



Epping Forest & Commons Committee

Date: MONDAY, 13 JANUARY 2020
Time: 11.30 am
Venue: COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL

Members: Graeme Doshi-Smith (Chairman)
Deputy Phillip Woodhouse (Deputy Chairman)
Benjamin Murphy
Caroline Haines
Gregory Lawrence
Jeremy Simons
Peter Bennett
Alderman Robert Howard
Alderman Robert Hughes-Penney
Sylvia Moys
Oliver Sells QC (Ex-Officio Member)

For consideration of Business Relating to Epping Forest Only

Verderer Nicholas Munday
Verderer Michael Chapman DL
Verderer Melissa Murphy
Verderer Dr. Joanna Thomas

Enquiries: Richard Holt
Richard.Holt@cityoflondon.gov.uk

Lunch will be served in the Guildhall Club at 1pm

NB: Part of this meeting could be the subject of audio or video recording.

**John Barradell
Town Clerk and Chief Executive**

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**

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

3. **MINUTES**

To agree the public minutes and non-public summary of the previous meeting of the Epping Forest and Commons Committee on the 18th of November 2019.

For Decision
(Pages 1 - 10)

4. **EPPING FOREST AND COMMONS COMMITTEE 2020 DATES**

Report of the Town Clerk.

For Information
(Pages 11 - 12)

5. **DEPARTMENTAL AND SERVICE COMMITTEE BUDGET ESTIMATES AND HIGH-LEVEL SUMMARY BUSINESS PLAN 2020/21 - OPEN SPACES DEPARTMENT**

Joint report of the Director of Open Spaces and Chamberlain.

For Decision
(Pages 13 - 32)

6. **DEPARTMENTAL BUSINESS PLAN 2019/20 - SIX MONTH PERFORMANCE UPDATE: APRIL TO SEPTEMBER 2019**

Report of the Director of Open Spaces.

For Information
(Pages 33 - 40)

Burnham Beeches & The Commons

7. **SUPERINTENDENT'S UPDATE**

Report of the Superintendent of The Commons.

For Information
(Pages 41 - 46)

8. **BURNHAM BEECHES MANAGEMENT PLAN**

Report of the Director of Open Spaces.

For Decision

(Pages 47 - 270)

**9. INFRASTRUCTURE - CAR PARK CHARGES AT FARTHING DOWNS,
RIDDLESDOWN AND BURNHAM BEECHES**

Report of the Director of Open Spaces.

For Information
(Pages 271 - 276)

**10. ASHTEAD COMMON AND WEST WICKHAM AND COULSDON COMMONS
TIMETABLE**

Report of the Director of Open Spaces.

For Decision
(Pages 277 - 284)

**11. ASHTEAD COMMON TRUSTEE'S ANNUAL REPORT AND FINANCIAL
STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019**

Report of the Chamberlain.

For Information
(Pages 285 - 312)

**12. BURNHAM BEECHES AND STOKE COMMON TRUSTEE'S ANNUAL REPORT
AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019**

Report of the Chamberlain.

For Information
(Pages 313 - 342)

**13. WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND
OTHER COMMONS TRUSTEE'S ANNUAL REPORT AND FINANCIAL
STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019**

Report of the Chamberlain.

For Information
(Pages 343 - 374)

Epping Forest

14. SUPERINTENDENT'S UPDATE

Report of the Superintendent of Epping Forest.

For Information
(Pages 375 - 400)

15. EPPING FOREST TRUSTEE'S ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

Report of the Chamberlain.

For Information
(Pages 401 - 436)

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

17. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

Part 2 - Non-Public Agenda

18. 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

19. NON-PUBLIC MINUTES

To agree the non-public minutes of the previous meeting of the Epping Forest and Commons Committee held on 18 November 2019.

For Decision
(Pages 437 - 438)

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

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

EPPING FOREST & COMMONS COMMITTEE **Monday, 18 November 2019**

Minutes of the meeting of the Epping Forest & Commons Committee held at
Committee Room - 2nd Floor West Wing, Guildhall on Monday, 18 November 2019
at 11.30 am

Present

Members:

Graeme Doshi-Smith (Chairman)
Deputy Philip Woodhouse (Deputy Chairman)
Peter Bennett
Caroline Haines
Gregory Lawrence
Jeremy Simons
Alderman Robert Hughes-Penney
Verderer Michael Chapman DL
Verderer Dr. Joanna Thomas
Verderer Nicholas Munday

Officers:

Richard Holt	- Town Clerk's Department
Carl Locsin	- Town Clerk's Department
Alison Elam	- Group Accountant, Chamberlain's Department
Mark Bailey	- Department of the Built Environment
Colin Buttery	- Director of Open Spaces
Paul Thomson	- Superintendent, Epping Forest
Andy Barnard	- Superintendent, The Commons
Jacqueline Eggleston	- Head of Visitor Services, Epping Forest
Jeremy Dagley	- Head of Conservation, Epping Forest
Geoff Sinclair	- Head of Operations, Epping Forest
Juliane Heinecke	- Epping Forest
Jo Hurst	- Business Manager, Epping Forest
Laura Lawson	- Projects Officer, Open Spaces Department
Hadyn Robson	- Support Services Manager, The Commons

1. APOLOGIES

Apologies were received from Sylvia Moys, Alderman Robert Howard and Verderer Melissa Murphy.

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

Alderman Robert Hughes-Penney declared that he was a council taxpayer in the South Bucks District.

3. **MINUTES**

The Committee considered the public minutes and non-public summary of the Epping Forest and Commons Committee held on 9 September 2019.

RESOLVED- That the public minutes of the Epping Forest and Commons Committee meeting on 9 September 2019 were approved as an accurate.

Matters arising

Proposed Music event

The Director of Open Spaces informed the Committee that the proposed music event organisers MAMA had withdrawn their interest in the event and accordingly a report on the updated situation would be produced for Member's consideration.

4. **EPPING FOREST AND COMMONS COMMITTEE 2020 DATES**

The Committee received a report of the Town Clerk which detailed the various dates of Committee and Group meetings related to the Epping Forest and Commons Committee to be held in 2020. The Town Clerk informed the Committee that in addition to the meetings listed in the report there was a Burnham Beeches and Stoke Common Consultation Group meeting on the 14th of January and that, due to a clash with the City of London Corporation's Planning & Transportation Committee, the Epping Forest and Commons Committee currently due to be held on the 17th of November 2020 will now be held on the 16th.

Replying to a question from the Deputy Chairman the Town Clerk confirmed that the updated list of 2020 dates would be circulated to Members with the draft minutes of the meeting.

The Director of Open Spaces informed the Committee that the Draft Register of Commoners was deposited and ready for inspection at the Guildhall and The Warren.

RESOLVED-That the report be noted.

5. **THE CITY OF LONDON CORPORATION'S DRAFT SPORT AND PHYSICAL ACTIVITY STRATEGY FOR 2020-25**

The Committee received a report of the Town Clerk on the City of London Corporation's Draft Sport and Physical Activity Strategy for 2020-25 (the Strategy).

Members discussed need for further funding of the provision of sports facilities in open spaces managed by the City of London Corporation particularly those facilities which did not meet health and safety requirements. Further to this it was noted that inadequately safe sporting facilities used by children and young people was a clear safeguarding risk which should be added to the Department's Risk Register and that that the offering of safe sporting facilities

be added to the Strategy. The Town Clerk confirmed that the suggested wording could be added to the Strategy and noted that the allocation of resources was a Member decision which would be reflected in the Strategy. The Deputy Chairman recommended that the income received from sporting facilities through fees be added to contrast against the cost of maintenance.

A Member raised concern at the list of sporting assets in the Strategy which they felt was misleading and at times inaccurate. The Town Clerk replied that they would meet with colleagues in the Open Spaces Department to clarify the list of assets.

Members commented on the governance of the Strategy stating that there should be one body holding the responsibility for its governance and that the open spaces related Committees should be involved with this process. A Member observed that the responsibility for the Strategy would ultimately rest with the Policy and Resources Committee. The Town Clerk explained that the continued governance of the Strategy would be a Member decision which, once made, will be added to the final version.

