pressures have increased the risk likelihood up to a 3 and the impact to a 4, and reporting to Committee will resume. This risk has increased due to the lack of Cyclical Works Programme (CWP) budget available to the Department over the next three years, and the risk to capital funding for certain projects which fall under this risk.

Target Risk Scores

13. The target risk score for six of the risks is amber. One of the target scores is green.
14. One target risk scores has increased:
- NLOS 008 from Green (2) to Amber (6)
15. NLOS 008 target score has increased to better match the current risk position. If Capital works funding is confirmed, we anticipate being able to drop this risk back down to Amber (6), but concerns about CWP budget remain, and we do not anticipate being able to reduce the risk further in the expected timeframe.

16. The six remaining target scores remain at the same level as previously reported.
17. The detail of the individual risks is shown in Appendix 2. This also shows the actions that are being undertaken to reduce the current risk score or maintain at the current target risk score.

Corporate & Strategic Implications

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

Conclusion

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

Appendices

- Appendix 1 – Corporate Risk Scoring Grid
- Appendix 2 – Hampstead Heath, Highgate Wood and Queen's Park Divisional Risk Register
- Appendix 3 – Matrix to show current and target risks on the Corporate Risk Scoring Grid
- Appendix 4 – OSD COVID-19 Risks

Martin Falder, Project & Support Officer

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Appendix 1:

City of London Corporation Risk Matrix

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

Likelihood criteria

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

Impact Criteria

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

Risk Scoring Grid

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

Risk Definitions

RED	Urgent action required to reduce rating
AMBER	Action required to maintain or reduce rating
GREEN	Action required to maintain rating

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

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OSD Hampstead Heath, Highgate Wood and Queens Park Risk Report

Report Author: Martin Falder

Generated on: 21 August 2020



Rows are sorted by Risk Score

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
<p>10-Aug-2015</p> <p>OSD NLOS</p> <p>Maintenance of Divisional buildings and equipment</p>	<p>Cause: Inadequate proactive and reactive maintenance; failure to identify and communicate maintenance issues</p> <p>Event: Operational or public building become unusable</p> <p>Impact: Service capability disrupted; ineffective use of staff resources; damage to corporate reputation; increased costs for reactive maintenance. Delay will have operational impact. Overrun of additional work programme.</p>	<p>Likelihood</p> <p>Impact</p>	12	<p>Risk has risen from 2 to 12. This risk was previously not reported to Committee, due to its low score, but due to the rise in Likelihood and Impact, we will again be reporting to Committee for monitoring.</p> <p>This score has increased due to the lack of Cyclical Works Programme budget available to the Department over the next three years. There is a risk that the Division will not get capital funding for projects such as the Athletics Track or the Queen's Park Toilets. Capital money that has already been allocated but not yet reached Gateway 5 may be reviewed again due to COVID-19 financial pressures placed on the City Corporation.</p> <p>21 Aug 2020</p>	<p>Likelihood</p> <p>Impact</p>	6	31-Mar-2020	<p>↑</p> <p>Increasing</p>

Appendix 2 – HHHWQP Committee Risks

Bob Warnock							g
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Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
OSD NLOS 008 a	Asset review is being carried out with Surveyor's Dept. Review of assets is an ongoing process	Review is cyclical and ongoing. This is co-ordinated between the City Surveyor's department and local teams.	Richard Gentry	12-Aug-2020	31-Mar-2021
OSD NLOS 008 b	Client Liaison meetings are held regularly to discuss issues and raise concerns about Building Repairs and Maintenance and Projects. Regular review process	Ongoing Action. Client Liaison meetings are taking place. APFM in regular contact with internal Divisional stakeholders.	Richard Gentry	12-Aug-2020	31-Mar-2021
OSD NLOS 008 c	East Heath Car Park Capital Project	A budget re-evaluation has impacted project progress. Currently awaiting value engineering exercise prior to gateway 5 sign-off.	Richard Gentry; Bob Warnock	12-Aug-2020	31-Dec-2020
OSD NLOS 008 d	Capital project to refurbish the Queens Park Toilets.	Due to go to gateway 3/4 by end of October.	Richard Gentry; Bob Warnock	12-Aug-2020	31-Oct-2020

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Appendix 2 – HHHWQP Committee Risks

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD NLOS 002 Outbreak of Fire in Woodland / Heathland <div>Page 98</div> 10-Aug-2015 Bob Warnock	Causes: Extreme hot weather and a lack of rain leads to dry grass and woodland. Visitors improperly using site for barbeques, disposing of cigarettes, campfires. Event: Large-scale fire. Impact: Possible loss of life, serious injury to staff, visitors, contractors and volunteers. Damage to site. Ecological damage caused to environment. Service capability is disrupted: increased demand for staff resource to respond to incidents and maintain safety of site and visitors: loss of species: temporary site closure and associated access: increased costs for reactive management; damage/loss of fragile/rare habitats and species.	 Likelihood Impact	8	Risk has increased due to the number of recent fires which have been found / reported by staff and members of the public. Fire Risk Register is reviewed weekly. Visitor numbers and anti social behavior have seen an increased number of fires lit. Hot, dry weather causes grass to be more susceptible to fire. Staff remain vigilant and have access to equipment to douse burning embers if necessary. Likelihood has increased, bringing score from 6 to 8, due to dry spell. Continuing to monitor fire severity index. 20 Aug 2020	 Likelihood Impact	6	31-Dec-2020	 Increasing