A Member observed that the Strategy did not provide clarity on the issue of focus between the delivery of major sporting events and supporting existing sporting facilities. Further to this point the Deputy Chairman commented that he felt the revised strategy did not adequately capture all of the points raised in the Motion agreed by the Court of Common Council in September. The Town Clerk replied that the Strategy was designed to support individuals and communities to enjoy inclusive access to sport and physical activity opportunities and there continued to be a focus on major sporting events.

RESOLVED- That the report be noted.

6. **EPPING FOREST JOINT CONSULTATIVE COMMITTEE DRAFT MINUTES**
The Committee received the draft public minutes and non-public summary of the Epping Forest Joint Consultative Committee meeting on the 8 October 2019.

RESOLVED- That the draft minutes be noted.

7. **SUPERINTENDENT'S UPDATE**
The Committee received a report of the Director of Open Spaces which summarised the Epping Forest Division's activities from August to September 2019. The Superintendent updated the Committee on matters including security, conservation and culture at Epping Forest. In addition, the Director of Open Spaces highlighted a report considered by the Planning and Transportation Committee regarding the City Airport Masterplan 2020-35 and the increased fly paths over Epping Forest.

The Superintendent sought the Committee's views on a proposal for the 'Rock Balancing' art installation to be relocated at Epping Forest. Replying to a Member's question the Director of Open Spaces explained that the rocks in the

art installation were bolted together. In addition, it was noted that the location chosen for the art installation would be key to the success of the project.

Further to a query from a Member of the Committee the Director of Open Spaces confirmed that signage would be added to warn visitors off climbing on the art installation but that no insurance liability would be held by the City of London Corporation. The Committee agreed that a further report on the art installation 'Rock Balancing' proposed relocation to Epping Forest be produced for consideration by the Epping Forest and Commons Committee.

RESOLVED- That: -

- I. The Committee agreed that a further report on the art installation 'Rock Balancing' proposed relocation to Epping Forest be produced for consideration by the Epping Forest and Commons Committee; and
- II. That the update be noted.

8. **BALDWIN AND BIRCH HALL PARK PONDS**

The Committee considered a report of the Director of the Built Environment on Baldwins and Birch Hall Park Ponds.

Replying to a query from a Member of the Committee the Director of the Built Environment confirmed that the recommendations in the report presented the most cost-effective option for the long-term maintenance of the Ponds. In addition, it was confirmed that as a result of the mechanisms present at Baldwins the lowering the water level would not be practicable.

In response to a Member's question the Director of the Built Environment explained that the Project's procurement strategy would include risks associated with issues such as site access being built into the works contracts.

A Member of the Committee highlighted a recent Committee visit to the site and noted that it would be useful for Members who are able to visit the site to witness the issues apparent.

RESOLVED- That: -

- I. Option 3 (to carry out repairs to the dams) be approved; and
- II. That the estimated total budget for the project of £1,335,000 (excluding risk provision) is approved, including £40,000 spent to date.
- III. That the following proposed funding arrangements be approved:
 1. funding of £300,000 from Epping Forest Capital Fund (for Baldwins Pond only) be approved by the Epping Forest and Commons Committee
 2. the balance of the future funding requirement (excluding risk) of up to £995,000 to be funded from City's Cash Reserves, subject to the approval of Resource Allocation Sub-Committee (and other relevant committees)
 3. funding for the costed risk provision of up to £380,000 to be allocated from City's Cash reserves subject to the approval of Resource Allocation Sub-Committee (and other relevant committees) under separate report;

9. **'LONDON'S GREAT FOREST' - A STRATEGY AND MANAGEMENT PLAN FOR EPPING FOREST 2019-29 SEF 37/19B**

The Committee considered a report of the Director of Open Spaces on the 'London's Great Forest' A Strategy and Management Plan for Epping Forest 2019-29. The report provided a Strategy and Management Plan document which presented a summary of the key management objectives for the Forest over the next 10 years.

RESOLVED- That: -

- I. The comments from the Consultative Committee on the Strategy and Management Plan for Epping Forest 2019-29 be noted; and
- II. That the content of the Strategy and Management Plan for Epping Forest 2019-29 be approved.

10. **WANSTEAD PARK: CONCEPTUAL OPTIONS PLAN SEF 38/19B**

The Committee considered a report of the Director of Open Spaces on the Wanstead Park Conceptual Options Plan. The report outlined the key details of the future management of Wanstead Park and, at appendix 1, the final draft Conceptual Options Plan. A Member of the Committee commended Officers for their work on the project and noted the need to manage the expectations of key stakeholders.

Replying to a Member's concern regarding the future of the Grotto the Director of Open Spaces confirmed that a separate report on this would be produced by the City Surveyor's Department. In addition to this it was confirmed that alternative options would be explored regarding the car parking provisions at the site and that the Wanstead Park Project Board would be developing the project budget.

RESOLVED- That: -

- I. Comments made by the Consultative Committee on the final draft Wanstead Park Conceptual Options Plan be considered; and
- II. That the Plan for adoption to guide the future management of the Wanstead Park, Registered Park and Garden of Special Historic Interest be approved.

11. **WANSTEAD PARK ORIENTEERING COURSE SEF 39/19B**

The Committee considered a report of the Director of Open Spaces on the Wanstead Park Permanent Orienteering Course. The report outlined the request from the Chigwell and Epping Forest Orienteering Club's for permission to undertake a joint initiative with the City Corporation to establish a permanent orienteering course at Wanstead Park.

RESOLVED- That: -

- I. Comments made by the Consultative Committee on the Wanstead Park Orienteering Course be noted; and

- II. That option 2 to allow officers to work with the Chigwell and Epping Forest Orienteering Club to install a standard permanent orienteering course at Wanstead Park be approved.

12. **EPPING FOREST LICENCE, PRODUCE AND SPORTS CHARGES SEF 40/19B**

The Committee considered a report of the Director of Open Spaces which provided an update to the Committee on the performance of charges levied for licensed activities, produce sales and formal sports in the last full financial year 2018/19.

RESOLVED- That: -

- I. Comments by the Consultative Committee on the proposed charges for 2020/21 on the continued subsidy for association football be noted; and
- II. That the proposed charges for 2020/21 and the continued subsidy for association football be approved.

13. **CITY OF LONDON CORPORATION RESPONSE TO THE LONDON BOROUGH OF WALTHAM FOREST 'SHAPING THE BOROUGH DRAFT LOCAL PLAN 2020 - 2035 CONSULTATION DOCUMENT (SEF 43/19B)**

The Committee considered a report of the Director of Open Spaces which on the London Borough of Waltham Forest Draft Local Plan for 2020 – 2035. The Director of Open Spaces informed the Committee that a response from the London Borough of Waltham Forest had been received since the report had been produced and as a result of this response a related meeting in early December of 2019 would be arranged.

The Chairman highlighted the continued work from the Open Spaces Department on various relevant local plans across the open spaces managed by the City of London Corporation.

RESOLVED- That the report be noted.

14. **CITY OF LONDON CORPORATION RESPONSE TO THE BARTS HEALTH NHS TRUST PUBLIC CONSULTATION ON THE FUTURE OF WHIPPS CROSS HOSPITAL (SEF 42/19)**

The Committee received a report of Director of Open Spaces on the Barts Health NHS Trust published public consultation relating to options for the future of the 44.13-acre Whipps Cross University Hospital site.

Further to a question from the Chairman the Town Clerk confirmed that the report should be listed for decision and that final approval of a response to the public consultation on the future of the Hospital would, if Members agreed, need to be delegated to the Town Clerk in consultation with the Chairman and Deputy Chairman.

It was highlighted that the height of the new buildings at the site may present an issue for Epping Forest and suggested Officers consider this in the response. The Chairman responded by noting that there was clearly a balance to be

found between supporting the development of the new hospital and protecting the Forest.

RESOLVED- That: -

- I. The comments made by the Consultative Committee on the proposals made by the Barts Health NHS Trust be noted; and
- II. That the authority for the approval of a response to the public consultation on the future of the Hospital in line with comments for the Whipps Cross Strategic location be delegated to the Town Clerk, in consultation with the Chairman and Deputy Chairman.

15. **LEYTON FLATS INDIVIDUAL SITE PLAN SEF 41/19B**

The Committee received a report of the Director of Open Spaces which outlined the Individual Site Plan (ISP) that has been prepared for Leyton Flats. The Director of Open Spaces informed the Committee that while some stakeholders had already been engaged a further public consultation would be taking place in the 2020.

Replying to a query from a Member regarding the dumping of waste bread, the Director of Open Spaces explained that scale was the primary concern regarding this activity.

RESOLVED- That the Leyton Flats Integrated Site Plan be approved for public consultation.

16. **BRANCHING OUT PROJECT - SUMMARY REPORT SEF 45/19**

The Committee considered a report of the Director of Open Spaces on the Branching Out Project Summary Report.

RESOLVED- That the report be noted.

17. **FURTHER ACTIONS TO SUPPORT THE EPPING FOREST SAC MITIGATION STRATEGY SEF 47/19**

The Committee received a late report of the Director of Open Spaces which outlined the Epping Forest SAC Mitigation Strategy progress and governance.

Replying to a question from a Member of the Committee on the possibility of a lack of engagement from the local authorities the Director of Open Spaces explained that Natural England would need to be the senior partner but that it was important to start the discussion.

A Member of the Committee suggested if information regarding the City of London Corporation's actions on the SAC Mitigation Strategy could be included on the Epping Forest website so that the public were informed accordingly. Further to this suggestion it was requested that a glossary of terms be added for ease of use for those not familiar with the terms.

RESOLVED- That: -

- I. That the text of the two letters at Appendices 1 and 2 of this report for circulation to the relevant Local Planning Authorities be approved; and

- II. That the convening and chairing of an inaugural SAC Mitigation Strategy Steering Group by your officers be approved, with any future administrative costs and meeting arrangements to be the subject of a future report for approval; and
- III. That the copying of the letter to EFDC at Appendix 2 to the Planning Inspector and Natural England be approved.

18. **SUPERINTENDENT'S UPDATE**

The Committee received a report of the Director of Open Spaces which provided an update on issues across the nine sites within 'The Commons' division. The Director of Open Spaces informed the Committee of a number of important subjects across 'The Commons' including continuing work with Heathrow on the Heathrow Biodiversity Offsetting project, the Burnham Beeches Management Plan and the Chilterns Hillforts Project.

Replying to a Member's query the Director of Open Spaces provided further information regarding the staffing concerns at West Wickham and Coulsdon Commons.

In response to a Member's request for further information on the ownership of the three copper alloy vessels illegally excavated from Ashtead Common the Director of Open Spaces confirmed that the appropriate legal channels would be explored to recover ownership of the items. In addition, it was confirmed that the Commons division did not have a dedicated museum but that items of national historical importance from the Commons were stored at the British Museum, with lesser items stored locally. The Director of Open Spaces accepted that this position would benefit from review and the possibility of using local museums could be explored.

RESOLVED- That the report be noted.

19. **SOUTH BUCKS DISTRICT COUNCIL LOCAL PLAN - EXAMINATION IN PUBLIC**

The Committee considered a report of the Director of Open Spaces regarding the South Bucks District Council Local Plan. The Director of Open Spaces explained that Officers working on local plans at different open spaces managed by the City of London Corporation shared best practice but as the approach taken by the various Boroughs was substantially different an inclusive policy could not be established. In addition, the Committee was informed that conversations had taken place regarding cost recovery for work completed on engagement Local Plans.

RESOLVED- That: -

- I. The proposals encompassed in Option A be agreed; and
- II. That Officers continue to work with SBDC to create a full and effective Mitigation Strategy; and
- III. That Officers report to the Epping Forest and Commons Committee with the outcomes of the Hearing Sessions and the Inspector's findings and main modifications.

20. **THE COMMONS, LICENCES, SPORTS, FILMING AND MISCELLANEOUS CHARGES**

The Committee received a report of the Director of Open Spaces which provided an update on charges for licensed activities, sports and miscellaneous charges in the last full financial year 2018/19. The report explained that in 2018/19 the licensed activity raised a total of £6,645.00, charges for sports across 2018/19 raised a total of £299.00 and that proposals are presented for a price increase of 2.6% in line with the Retail Price Index figure.

RESOLVED- That: -

- I. The proposed charges for 2020/21 as itemised in Appendix A be approved; and
- II. That the additional sentence be added to The Commons Events Policy Part 2, page 12 - '**Some charges will be subject to VAT**'.

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

There were no questions considered in the public session.

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

There was no other business considered in the public session.

23. **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 that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

24. **NON-PUBLIC MINUTES**

The Committee considered the non-public minutes of the Epping Forest and Commons Committee on 9 September 2019.

RESOLVED-That the non-public minutes of the meeting of the Epping Forest and Commons Committee held on 9 September 2019 be agreed as an accurate record.

25. **EPPING FOREST JOINT CONSULTATIVE COMMITTEE DRAFT NON-PUBLIC MINUTES**

The Committee received the draft non-public minutes of the Epping Forest Joint Consultative Committee held on 8 October 2019.

RESOLVED- That the draft minutes be noted

26. **THE EPPING FOREST FIELD STUDIES CENTRE - HEADS OF TERMS SEP 46/16**

The Committee considered a report of the Director of Open Spaces regarding the Heads of Terms for the Epping Forest Field Studies Centre.

RESOLVED- That the report be agreed.

27. NON PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE

There were no questions considered in the non-public session.

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

There was no further business considered in the non-public session.

The meeting ended at 1.01 pm

Chairman

Contact Officer: Richard Holt
Richard.Holt@cityoflondon.gov.uk

Agenda Item 4

Date	Committee/Meeting/Visit
* LIST UPDATED November 2019 *	
13 January 14 January 29 January	Epping Forest & Commons Committee Burnham Beeches and Stoke Common Consultation Group Epping Forest Consultative Committee
3 February 7 February 24 February 26 February 27 February	Open Spaces and City Gardens Committee EFDC Liaison/EF&CC Local Verderer Election Nomination meeting North and South Verderer Election North Verderer Election South
10 March 16 March 30 March	Epping Forest & Commons Committee Ashtead Common Consultative Group West Wickham, Spring Park and Coulsdon Commons Consultation Group
3 April 7 April TBC April	LBWF Liaison/EF&CC Local Open Spaces and City Gardens Committee Epping Forest Joint Consultative Committee
16 May 20 May	Epping Forest & Commons Committee Epping Forest Saturday Visit Epping Forest & Commons Committee
2 June 10 June 12 June 27 June	Lord Mayor's visit to Burnham Beeches Epping Forest Consultative Committee LBR Liaison/EF&CC Local Committee visit to Ashtead Common
6 July 14 July TBC July	Epping Forest & Commons Committee Open Spaces and City Gardens Committee Epping Forest and Commons Committee Dinner
August	
4 September 5 September 7 September 26 September	EFDC Liaison/EF&CC Local Epping Forest & Commons Committee Epping Forest Saturday Visit Epping Forest & Commons Committee Committee visit to Kenley Common
13 October 16 October 21 October TBC October	Open Spaces and City Gardens Committee LBWF Liaison/EF&CC Local Epping Forest Consultative Committee Epping Forest Joint Consultative Committee
7 November 14 November 16 November	Epping Forest & Commons Committee Epping Forest Saturday Visit Lord Mayor's Show Epping Forest & Commons Committee
2 December 11 December	Open Spaces and City Gardens Committee LBR Liaison/EF&CC Local

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Committee:	Date:
Epping Forest and Commons Committee	13/01/2020
Subject: Departmental and Service Committee Budget Estimates and high-level summary Business Plan 2020/21 - Open Spaces Department	Public
Report of: The Chamberlain and the Director of Open Spaces	For Decision
Report authors: Derek Cobbing – Chamberlains Department Gerry Kiefer – Open Spaces Department	

Summary

This report presents for approval the budget estimates for the Epping Forest and Commons Committee for 2020/21, for subsequent submission to the Finance Committee. The budgets have been prepared within the resources allocated to the Director and the table below summarises. The report also includes the Open Spaces Department final draft high-level summary Business Plan.