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
OSD NLOS 002 a	Staff are made aware of extreme weather events and 'Trigger Events.' Managers and Supervisors receive weather warnings and this information is shared with staff.	Ongoing action. Fire safety audits are currently being undertaken with the CoL Fire Safety Team, aiming to complete by the end of the year.	Richard Gentry	12-Aug-2020	31-Dec-2020
OSD NLOS 002 b	Review Emergency Action Plan. Review carried out annually or following incident if appropriate.	Review and update continues annually or after an emergency event.	Richard Gentry	20-Aug-2020	31-Mar-2021

Appendix 2 – HHHWQP Committee Risks

		Trigger Event Policy compliments this plan. Signage is displayed at key locations, reminding visitors not to light fires or barbeques. Social media messaging has also been used to deliver this message.			
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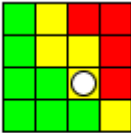
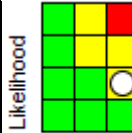

10-Aug-2015
Bob Warnock

OSD NLOS
004 a

Appendix 2 – HHHWQP Committee Risks

OSD NLOS 004 b	This action relates to the identification and treatment against Oak Processionary Moth in the North London division.	<p>The threat of OPM across The Hampstead Heath Division is not diminishing, we continue with the Forestry Commission led management on a targeted caterpillar spray and nest removal.</p> <p>Staff continue to manage Massaria and Horse chestnut bleeding canker.</p> <p>The tree team work with the Forestry Commission in conjunction with the London Tree Officers Association on an annual inspection program looking at 53 plots around London for the presence of Canker Stain of Plane (<i>Ceratocystis platani</i>) and <i>Xylela fastidiosa</i>.</p> <p>Staff continue to be vigilant and inspect for all the other tree pest and diseases on the list. Of which we do have Chalara die back of ash at NLOS which currently is not a major concern.</p>	Richard Gentry	12-Aug-2020	01-Nov-2020
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Appendix 2 – HHHWQP Committee Risks

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD NLOS 006 Ensuring the Health and Safety of staff, contractors, visitors and volunteers 10-Aug-2015 Bob Warnock	Cause: Poor understanding and/or delivery of Health and Safety policies, procedures and safe systems of work; inadequate training; failure to implement results of Divisional H & S Audits; dynamic risk assessments not undertaken. Security, antisocial behaviour, dealing with members of the public. Event: Staff or contractors undertake unsafe working practices Impact: Death or injury of a member of staff, contractor or a member of the public, reputational damage; financial penalty	 Likelihood	8	Risk remains unchanged. H&S works continue. 12 Aug 2020	 Likelihood	8	31-Mar-2021	 Constant

Action no	Action description	Latest Note			Action owner	Latest Note Date	Due Date
OSD NLOS 006 a	Continue with annual H & S site Audits. Sites will carry out audits by peers from within Division. Audits usually take place in August and are signed off later in the year.	This is an ongoing item, reviewed annually. These were completed for 2019 and contributed to the OS Certificate of Assurance.			Richard Gentry	12-Aug-2020	31-Mar-2021
OSD NLOS 006 b	Divisional H & S meetings take place. Staff informed, consulted and updated on H & S matters	Divisional H & S meetings continue, attendance is monitored. The Division has input at a Dept level. Ongoing action.			Richard Gentry	12-Aug-2020	31-Mar-2021

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Appendix 2 – HHHWQP Committee Risks

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
OSD NLOS 007 a	This action relates to training for lifeguards and operational / maintenance staff to ensure the safety of water bodies and swimmers in the North London division.	Ongoing -Training needs and requirements are identified in staff performance reviews and 1:1 meetings throughout the year.	Richard Gentry	12-Aug-2020	31-Mar-2021
OSD NLOS 007 b	Appropriate signage at ponds Weekly - Signage is checked as part of Ranger duties, this includes checking gates are locked and life rings are in place - ongoing	This remains an ongoing issue for monitoring. Signage, specifically at water bodies, is checked by Ranger team as part of their weekly patrols and defects reported for repair or replacement.	Bob Warnock	12-Aug-2020	31-Mar-2021
OSD NLOS 007 c	Safety equipment accessible at ponds Weekly - Checks are carried out by life guards within their facilities Monthly – Safety equipment is checked as part of Ranger duties.	Constant – safety equipment is checked by Ranger Team / Lifeguards as part of their weekly patrols and defects reported for repair or replacement. Extendable reach poles have been purchased for fixed locations and mobile patrol vehicles. Underwater CCTV equipment is used to survey around each of the swimming facility diving areas.	Bob Warnock	12-Aug-2020	31-Mar-2021

Appendix 2 – HHHWQP Committee Risks

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD NLOS 003 Extreme Weather Events 10-Aug-2015 Bob Warnock	Causes: Severe wind events, prolonged precipitation or restricted precipitation Event: Severe weather/climate impacts at one or more sites within the Division Impact: Service capability disrupted; Strong winds cause tree limb drop, prolonged heat results in fires, snow disrupts site access, rainfall results in flooding and impassable areas, site closures: severe damage to flora and fauna: risk to life and limb: damage to property	 Likelihood Impact	6	Extreme weather events continue to be managed. MET office Storm Centre warnings monitored. MET Office Flood Alerts and Warning monitored. Risk remains unchanged. 12 Aug 2020	 Likelihood Impact	6	31-Mar-2021	 Constant