Recommendation

Members are asked to:

- i) review and approve the Epping Forest proposed revenue budget for 2020/21 for submission to Finance Committee,
- ii) review and approve the Commons proposed revenue budgets for 2020/21 for submission to Finance Committee,
- iii) review and approve the Epping Forest capital and supplementary revenue project budgets for 2020/21 for submission to Finance Committee,
- iv) review and approve the Commons capital and supplementary revenue project budgets for 2020/21 for submission to Finance Committee,
- v) authorise the Chamberlain, in consultation with the Director of Open Spaces to revise these budgets to allow for any further implications arising from the Fundamental Review, Corporate Projects, other reviews and changes to the Cyclical Works Programme;
- vi) agree that minor amendments for 2019/20 and 2020/21 budgets arising during budget setting be delegated to the Chamberlain,
- vii) note the final draft high-level summary Department Business Plan for 2020/21.

Main Report

Background

1. As part of the new framework for corporate and business planning, departments were asked to produce standardised high-level, 2-side Business Plans for the first time in 2017 for the 2018/19 year. Members generally welcomed these high-level plans for being brief, concise, focused and consistent statements of the key ambitions and objectives for every department.

2. For 2020/21, the high-level summary Business Plan has been further evolved to make use of the information now available and give a better overview of how the department's work contributes to the Corporate Plan. It provides an overview of departmental activity and resources, mainly but not limited to the forthcoming 12 months, including capital and revenue projects. As a high-level summary, this document does not capture the granularity of departmental work but gives the overall picture of departmental activity, customer feedback, trends where applicable and direction of travel.
3. For the first time in 2020/21, high-level summary Business Plans are being brought forward alongside budget estimates, pending full integration of the processes for 2021/22, to inform medium-term financial planning and the development of spending priorities. This report therefore presents the budget estimates and draft final high-level summary Business Plan together as one report and appendices.

Proposed revenue budget for 2020/21

4. This report presents, at Appendix 1, the budget estimates for 2020/21 for the Epping Forest and Commons Committee analysed between;
 - Local Risk Budgets - these are budgets deemed to be largely within the Chief Officer's control.
 - Central risk budgets – these are budgets comprising specific items where a Chief Officer manages the underlying service, but where the eventual financial outturn can be strongly influenced by external factors outside of his/her control or are budgets of a corporate nature (e.g. interest on balances and rent incomes from investment properties).
 - Support Services and Capital Charges - these cover budgets for services provided by one activity to another. The control of these costs is exercised at the point where the expenditure or income first arises as local or central risk. Further analysis can be found in Appendix 2.
5. The provisional 2020/21 budgets, under the control of the Director of Open Spaces being presented to your Committee, have been prepared in accordance with guidelines agreed by the Policy & Resources and Finance Committees. These include continuing the implementation of the required budget reductions across both local and central risks, as well as the proper control of transfers of non-staffing budgets to staffing budgets. For 2020/21 there has been a 2% allowance for pay and price increases and a 2% efficiency saving. Furthermore, there has been an uplift of £41,000 to reflect energy inflation, funding of £73,000 for apprentices, and a £13,000 transfer-in from the Directorate to fund three post regradings, these additional funds have partially been off-set by a reduction of £15,000 of savings as part of the Fundamental Review, all of which are within Local Risk. There was also a reduction in Employee costs within Central Risk (not under the Director's Control) to reflect the appropriate PiP funding for 'Facilitating Biodiversity' at Burnham Beeches, the 'Licences & Leases backlog' at Epping Forest, and 'Developing a

Parking Strategy' at Epping Forest. The budget has been prepared within the resources allocated to the Director.

Income, increases in income, and reductions in expenditure are shown as positive balances, whereas brackets will be used to denote expenditure, increases in expenditure, or shortfalls in income. Only significant variances (generally those greater than £50,000) have been commented on and are referenced in the relevant table.

Overall there is an increase of £919,000 (£747,000 Epping Forest, £172,000 The Commons) between the 2019/20 original budget and the 2020/21 original budget. The movement is explained in the following paragraphs.

6. Analysis of the movement in staff related costs are shown in Table 2 below. There is an increase of £42,000 in employee expenditure between the 2019/20 original budget and the 2020/21 original budget. Factors influencing this overall increase are a provision for a pay award, and incremental progression.

Table 2 - Staffing statement	Original Budget 2019/20		Latest Approved Budget 2019/20		Original Budget 2020/21	
	Staffing Full-time equivalent	Estimated cost £000	Staffing Full-time equivalent	Estimated cost £000	Staffing Full-time equivalent	Estimated cost £000
	Epping Forest	74.95	(3,193)	76.98	(3,297)	75.73
The Commons	35.18	(1,477)	36.65	(1,534)	36.18	(1,491)
Total Epping Forest and Commons	110.13	(4,670)	113.63	(4,831)	111.91	(4,712)

7. The increase of £621,000 (Epping Forest) and £191,000 (The Commons) from the 2019/20 original budget to the 2020/21 original budget in the City Surveyor (see Table 3 below) is mainly within the Cyclical Works Programme. The Cyclical Works Programme is subject to a bid of resources each year with funding not ring-fenced to individual clients, amounts vary considerably for departments as it is all based on an agreed prioritisation which considers health & safety, reputation, income generation and asset performance. Therefore the 2019/20 OR to 2020/21 OR budgets will reflect the change in bids each year and the number of projects which are being delivered over the three years of the programme.

TABLE 3 - CYCLICAL WORKS PROGRAMME & CITY SURVEYOR LOCAL RISK (EPPING FOREST)			
Repairs and Maintenance (including cleaning)	Original Budget 2019/20 £'000	Latest Approved Budget 2019/20 £'000	Original Budget 2020/21 £'000
Cyclical Works Programme			
Epping Forest	(614)	(1,557)	(1,250)
	(614)	(1,557)	(1,250)
Planned & Reactive Works (Breakdown & Servicing – City Surveyor Local Risk)			
Epping Forest	(233)	(317)	(243)
	(233)	(317)	(243)
Cleaning (City Surveyor Local Risk)			
Epping Forest	(69)	(64)	(44)
	(69)	(64)	(44)
Total Cyclical Works Programme & City Surveyor	(916)	(1,938)	(1,537)

TABLE 3 – CYCLICAL WORKS PROGRAMME & CITY SURVEYOR LOCAL RISK (THE COMMONS)			
Repairs and Maintenance (including cleaning)	Original Budget 2019/20 £'000	Latest Approved Budget 2019/20 £'000	Original Budget 2020/21 £'000
Cyclical Works Programme			
Ashtead Common	(2)	(39)	(35)
West Wickham	(84)	(183)	(223)
Burnham Beeches	(94)	(303)	(99)
Stoke Common	-	-	-
	(180)	(525)	(357)
Planned & Reactive Works (Breakdown & Servicing – City Surveyor Local Risk)			
Ashtead Common	(19)	(19)	(6)
West Wickham	(60)	(61)	(51)
Burnham Beeches	(75)	(83)	(115)
Stoke Common	-	-	-
	(154)	(163)	(172)
Cleaning (City Surveyor Local Risk)			
Ashtead Common	-	-	-
West Wickham	(16)	(16)	(11)
Burnham Beeches	(4)	(4)	(5)
Stoke Common	-	-	-
	(20)	(20)	(16)
Total Cyclical Works Programme & City Surveyor	(354)	(708)	(545)

Potential Further Budget Developments

8. The provisional nature of the 2020/21 revenue budget recognises that further revisions may be required, including in relation to:
 - Decisions on funding of the Cyclical Works Programme by the Resource Allocation Sub-Committee.
 - Further budget adjustments in relation to the Fundamental Review.

Revenue Budget 2019/20

9. The 2019/20 latest approved budget includes £41,000 to address energy inflation costs, £59,000 to fund the apprentice programme, £22,000 in lieu of contribution pay, and a £13,000 transfer from the Directorate to fund post re-gradings. The forecast outturn for the current year is in line with the latest approved budget of £9.380M. Movement of the Local Risk Budgets from the 2019/20 Original Budget to the 2019/20 Latest Approved Budget can be found in Appendix 4.

Draft Capital and Supplementary Revenue Project budgets for 2020/21

10. An annual funding cycle to prioritise capital projects is being introduced for the first time this year, these bids will align with the Departmental Business Plan and Medium-Term Financial Planning process. Details of these proposed projects which were submitted to Resource Allocation Sub-Committee for consideration on the 12th December can be found in Appendix 3 along with the decision.
11. The latest estimated costs of the Committee's current Capital & Supplementary revenue projects are summarised in the Table below.

EPPING FOREST

Service Managed	Project	Exp. Pre 01/04/19 £'000	2019/20 £'000	2020/21 £'000	Later Years £'000	Total £'000
<u>Pre-implementation</u>						
Epping Forest	Baldwins & Birch Hall Park Ponds	(41)	(16)	(5)		(62)
	Wanstead Park Ponds Project		(150)			(150)
	Wanstead Flats - Artificial Grass Pitch Provision	(35)		(35)		(70)
<u>Authority to start work granted</u>						
Epping Forest	Wood pasture restoration	(162)	(39)			(201)
	Great Gregories Farm Over - Wintering Facility	(233)	(4)			(237)
TOTAL EPPING FOREST		(471)	(209)	(40)	0	(720)

THE COMMONS

Service Managed	Project	Exp. Pre 01/04/19 £'000	2019/20 £'000	2020/21 £'000	Later Years £'000	Total £'000
<u>Authority to start work granted</u>						
City Commons	Kenley Revival	(941)	(56)			(997)
TOTAL THE COMMONS		(941)	(56)	0	0	(997)

- i. Pre-implementation costs comprise feasibility/option appraisal expenditure which has been approved in accordance with the project procedure, prior to authority to start work.
- ii. The above figures do not include the cost of implementing the Baldwins and Birch Hall Park and Wanstead Park Ponds projects which are subject to authority to start work and the Artificial Grass Pitch project which is subject to the approval of the annual capital funding bids before progression via the gateways.
- iii. There is minor residual expenditure in 2019/20 relating to the wood pasture restoration works and the Great Gregories Farm over-wintering facility.
- iv. The latest Capital and Supplementary Revenue Project forecast expenditure on approved schemes will be presented to the Court of Common Council for formal approval in March 2020.

Final draft high-level summary Open Spaces Department Business Plan for 2020/21

12. This report presents, at Appendix 6, the draft final high-level summary Business Plan for 2020/21 for the Open Spaces Department. Appendix 7 shows the detail behind the activity statements contained within the high-level plan.
13. This year's Business Plan continues to be based on delivering the vision for the Department: *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 activities will deliver the three Departmental objectives and twelve outcomes.
14. The vision, objectives and outcomes were agreed by the Open Spaces and City Gardens Committee on 16 April 2019. They were developed during 2017 and 2018 by a cross divisional Board of officers who consulted widely with colleagues across all divisions. The activities that will achieve these outcomes (shown in appendix 6 and in detail in appendix 7) were developed in consultation with the Departments Senior Leadership team, business managers and divisional management teams and collates information outlined in divisional annual work programmes and management plans.
15. In 2018 the Department reviewed its activity against the Corporate Plan's twelve outcomes. It identified that the Department was delivering against ten of the twelve Corporate Plan outcomes. The largest area of delivery was within the Corporate Plan Aim 'Shape outstanding environments'. A pie chart showing our activity against the twelve outcomes is shown in the high-level business plan – Appendix 6.

16. Our green flag and green heritage performance measures benchmark the Department against other parks and open spaces across the Country. Our performance within London in Bloom provides a regional benchmark.
17. The Business Plan's key activities are those which will have the greatest impact to residents, workers and visitors within the square mile e.g. progressing Finsbury Circus reinstatement and providing a Visitor Centre at The Monument (both subject to RASC capital funding approval). They will also benefit the local communities around our outer London sites e.g. West Ham Park playground replacement (subject to RASC capital funding approval), progressing West Ham Park nursery site and biodiversity improvements around Burnham Beeches.
18. The Open Spaces Act 2018 enables the introduction of new management capabilities. We will use this opportunity to develop and extend our licencing arrangements, offer longer leases for commercial use of our buildings and implement agreed approaches for commercial wayleaves.
19. Across the Department we have identified 2% ongoing efficiency savings. For example, City Gardens will review the impact of the use technology to improve efficiency and provide intelligent management information and share their learning. We will introduce more 'on line' forms and on-line payment methods, continue to tender contracts and leases. At Hampstead Heath we will be implementing a new waste strategy which will encourage recycling and reduce waste disposal costs.
20. We will be assessing, developing and implementing several new income generating initiatives such as new licencing opportunities e.g. commercial dogwalkers and fitness instructors; charging for car parking on new sites and addressing payment non-compliance. Both existing and new income generating opportunities will be more efficient and customer friendly but will necessitate the provision of reliable, appropriate, cost effective, cash free payment systems.
21. The Department is a committed partner in the Climate Action Technical Group. In conjunction with the Department for Built Environment and Town Clerk's Innovation and Growth division we will be working to evaluate the current level of carbon sequestration in our Open Spaces. We will also look to identify new land management opportunities which could increase future carbon sequestration potential.

Corporate & Strategic Implications

22. The Department's activity delivers ten of the twelve Corporate Plan outcomes, across all three of the Corporate Plan aims, as shown by the pie chart within the draft final high-level business plan.

Contribute to a flourishing society

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

Support a thriving economy

5. Businesses are trusted and socially and environmentally responsible.
6. We have access to the skills and talent we need.

Shape outstanding environments

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

Security implications

23. None

Public sector equality duty

24. Should the capital projects be approved for funding it will significantly improve the service and experience provided to our local communities. Where capital funded projects are approved for progress or new policies and strategies developed, we will undertake 'tests of relevance' and where appropriate, Equality Analysis. Our fees and charges are annually benchmarked with neighbouring facilities, but we will continue to informally assess any negative impact on protected characteristic groups.

Conclusion

25. This report presents the budget estimates and final draft high-level summary Business Plan for 2020/21 for the Epping Forest and Commons Committee for Members to consider and approve.

Appendices

- Appendix 1 – Budget estimates 2020/21 Table 1
- Appendix 2 – Support Services and Capital Charges
- Appendix 3 – Capital Project Bids for 2020/21
- Appendix 4 – Original Local Risk 2019/20 budget to Latest Approved 2019/20 Local Risk Budget
- Appendix 5 – Original 2019/20 Local Risk Budget to Original Local Risk 2020/21 budget
- Appendix 6 – Final draft high-level summary Business Plan 2020/21
- Appendix 7 – Detail behind the high-level business plan

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Appendix 1 (Epping Forest)

Analysis of Service Expenditure	Local or Central Risk	Actual 2018-19 £'000	Original Budget 2019-20 £'000	Latest Approved Budget 2019-20 £'000	Original Budget 2020-21 £'000	Movement 19-20OR to 20-21OR £'000	Paragraph Reference
EXPENDITURE							
Employees	L	(2,866)	(3,079)	(3,127)	(3,181)	(102)	5/6
Employees	C	-	(114)	(170)	(40)	74	5/6
Premises Related Expenses	L	(544)	(605)	(527)	(1,002)	(397)	a)
Premises Related Expenses	C	(132)	-	-	-	-	
City Surveyor's Local Risk inc cleaning	L	(375)	(302)	(381)	(287)	15	
Cyclical Works Programme	L	(627)	(614)	(1,557)	(1,250)	(636)	7
Transport Related Expenses	L	(170)	(131)	(131)	(209)	(78)	b)
Supplies & Services	L	(846)	(400)	(395)	(374)	26	
Unidentified Savings	L	-	100	-	-	(100)	c)
Transfer to Reserves	L	(29)	-	-	-	-	
Capital Charges- Depreciation	C	(452)	(449)	(469)	(469)	(20)	
Total Expenditure		(6,041)	(5,594)	(6,757)	(6,812)	(1,218)	
INCOME							
Government Grants	L	286	164	164	768	604	a)
Other Grants, Reimbursements and Contributions	L	15	15	15	15	-	
Other Grants, Reimbursements and Contributions	C	30	-	-	-	-	
Customer, Client Receipts	L	1,430	1,227	1,206	1,203	(24)	
Customer, Client Receipts	C	2	-	-	-	-	
Investment Income	C	5	18	18	18	-	
Transfer from Reserves	L	27	-	-	-	-	
Total Income		1,795	1,424	1,403	2,004	580	
TOTAL (EXPENDITURE) BEFORE SUPPORT SERVICES		(4,246)	(4,170)	(5,354)	(4,808)	(638)	
SUPPORT SERVICES							
Central Support		(977)	(987)	(1,010)	(954)	33	
Recharges within Fund		(45)	(120)	(219)	(221)	(101)	d)
Recharge across Fund		72	29	31	(12)	(41)	
Total Support Services		(950)	(1,078)	(1,198)	(1,187)	(109)	
TOTAL NET (EXPENDITURE)		(5,196)	(5,248)	(6,552)	(5,995)	(747)	