Action no	Action description	Latest Note			Action owner	Latest Note Date	Due Date
OSD NLOS 003 a	Alerts issued to staff via Met Office. Review processes 6 monthly or following an extreme weather event	No change. Trigger Event Policy embedded in to our way of working. Met Office Data is reviewed weekly and responded to accordingly by Duty Manager and Duty Supervisor. Ongoing weekly management through RAID Log process to monitor and manage extreme weather events and to support weekly resource planning process.			Bob Warnock	12-Aug-2020	31-Mar-2021
OSD NLOS 003 b	Site plans reviewed annually or following incident if appropriate. Reviews usually conducted in September and agreed later in the year.	Review of Emergency Action Plan was completed last year. Habitual fire action plan was updated in January of this year. Call out of staff after hours continues successfully through Southern Monitoring.			Richard Gentry	12-Aug-2020	31-Mar-2021

Appendix 3 – HHHWQP Risk Scores & Targets

Hampstead Heath, Highgate Wood, and Queens Park Committee Risk Scores and Targets

Likelihood	<i>Likely (4)</i>		OSD NLOS 002 OSD NLOS 004 OSD NLOS 007		
	<i>Possible (3)</i>		<i>OSD NLOS 002</i> OSD NLOS 003 <i>OSD NLOS 007</i> <i>OSD NLOS 008</i>	OSD NLOS 008 OSD NLOS 011	
	<i>Unlikely (2)</i>			OSD NLOS 006	
	<i>Rare (1)</i>				
OSD North London Risks August 2020		<i>Minor (1)</i>	<i>Serious (2)</i>	<i>Major (4)</i>	<i>Extreme (8)</i>
		Impact			

Bold - Current Score
Italics - Target Score
Bold Italics - Current & Target Score Aligned

Risk Reference:

- OSD NLOS 002: Outbreak of Fire in Woodland / Heathland
- OSD NLOS 003: Extreme Weather Events
- OSD NLOS 004: Plant and Tree Disease
- OSD NLOS 006: Ensuring the Health and Safety of staff, contractors, visitors and volunteers
- OSD NLOS 007: Hampstead Heath Water bodies including Bathing Ponds
- OSD NLOS 008: Maintenance of Divisional buildings and equipment
- OSD NLOS 011: Impact of housing and population and transport increase

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Appendix 4 – COVID Risks Relevant to HHHWQP Committee

OSD COVID-19 - Risks Relevant to HHHWQP Committee

Report Author: Martin Falder

Generated on: 13 August 2020



Rows are sorted by Risk Score

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
CVD19 SGPS Income Generation and Financial Management (OSD) 29-Apr-2020 Colin Buttery	Cause: COVID-19 has led to closure or deferral of many of the income-generating aspects of our business, as well as the incursion of significant additional costs. In combination with existing financial pressures, we are likely to run significantly overbudget. Event: Significant overspend due to underachievement of expected income. Impact: Financial impact, potentially leading to permanent cessation of services. High likelihood of requiring additional financial support from the corporate centre.	 Likelihood	16 Impact	Target of maintaining the risk at current level, rather than escalating, was achieved for 1st June. Target date for review now moved to September. We are not able to moderate the risk at this time, and therefore the current and target risk will remain the same. 28 Jul 2020	 Likelihood	16 Impact	01-Sep-2020	 Constant

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
CVD19 SGPS 32 001	Departmental overview of actions taken to help mitigate this risk.	<ul style="list-style-type: none"> Working closely with Chamberlains to monitor budget lines and keep them informed as financial situation develops. Predictions on loss of income being worked up to aid longer term decision making, including rentals, sports provision, catering and retail. Tower Bridge has now reopened, which is mitigating some of the financial losses in that area. 	Colin Buttery	28-Jul-2020	01-Sep-2020

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Appendix 4 – COVID Risks Relevant to HHHWQP Committee

		<ul style="list-style-type: none">• Reservoir checks continue.• Risk Assessments and Safe Systems of Work have been reviewed and shared with staff across the Division. Recent updates include Tennis RA following advice from the LTA• All tennis courts have re-opened, booking is online via ClubSpark• Bowls & croquet lawn reopened• Staff have access to PPE including masks, gloves and cleaning materials• Signage and social media is being used effectively to promote COVID 19 guidance and regulations.			
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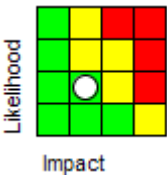
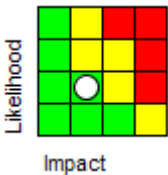

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30-Jun-2020
Colin Buttery

Appendix 4 – COVID Risks Relevant to HHHWQP Committee

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
CVD19 SGPS 35 001	Actions managed by the Directorate to mitigate this risk.	Regular Bronze meetings are being convened, in which SLT members share best practice for planned re-openings. As of 30/6/20, toilets are open at several sites, and plans are being made to implement the government guidance for reopening playgrounds. This is being co-ordinated through cross-London liaison meetings with other local authorities to ensure we remain in step with the rest of the industry.	Colin Buttery	30-Jun-2020	01-Oct-2020

Appendix 4 – COVID Risks Relevant to HHHWQP Committee

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
CVD19 SGPS 31 Care and Husbandry of Animals Across the Estate (OSD) 29-Apr-2020 Colin Buttery	Cause: Open Spaces has a variety of livestock and other animals in captivity which require care from specialist staff. Event: COVID-19 related issues lead to loss of specialist staff, preventing us from being able to care for these animals correctly. Impact: Loss of livestock; reputational impact; failure of critical service.		4	Item moved to green as this is now being managed and is not currently considered a major risk by our divisions. Target date set to October, and if it remains at green, we anticipate closing down this risk. 28 Jul 2020		4	01-Oct-2020	 Constant

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
CVD19 SGPS 31.003	Actions undertaken at North London to ensure delivery of essential duties.	<ul style="list-style-type: none"> • Livestock work continues. • Staff are working an emergency roster • Animal welfare is being maintained daily • Contact with IZVG is maintained and visits / inspections carried out observing social distancing • Access to local vets is available • Food, bedding etc is available through existing suppliers. • Children's Farm -Queen's Park remains closed to public access 	Bob Warnock	28-Jul-2020	01-Oct-2020

Committees:	Dates:
Epping Forest & Commons	6 July 2020
Open Spaces & City Gardens	14 July 2020
West Ham Park	14 July 2020
Hampstead Heath, Highgate Wood & Queens Park	9 September 2020
Subject: Open Spaces Departmental Business Plan 2019/20 – Year End performance report	Public
Report of: Colin Buttery – Director, Open Spaces	For information
Report author: Gerry Kiefer, Open Spaces	

Summary

This report provides Members with a review of the Open Spaces Department's delivery of its 2019/20 Business Plan. The report provides examples of some of the activities the Department undertook which helped achieve the Department's three top line objectives: 'Open Spaces and Historic Sites are Thriving and Accessible', 'Spaces Enrich People's Lives' and 'Business Practices are Responsible and Sustainable'.

The report identifies the level of achievement against performance measures with only one performance measure not achieved. Financially the services that report through the Open Spaces Committees have managed their income and expenditure well with only a small net underspend mainly due to goods not received due to COVID19 and for which carry forward requests have been made. The income generation target of £4.7M was overachieved by 2%.

Recommendation

Members are asked to:

- Note the report

Main Report

Background

1. The Open Spaces & City Gardens Committee approved the Departmental Business Plan 2019/20 (Appendix 2) on 8 April 2019.
2. The Department's Vision is: *we enrich people's lives by enhancing and providing access to ecologically diverse open spaces and outstanding heritage assets across London and beyond.*
3. The Business Plan identified three main objectives under which sit twelve outcomes which are set out on page one of the Business Plan (Appendix 2)

Current Position

4. Detailed information about achievements and performance in relation to services which sit outside the responsibility of Open Spaces Committees will be reported separately.

Delivering our Objectives and Outcomes

5. The business plan identified several departmental activities that would help achieve the Departments three top line objectives. Key areas of progress or completion of these activities are listed below.

Open spaces and historic sites are thriving and accessible

- Cusdoldon Common and the London Borough of Croydon's Happy Valley were declared a new National Nature Reserve in July
- Members agreed the ten-year Burnham Beeches Management Plan and the Epping Forest Strategy and Management plans.
- Provision of full ULEZ compliant fleet within City Gardens and several electric All Terrain Vehicles purchased to replace diesel vehicles across the Department.
- Significant influence with local planning authorities relating to numerous strategic planning documents and planning applications.
- New interpretation signage installed for the Kenley Revival Project

Spaces Enrich People's lives

- West Ham Park playground proposal supported by RASC for 70% capital funding. Public consultation on the detailed design carried out March 2020. Submitted Stage 2 London Marathon Trust funding application.
- Planning Applications submitted for improvements at the Vale, Preachers Hill and Adventure Playgrounds at Hampstead Heath.
- Improvement projects at St Bartholomew the Great and St Dunstan in the West were completed in the square mile.
- Sense and the Outdoor Society partnered to create a sensory walking guide for Golders Hill Park.
- Three new mobility scooters with increased off-road capability were introduced to the free hire scheme at Hampstead Heath.
- 4,540 visits from local schools to the Wild Schools Programme at West Ham Park, enhancing teachers understanding of nature to the curriculum and pupils' enjoyment of nature and 'the outside'.
- West Ham Parks wildlife garden hosted regular sessions for a school for children with autism and Special Educational Needs & Disability (SEND) students,
- 30th anniversary celebrations held at Hampstead Heath and various events held in Epping Forest as part of Waltham Forest London Borough of Culture programme.

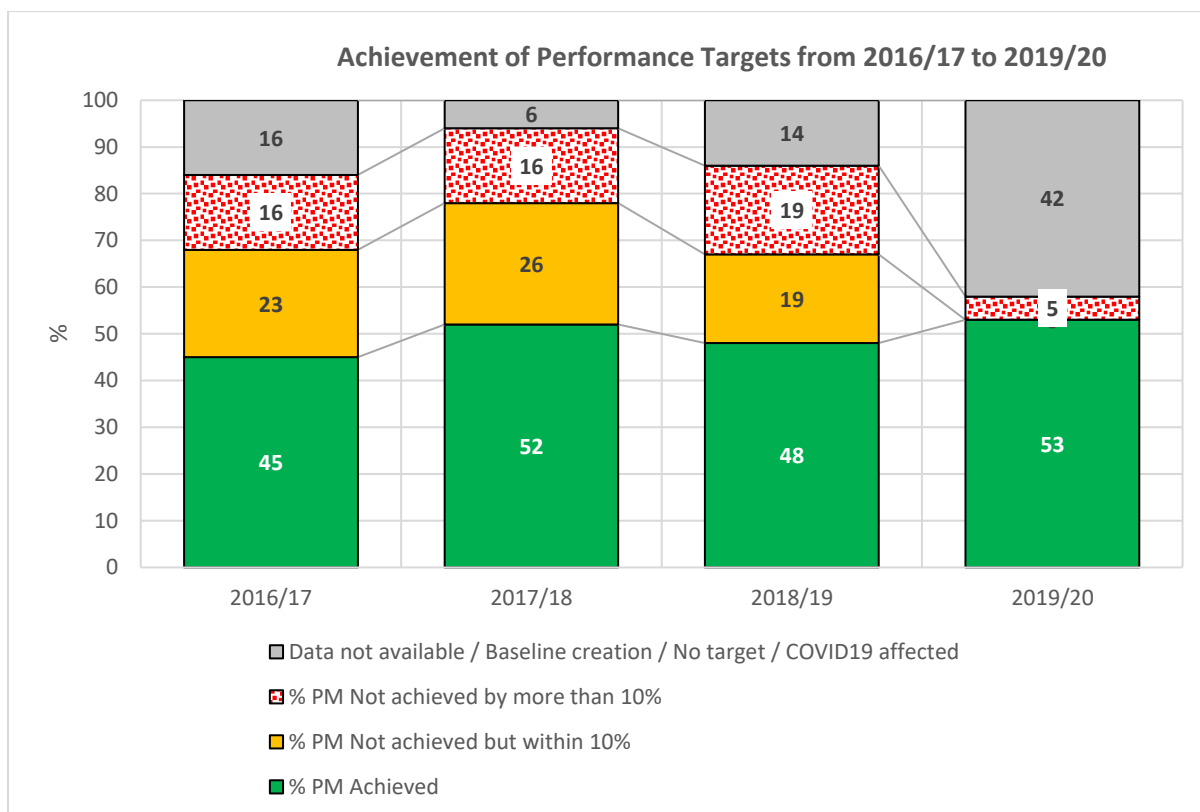
Business practices are responsible and sustainable