- a) The £397,000 increase in premises related expenditure and the £604,000 increase in Government Grant income is mainly related to the new Countryside Stewardship 10-year scheme where there will be an increase in both grant income and grounds maintenance.
- b) Increase of £78,000 to reflect urgently needed vehicles. (Possibly as Deposits plus central loan funding scheme)
- c) Unidentified savings in the 19/20 Original budget have now been identified by savings on premises related expenditure through sustainability.
- d) The £101,000 increase in recharges within Fund is mainly due to increases in the Directorate re the new Legal trading Framework and Oak Processionary Moth which have yet to be reallocated and due to additional resources agreed by RASC to support the Learning Programme.

Appendix 1 (The Commons)

Table 1							
Analysis of Service Expenditure	Local or Central Risk	Actual 2018-19 £'000	Original Budget 2019-20 £'000	Latest Approved Budget 2019-20 £'000	Original Budget 2020-21 £'000	Movement 19-20OR to 20-21OR £'000	Paragraph Reference
EXPENDITURE							
Employees	L	(1,284)	(1,390)	(1,426)	(1,461)	(71)	5/6
Employees	C	-	(87)	(108)	(30)	57	5/6
Premises Related Expenses	L	(386)	(310)	(334)	(302)	8	
Premises Related Expenses	C	(94)	-	-	-	-	
City Surveyor's Local Risk inc cleaning	L	(219)	(174)	(183)	(188)	(14)	
Cyclical Works Programme	L	(342)	(180)	(525)	(357)	(177)	7
Transport Related Expenses	L	(85)	(51)	(64)	(59)	(8)	
Supplies & Services	L	(235)	(131)	(141)	(129)	2	
Third Party Payments	L	(31)	(17)	(17)	(1)	16	
Transfer to Reserves – Livestock & Legacy	L	(35)	-	-	-	-	
Capital Charges- Depreciation	C	(28)	(34)	(28)	(28)	6	
Total Expenditure		(2,739)	(2,374)	(2,826)	(2,555)	(181)	
INCOME							
Government Grants	L	128	218	215	198	(20)	
Other Grants, Reimbursements and Contributions	L	63	15	17	9	(6)	
Other Grants, Reimbursements and Contributions	C	94	-	-	-	-	
Customer, Client Receipts	L	190	135	170	173	38	
Transfer from Reserves - Livestock	L	10	-	-	-	-	
Total Income		485	368	402	380	12	
TOTAL (EXPENDITURE) BEFORE SUPPORT SERVICES		(2,254)	(2,006)	(2,424)	(2,175)	(169)	
SUPPORT SERVICES							
Central Support		(337)	(339)	(349)	(323)	16	
Recharges within Fund		(6)	(38)	(55)	(57)	(19)	
Total Support Services		(343)	(377)	(404)	(380)	(3)	
TOTAL NET (EXPENDITURE)		(2,597)	(2,383)	(2,828)	(2,555)	(172)	

Appendix 2 (Epping Forest)

Support Services from/to Epping Forest	Actual 2018-19 £'000	Original Budget 2019-20 £'000	Latest Approved Budget 2019-20 £'000	Original Budget 2020-21 £'000	Movement 2019-20OR to 2020-21OR £'000	Paragraph Reference
Support Services						
Central Recharges-						
City Surveyor's Employee Recharge	(298)	(309)	(309)	(309)	-	
Insurance	(77)	(75)	(83)	(85)	(10)	
I.S.Recharges - Chamberlain	(194)	(175)	(185)	(163)	12	
Support Services-						
Chamberlain (inc CLPS recharges)	(190)	(163)	(211)	(187)	(24)	
Comptroller and City Solicitor	(37)	(60)	(19)	(14)	46	
Town Clerk	(110)	(130)	(126)	(117)	13	
City Surveyor	(71)	(75)	(77)	(79)	(4)	
Total Support Services	(977)	(987)	(1,010)	(954)	33	
Recharges Within Fund						
Directorate Recharges	(80)	(136)	(169)	(172)	(36)	
Learning Recharges	(3)	(22)	(88)	(87)	(65)	e)
Corporate and Democratic Core	38	38	38	38	-	
Total Recharges Within Fund	(45)	(120)	(219)	(221)	(101)	
Total Recharges Across Funds - Woodredon and Warlies	72	29	31	(12)	(41)	
Total Support Services	(950)	(1,078)	(1,198)	(1,187)	(109)	

e) The £65,000 increase in Learning recharges relates to additional resources agreed by RASC to support the Learning Programme which is fully rechargeable across Open Spaces.

Appendix 2 (The Commons)

Support Services from/to The Commons	Actual	Original Budget	Latest Approved Budget	Original Budget	Movement	Paragraph Reference
	2018-19 £'000	2019-20 £'000	2019-20 £'000	2020-21 £'000	2019-20OR to 2020-21OR £'000	
<u>Support Services</u>						
Central Recharges-						
City Surveyor's Employee Recharge	(39)	(41)	(41)	(41)	-	
Insurance	(19)	(16)	(21)	(21)	(5)	
I.S.Recharges - Chamberlain	(88)	(79)	(83)	(74)	5	
Support Services-						
Chamberlain (inc CLPS recharges)	(88)	(79)	(99)	(88)	(9)	
Comptroller and City Solicitor	(17)	(28)	(9)	(7)	21	
Town Clerk	(52)	(61)	(59)	(55)	6	
City Surveyor	(34)	(35)	(37)	(37)	(2)	
Total Support Services	(337)	(339)	(349)	(323)	16	
<u>Recharges Within Fund</u>						
Directorate Recharges	(36)	(61)	(78)	(80)	(19)	
Corporate and Democratic Core	30	23	23	23	-	
Total Recharges Within Fund	(6)	(38)	(55)	(57)	(19)	
Total Support Services	(343)	(377)	(404)	(380)	(3)	

Appendix 3 (Epping Forest)

Capital Project Bids for 2020/21

Project – Artificial Grass Pitch Provision Wanstead Flats

Status - To be resubmitted (January's Resource Allocation Sub-Committee)

Project – Chingford Golf Course Development Project

Status – Agreed

Appendix 4 (Epping Forest)

Movement between the 2019/20 Original Budget and the 2019/20 Latest Approved Budget

Epping Forest	£000
Original Net Local Risk Budget (Director of Open Spaces & City Surveyor)	(3,011)
Director of Open Spaces	
Apprentices – centrally funded	(49)
Contribution Pay	(15)
Increase to energy budgets following additional resources agreed at RASC	(22)
City Surveyor	
Planned & Reactive Works including Cleaning	(79)
Latest Approved Net Local Risk Budget (Director of Open Spaces & City Surveyor)	(3,176)

Appendix 4 (The Commons)

Movement between the 2019/20 Original Budget and the 2019/20 Latest Approved Budget

The Commons	£000
Original Net Local Risk Budget (Director of Open Spaces & City Surveyor)	(1,705)
Director of Open Spaces	
Contribution Pay	(7)
Increase to energy budgets following additional resources agreed at RASC	(19)
Apprentices – centrally funded	(10)
Distribution of Director’s resources to fund staff re-grading at ‘The Commons’	(13)
City Surveyor	
Planned & Reactive Works including Cleaning	(9)
Latest Approved Net Local Risk Budget (Director of Open Spaces & City Surveyor)	(1,763)