- Detailed Fundamental Review submission made to RASC.
- Five capital funding bids supported by RASC and a sixth agreed in principle but to be resubmitted in July.

- Green Spaces & the Natural Environment' grant aid scheme revised and £120k of awards were granted to eleven organisations.
- West Ham Park former nursery site was approved to Gateway 4 at Committee in October 2019. The project will seek to develop residential accommodation on half of the nursery site, with the remainder forming new additional parkland. A public briefing was held in December and discussion with the Charity Commission is ongoing.
- Finsbury Circus reinstatement proposal supported by RASC for capital funding.
- Completed the review of swimming at Hampstead Heath and in March, members agreed the subsidy level for swimming at the Lido and Ponds.
- Completed the investigation into the history and future sustainable uses of Warren House
- Several lodges at Epping Forest now let as Assured Shorthold Tenancies and refurbishment of lodge for 'holiday let' near completion.
- Committee approved hosting of a new four-day fairground event in West Ham Park to generate additional income and attract new audiences.
- Eco Café at Burnham Beeches introduced, and Hampstead Heath Extension Annex Room approved for tendering as a refreshment kiosk
- Procurement of cashless parking management system and development of car parking charge infrastructure progressed at The Commons
- More effective use of IT and technology means many more meetings held with officers attending 'virtually' to reduce travel and 'working from home where possible' implemented successfully in March in response to COVID19 and Government instruction.
- New mobile app has been trialled and rolled out to the entire team at City Gardens. The app allows staff to complete a checklist of tasks whilst out on site, logging the task and the time it was completed, and allowing for the reporting of faults and incidents, thereby negating the need for paper copy forms back at the office.
- Procurement of new tree management software is delivering an improved system.

Performance Measures

6. Only one measure was not achieved this year and ten measures were achieved or exceeded. Eight measures are either establishing baselines in 2019/20 or the measure is more general with a commentary update, data is still missing or COVID19 stopped external accreditation from taking place.
7. The table below shows the percentage of performance targets relevant to the Open Spaces Committees that were achieved or missed, over the last four years. The actual items that were being measured will have varied slightly over this period, but it provides a general picture.



9. Areas where we achieved our targets include:

- Hours of tennis court usage was 6% over target due to the doubling in court hours at West Ham Park with the introduction of new membership passes for households, increased tennis coaching, tournaments and events.
- We have significantly influenced planning authorities by reviewing and commenting on planning applications (referenced regularly in Superintendents' updates) and influencing strategic planning documents, mitigation strategies and S106 arrangements.
- Net expenditure had a slight underspend and income generation was 2% over target (see paragraphs 12 to 14)
- 89% of health and safety accidents were investigated within the 28-day corporate timeframe – the target was 85%,
- We retained our 15 Green Flag and 13 Green Heritage accreditations.
- Participation in the learning programme's activities resulted in improvement in all learning impact areas: understanding, confidence, nature connection, wellbeing and involvement.

10. Areas where we did not reach our targets include:

- Web pages visits only achieved 74% of its target due to a functionality problem that occurred between May and September which prevented Android phones from accessing the City Corporation website and there was restricted appearance of Open Spaces webpages on Google Searches. This was reported to Committees at the 6-month review.
- The number of volunteer hours – this was to a small degree due to cessation of all volunteering activity in mid-March due to COVID19 but overall numbers

are down and officers are looking into the reasons for this. Data for Epping was not able to be provided at the time of writing this report.

- Visitor attraction numbers across the Department were below target mainly due to closure of facilities in mid-March due to COVID19.