Appendix 5 (Epping Forest)

Movement between the 2019/20 Original Budget and the 2020/21 Original Budget

Epping Forest	£000
Original Net Local Risk Budget (Director of Open Spaces & City Surveyor)	(3,011)
Director of Open Spaces	
Apprentices – centrally funded	(49)
Increase to energy budgets following additional resources agreed at RASC	(22)
Inflation 2%	(57)
Efficiency Savings 2%	57
City Surveyor	
Planned & Reactive Works including Cleaning	15
Original Net Local Risk Budget (Director of Open Spaces & City Surveyor)	(3,067)

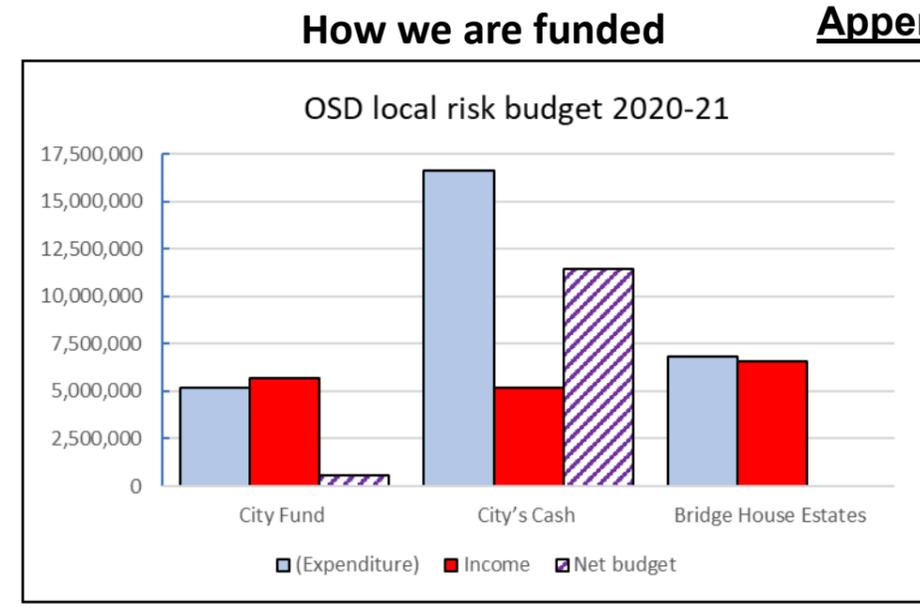
Appendix 5 (The Commons)

Movement between the 2019/20 Original Budget and the 2020/21 Original Budget

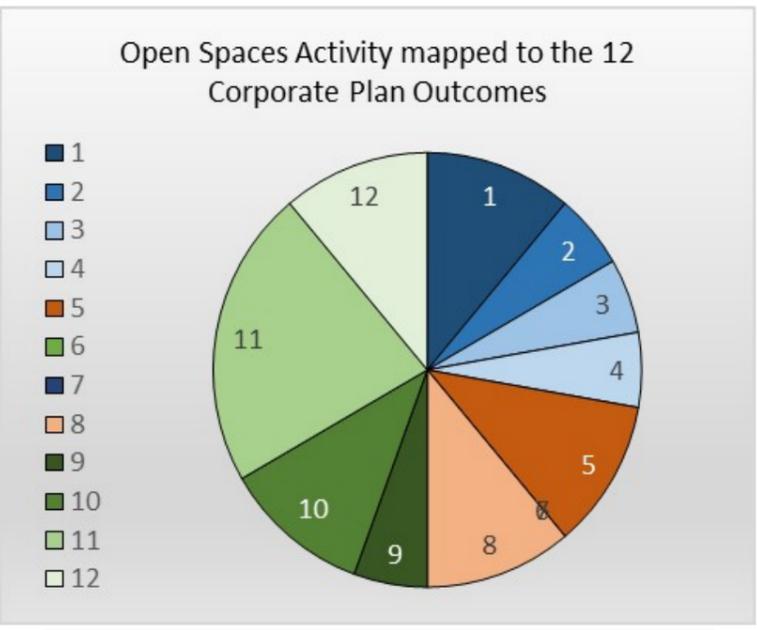
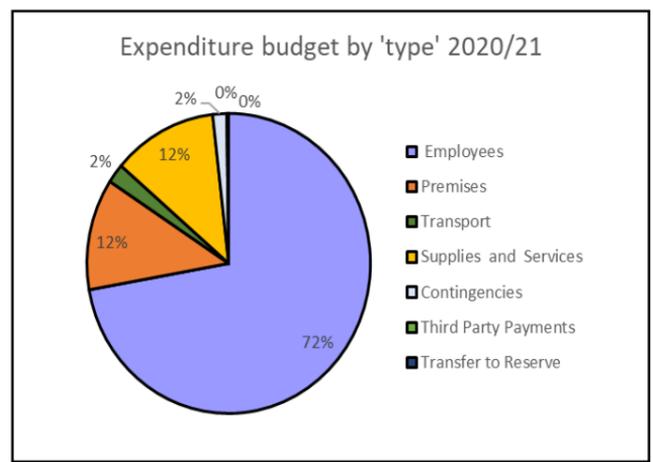
The Commons	£000
Original Net Local Risk Budget (Director of Open Spaces & City Surveyor)	(1,705)
Director of Open Spaces	
Apprentices – centrally funded	(24)
Fundamental Review – savings	15
Distribution of Director’s resources to fund staff re-grading at ‘The Commons’	(13)
Increase to energy budgets following additional resources agreed at RASC	(19)
Inflation 2%	(31)
Efficiency Savings 2%	31
City Surveyor	
Planned & Reactive Works including Cleaning	(14)
Original Net Local Risk Budget (Director of Open Spaces & City Surveyor)	(1,760)

DEPARTMENT VISION:	We enrich people's lives by enhancing and providing access to ecologically diverse open spaces and outstanding heritage assets across London and beyond.
Department objectives:	Open Spaces Department's twelve outcomes:
A. Open spaces and historic sites are thriving and accessible.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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)

The numbers in brackets show how the Open Spaces outcomes link to the 12 Corporate Plan 2018 - 2023 Outcomes



- #### Bids for Capital Funding Agreed in principle by RASC:
- West Ham Park Playground
 - East Heath Car Park
 - Chingford Golf Course
- #### More information requested by RASC:
- Finsbury Circus Reinstatement
 - The Monument Visitor Centre
 - ParkLife (Wanstead Football)
 - Parliament Hill Athletics Track
 - Queens Park Toilets (Chairman's request)



Corporate Aim	%
A. Contribute to a flourishing society	28%
B. Support a thriving economy	22%
C. Shape outstanding environments	50%

The table overleaf lists all the activities we will be working on and developing this year.

Our key activities for 2020/21 will be:

- j) Maximise the value and opportunities of our built and natural assets (10c)
- f) Protect and enhance our sites biodiversity and determine the value of our green infrastructure (11b)
- d) Engage with the local planning processes to mitigate and protect against the negative impact of development on our open spaces (12b)
- q) Develop innovative approaches to income diversification (8d)

We will also be supporting the work of the Fundamental Review.

Appendix 1 provides the detail that sits behind these key activity statements.

Numbers in brackets show links to the outcomes and actions within the Corporate Plan 2018-2023



COL Staff Survey

TOP 3 Highest Scoring Questions	% Positive	BOTTOM 3 Lowest Scoring Questions	% Positive
I have the skills I need to do my job effectively	94%	The City of London Corporation manages change effectively	32%
I am interested in my work	93%	I believe that action will be taken on problems outlined in the survey	33%
I am clear about what I am expected to achieve in my job	87%	Poor performance is dealt with effectively where I work	34%

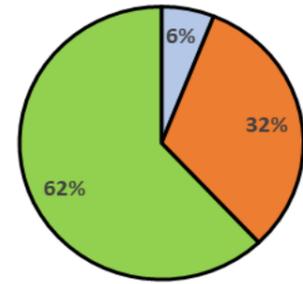
Action Being taken includes:

Improving Communication: All staff updates from SLT and Committees, staff briefings on 'change' including fundamental review.