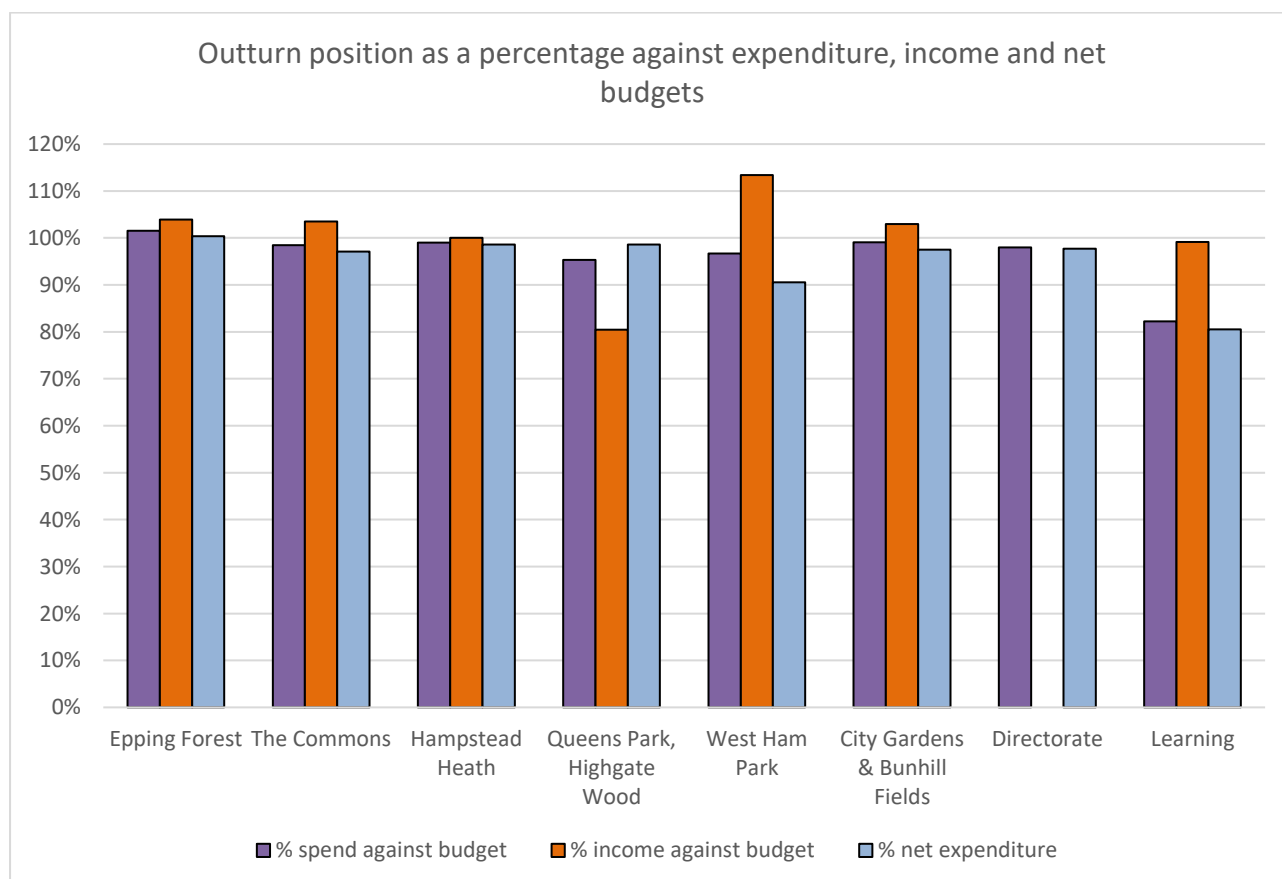
11. The list of performance measures as they relate to this Committee including the results and targets for 2019/20 and for comparison (where applicable), our performance in 2018/19, is contained within appendix 1.

Financial Performance

12. Open Spaces achieved its two financial performance measures: net expenditure and income generated.

- The **net expenditure outturn position** for the Open Spaces City Fund and City Cash budgets reporting to the various Open Spaces Committees, was a £307k (2%) underspend from a total net local risk budget of £13million. Towards year end, several supplies and services which had been ordered earlier in the year were not delivered or provided due to COVID19. This varied from tractors and trailers, irrigation storage tanks, grounds maintenance supplies and specialist audits. We have requested £214k carry forward for COVID19 undelivered supplies and services.
- The **total income outturn position** was £4,862,302 which is £88k (2%) above target.

13. The table below shows the outturn positions as a percentage of the budgeted expenditure, income and net position.



14. The information below details the outturn position against budget, by City Fund and City's Cash:

- **City Fund (CF)** – spent 99% of its local risk expenditure budget and achieved 103% of its local risk income target. Thus, its overall net position was 3% (£18k) underspent which was due to items having been ordered but were not received due to COVID19. A carry forward in addition to the COVID19 related underspend has been made for the purchase of a small electric tipper vehicle to start phasing the City Gardens fleet away from euro 6 diesel to electric. This carry forward request is still to be confirmed.
- **City's Cash (CC)** – spent 99% of its local risk expenditure budget and achieved 102% of its local risk income target. Thus, its overall net position was 2% (£196k) underspent. A carry forward request for £196k has been made for this COVID19 related underspend. This carry forward request is still to be confirmed.

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

Property

16. One property; The Laundry Cottage within Epping Forest had been previously declared surplus as part of the Operational Property Review. This property was disposed of and generated a capital receipt for the CoL of £475k during 2019/20.

Corporate & Strategic Implications

Open Space Charities

17. Most of the Open Spaces sites are registered charities. Officers have been asked to remind Members that decisions they take in relation to the relevant charity must be taken in the best interests of that charity.

The Corporate Plan

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

Contribute to a flourishing society

Support a thriving economy

Shape outstanding environments

Conclusion

19. The Department continues to perform well both in terms of finances, achievement of performance targets and progress of its activities that help achieve the Department's objectives and outcomes.

Appendices

- Appendix 1 - Performance Measures
- Appendix 2 - High-level Business Plan 2019-20

Background Reports

- Final Departmental Business Plan 2019/20 – Open Spaces, April and May 2019.
- Departmental Business Plan 2019/20 – Six month performance update:
December 2019 to January 2020

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Appendix 1 – Performance Measures

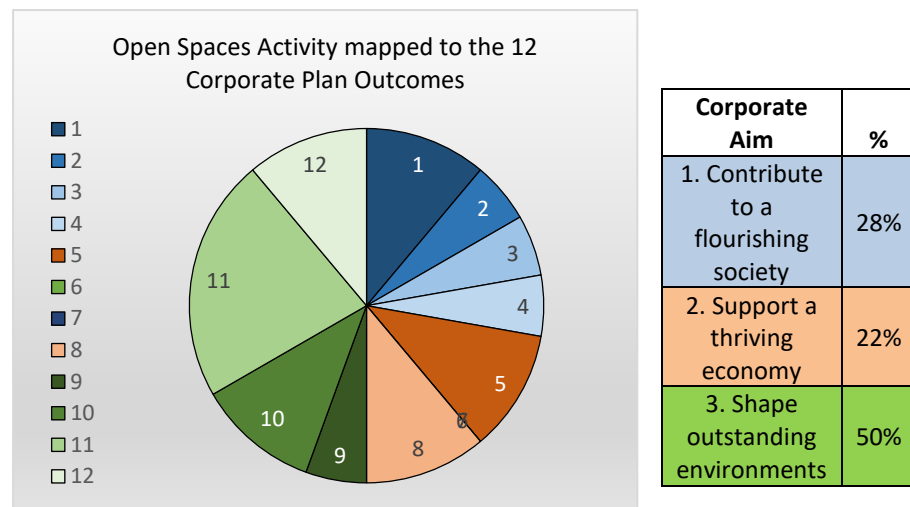
Performance Measure Description	2018/19 Actual (annual)	2019/20 Target (annual)	2019/20 Actual (annual)
Green Heritage Site Accreditation	13 Green Heritage Awards	Retain 13 Awards	ACHIEVED 13 Green Heritage Awards
Green Flag Awards	15 green flag sites overall band score 53% = 80+ 40% = 75 – 79 7% = 70 - 74	Retain 15 Awards	ACHIEVED 15 green flag sites overall band score 13% = 80+ 53% = 75 – 79 33% = 70 - 74
Improving the condition of our Sites of Special Scientific Interest	Not a performance measure	New measure. Favourable = 12 (28%) Unfavourable recovering = 22 (52%) Unfavourable - no change = 7 (17%) Unfavourable - declining = 1 (2%)	ACHIEVED No change to 2018/19 as Natural England officers have not been able to undertake a new assessment
Reducing our environmental footprint	Performance measure changed	Commentary	City Gardens fleet fully ULEZ compliant. Electric all terrain vehicles purchased to replace diesel at The Commons and NLOS. Electric buggies at West Ham park. Water consumption 30% reduction on 18/19 data. Electricity usage has reduced by 0.5%
Influencing planning authorities development approvals and planning policy documents	Not a performance measure	Commentary	Approx. 3,000 planning applications reviewed. EF objected to EFDC habitats regulation assessment, influenced EFDC & LBWF Green Infrastructure Strategy. The Commons have developed Mitigation Strategies with host/neighbouring local authorities
Active management of our ancient trees as part of the Stewardship Schemes at Epping Forest and Burnham Beeches.	Not a performance measure	No target for 2019/20. Epping Forest's ten year total = 2,182. Burnham Beeches ten year total = 202 Numbers of trees identified for future years but weather and	EF - 80 trees completed - managed by re-pollarding or crown reduction Burnham Beeches - 9 trees completed, managed by crown reduction.

Performance Measure Description	2018/19 Actual (annual)	2019/20 Target (annual)	2019/20 Actual (annual)
		other conditions will influence the number of trees actively managed each year.	
The number of 'visitors' to the Open spaces webpages.	927,166	930,000	Not achieved 686,677
Learning & volunteer programme measures	Not a performance measure	Increase in positive and very positive responses to the 'learning impacts'	ACHIEVED Increase identified across the learning impacts: nature connection (19%) confidence (13%), well-being (5%), understanding (1.5%)
Increase the amount of directly supervised volunteer work hours	37,040	37,040	24,394 Epping data to be added
Increase the amount of indirectly supervised volunteer work hours	8,303	8,300	3,051 Epping data to be added
Increase the amount of unsupervised volunteer work hours	26,751	26,750	19,935 Epping data to be added – if same figure as 2018/19 this will exceed target
Increase the number of visits to our heritage visitor attractions (This includes Tower Bridge, Monument, Keats House, The Queens Hunting Lodge hub and The Temple)	Not a performance measure	1,124,401	ACHIEVED 1,100,110
Improve customer satisfaction at our heritage visitor attractions (This includes Tower Bridge, Monument, Keats House, Epping Forest experience)	Not a performance measure	Commentary	Visit England Annual Quality Attraction Assessment Scheme survey not undertaken for Epping Forest due to COVID19.
Increase the number of hours of tennis court usage	26,495	31,505	ACHIEVED 33.550
Apprentice performance	Not a performance measure	Establish baseline	81% pass their training qualification (4 left before the end of the course) 20% (that we know of) have got jobs, 25% have progressed from level 2 to level 3

Performance Measure Description	2018/19 Actual (annual)	2019/20 Target (annual)	2019/20 Actual (annual)
Average number of days per FTE short term sickness	4.24	4.24	ACHIEVED 3.37
Health and safety accident investigations	New measure for 2019/20 using the Corporate target of 28 days	85%.	ACHIEVED 89%
Open Spaces Net expenditure (OS Director local risk only)	£10,344,132 Final Agreed Budget: £10,648,000	£12,941,000	ACHIEVED £12,633,989
Open Spaces Income generated (OS Director local risk)		£4,709,000	ACHIEVED £4,862,303

Appendix 2 - OUR VISION: We enrich people's lives by enhancing and providing access to ecologically diverse open spaces and outstanding heritage assets across London and beyond.

The Department's Business Plan Activity is mapped below to the 12 Corporate Outcomes and 3 Corporate Aims



The Department manages open spaces across London and beyond, a Cemetery & Crematorium, Keats House, the Monument & Tower Bridge.

City Gardens and the Crematorium and Cemetery operate as local authority functions funded by City's Fund. The other Open Spaces & Keats House are Charitable Trusts and with The Monument, are funded by the City of London through City's Cash. Tower Bridge is funded by Bridge House Estates.

Our total 2019-20 budget is:	(Expenditure) (£000)	Income £000	Net cost (£000)
DIRECTORS'S LOCAL RISK:			
City's Fund	(5,013)	5,626	613
City's Cash	(15,543)	4,422	(11,121)
Bridge House Estates	(6,435)	6,217	(218)
TOTAL Director's Local Risk	(26,991)	16,265	(10,726)
City Surveyor's local risk (across all funds)	(4,898)	-	(4,898)
Recharges (across all funds)	(7,345)	1,330	(6,015)
Central risk (across all funds)	(1,121)	1,522	401
GRAND TOTAL ALL CHARGES	(40,355)	19,117	(21,238)

Our three top line objectives and twelve outcomes are:

A. Open spaces and historic sites are thriving and accessible.

- Our open spaces, heritage and cultural assets are protected, conserved and enhanced (12)
- London has clean air and mitigates flood risk and climate change (11)
- Our spaces are accessible, inclusive and safe (1)
- Our habitats are flourishing, biodiverse and resilient to change (11)

B. Spaces enrich people's lives.

- People enjoy good health and wellbeing (2)
- Nature, heritage and place are valued and understood (3)
- People feel welcome and included (4)
- People discover, learn and develop (3)

C. Business practices are responsible and sustainable.

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

What we'll measure:

- Green Flags Awards & Green Heritage Accreditation
- Condition of our Sites of Special Scientific Interest
- Our negative environmental impact
- Planning influence
- Active veteran tree management
- Internet access
- Learning
- Visits to our heritage attractions
- Customer satisfaction
- Tennis participation
- Net budget
- Income generation
- Volunteering
- Apprenticeships
- Short term sickness
- Health and safety investigations

KEY: The numbers in brackets show how the Open Spaces Outcomes link to the twelve [Corporate Plan Outcomes 2018-2023](#).

We will work across the Department, with colleagues in City Surveyors, Chamberlains, Town Clerks, Comptrollers, Remembrancer's, Built Environment, Community and Children's Services and with Members, partners, stakeholders and our local communities to deliver our activities which will help us achieve our Departmental objectives and outcomes.

Departmental activity

A. Open Spaces and Historic Sites Are Thriving and Accessible

- a) Protect our heritage: developing partnership funding bids where possible (A1) (10d)
- b) Progress reviews, drafting, approval and implementation of management / conservation / heritage plans (A1) (11b)
- c) Reduce the negative environmental impacts of our activities (A2 & C9) (11a)
- d) Engage with the local planning process to mitigate and protect against the impact of development on our open spaces (A4) (12b)
- e) Review security and access control provision (A3) (1c)
- f) Protect and enhance our sites' biodiversity and determine the 'value of our green infrastructure'. (A4) (11b)

B. Spaces Enrich People's Lives

- g) Provide a sustainable range of sports and recreational opportunities (B5) (2d)
- h) Improve the visitor and cultural offer, including the development of facilities, new technologies, customer service and a programme of events celebrating our anniversaries, historic sites and nature. (B6 & B7) (4a)
- i) Determine our 'learning offer' (B8) (3b)

C. Business practices are responsible and sustainable.

- j) Maximise the value and opportunities of our built and natural assets (C9) (10c)
- k) Deliver opportunities arising from improved management capability from the City of London Corporation (Open Spaces) Act 2018 (A1) (1c)
- l) Develop innovative approaches to income diversification (C9) (5c)
- m) Make more effective use of IT and technology and adopt 'smarter' ways of working (C9) (9b)
- n) Support the development of asset management plans and master plans for each site and influence the City Surveyors implementation of their operational property review (C9, C10) (12a)
- o) Maintain our regional and national influence with regard to environmental, open space, burial, heritage and tourism matters (C10) (11d)
- p) Implement the recommendations arising out of the workforce plan, staff and customer surveys (C11) (8a)
- q) Develop our apprenticeship programme and volunteering opportunities across the Department (C12) (8d)
- r) Commence the process for prioritisation of services to mitigate efficiencies and establish long term sustainable service provision (C9) (5c)

Key:

The letter/number in brackets (e.g. A2) shows which Open Spaces outcome our activities are helping to achieve.

The number/letter in brackets (e.g. 2a) shows which Corporate Plan activity our activities are helping to achieve.

See appendix 1 for the detail behind these synthesised Departmental activities

Corporate programmes and projects:

In addition to those programmes and projects listed above and in appendix 1, we will support the delivery of Corporate Strategies in particular: Responsible Business Strategy, Apprenticeships, Volunteering, Education Social Mobility and the emerging strategies including: Customer Service, Climate Action, Transport, Visitor Destination, Local Plan.

We will contribute to development of the Culture Mile.

How we plan to develop our capabilities this year:

Actions k), m), p) and q) particularly show how we will develop our capabilities including those of our staff and volunteers. This is also reflected within Appendix 1.

The Open Spaces Cultural Values

which staff should uphold in the course of their work are:

**Collaborative and Inclusive,
Passionate and Driven,
Respectful and Open
Honest and Responsible**

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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