Leadership: Open door sessions, visibility of managers, one to one's, appraisals,

Key Customer Feedback

Visitors satisfaction rating of open spaces site from snapshot survey



Other Good Very Good

Performance Measures

We will contribute to a number of Corporate Performance Measures including: FOI responses, health and safety investigations, sickness absence, budgets, employee volunteering

We will also set Departmental performance measures including:

Performance Measure	Performance target 2019/20	Department Outcomes	Department Activity
Retaining Green Heritage Site Accreditation and Green Flag Awards	13 Green Heritage Awards 15 Green Flag Awards	Our open spaces, heritage and cultural assets are protected, conserved and enhanced	Protect our heritage: developing partnership funding bids where possible
Number of tennis courts booked	31,500	People enjoy good health and wellbeing	Provide a sustainable range of sports and recreational opportunities
Number of visits to our heritage visitor attractions	1,124,400 visits	People feel welcome and included	Improve the visitor and cultural offer
Active management of our ancient trees	Baseline	Our habitats are flourishing, biodiverse and resilient to change	Protect and enhance our sites biodiversity

Equalities and Inclusion Priorities:

- Improve accessibility within our sites, subject to funding.
- Improve inclusivity at our sites.
- Increase our collection and analysis of 'protected characteristics' data
- Develop our Learning programme offer to Special Needs Schools.
- Implement the agreed transgender policy.

What's changed since last year...

- Completed the Programme of events celebrating 125 years of Tower Bridge and 30 years custodianship of Hampstead Heath.
- Natural England declare a new National Nature reserve; South London Downs NNR, covering Coulsdon Commons and Happy Valley, in partnership with the London Borough of Croydon
- Retendered OPM Control Methods contract and a partner with the Forestry Commission in their OPM pilot study.
- City Gardens fleet is ULEZ compliant
- Events policy agreed and implemented for the Department and all divisions
- Delivered improvement projects in City Gardens including Senator House and St Alfrage's Gardens
- Introduce longer lease durations allowing greater capital investment / external funding capacity under powers created by the Open Spaces Act 2018

Other activities that we will be undertaking this year under the headings of our three objectives.

Open Spaces and Historic Sites Are Thriving and Accessible

- Protect our heritage: developing partnership funding bids where possible (10d)
- Progress reviews, drafting, approval and implementation of management / conservation / heritage plans (11b)
- Reduce the negative environmental impacts of our activities (11a)
- Review security and access control provision (1c)

Spaces Enrich People's Lives

- Provide a sustainable range of sports and recreational opportunities (2d)
- 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 (4a)
- Develop our 'learning offer' (3b)

Business practices are responsible and sustainable

- Deliver opportunities arising from improved management capability from the City of London Corporation (Open Spaces) Act 2018 (1c)
- Make more effective use of IT and technology and adopt 'smarter' ways of working (9b)
- Support the development of asset management plans and master plans for each site and influence the City Surveyors implementation of their operational property review (12a)
- Maintain our regional and national influence with regard to environmental, open space, burial, heritage and tourism matters (11d)
- Implement the recommendations arising out of the workforce plan, staff and customer surveys (8a)
- Develop our apprenticeship programme and volunteering opportunities across the Department (8d)
- Progress the prioritisation of services to mitigate inefficiencies and establish long term sustainable service provision (5c)

Appendix 1 provides the detail that sits behind these action statements.

◆ Numbers in brackets show links to the outcomes and actions within the Corporate Plan

Our delivery partners and key stakeholders include:

Local community groups, forums and local residents

Host and neighbouring local authorities and the GLA

Forestry Commission, Natural England and National Trust

Parks for London, GiGL, Action Oak

Historic England & English Heritage

National Governing Bodies of Sport and local sports groups

Consultation Committees and Forums

City of London Departments

Departments three red risks:

OSD 013 Wanstead Park Reservoirs
(Score = 24)

OSD 004 Repair and Maintenance of Buildings & structural assets
(Score = 16)

OSD 005 Pests and Diseases
(Score = 16)

Appendix 7

CORPORATE PLAN'S AIMS:

DEPARTMENT VISION:

Department Objectives

Department Outcomes

Department Activity

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

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

More than one division = Purple
Cem & Crem = Black
Parks and Gardens (City Gardens & WHP) = Dark Red
Epping Forest = Brown
NLOS = Dark Blue
The Commons = Dark Green
TB&M = Light Blue
Directorate = Green

2018 - 2023 CORPORATE PLAN

Shape outstanding environments Contribute to a flourishing society Support a thriving economy.

We enrich people's lives by enhancing and providing access to ecologically diverse open spaces and outstanding heritage assets across London and beyond.

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

A1. Our open spaces, heritage and cultural assets are protected, conserved and enhanced

A2. London has clean air and mitigates flood risk and climate change

A3. Our spaces are accessible, inclusive and safe

A4. Our habitats are flourishing, biodiverse and resilient to change

B. Spaces enrich people's lives.

B5. People enjoy good health and wellbeing

B6. Nature, heritage and place are valued and understood

B7. People feel welcome and included

B8. People discover, learn and develop

C. Business practices are responsible and sustainable.

C9. Our practices are financially, socially and environmentally sustainable

C10. London's natural capital and heritage assets are enhanced through our leadership, influence, investment, collaboration and innovation

C11. Our staff and volunteers are motivated, empowered, engaged and supported

C12. Everyone has the relevant skills to reach their full potential

Summary of OSD Activity 2020/21 <small>(link to OSD outcomes & Corporate Plan activity)</small>	Detail behind the Summary
a) Protect our heritage; developing partnership funding bids where possible (A1) (10d)	EPPING FOREST: Wanstead Park Address our statutory requirement under the Reservoirs Act on Wanstead Park lakes
	NLOS: Support the Friends of Highgate Roman Kiln (FOHRK) Charity submit a Heritage Lottery Bid for the Highgate Wood Roman Kiln Project
b) Progress reviews, drafting, approval and implementation of management / conservation / heritage plans (A1) (11b)	TBM: Mitigate the effects of the substantial upcoming HV overhaul project on operations and tourism
	MULTI - DIVISIONAL: Develop our awareness, skills and knowledge, create a fundraising toolkit and draft strategy to enable the Charities to achieve more 'voluntary donations' and awards from local trusts & grant funding bodies.
	CEM & CREM Cemetery & Crematorium Heritage Conservation Plan - implementation
	EPPING FOREST: Epping Forest Management Plan - final approval and implementation
	NLOS: Hampstead Heath Management Strategy - implementation of strategy & development of a measurement framework Highgate Wood Conservation Management Plan - implementation Queens Park Conservation Management Plan - progress review Keats House Forward Plan - implementation Keats House Improvement Plan - progress its drafting
PARKS & GARDENS: West Ham Park Conservation/Management Plan - progress through consultation to final approval	
THE COMMONS: Stoke Common Management Plan - implementation Burnham Beeches Management Plan - progress its drafting Farthing Downs, Riddlesdown, Kenley, Spring Park, West Wickham, Coulsdon and Asstead Common Management Plans - progress their drafting	

Continued overleaf

Summary of OSD Activity 2020/21 <small>(link to OSD outcomes & Corporate Plan activity)</small>	Detail behind the Summary
g) Provide a sustainable range of sports and recreational opportunities (B5) (2d)	EPPING FOREST: Develop sustainable football improvements at Wanstead Flats
	MULTI - DIVISIONAL: Contribute to the Corporate Sports and Physical Activity Strategy action plan and its implementation across Open Spaces Standardise the sports grounds maintenance specifications Develop and implement sports licencing/leasing arrangements Increase awareness of clubs using OSD sports facilities Review a number of our sports facilities and consider how subsidy levels can be reduced. Appropriately maintain facilities and ensure that sports facility improvements are 'fit for purpose' and meet the National Governing Body of Sport standards. Consider alternative provision for underutilised sports facilities.
h) Improve the visitor and cultural offer, including the development of facilities, customer service and programmes of events celebrating our anniversaries, historic sites and nature (B6, B7) (4a)	EPPING FOREST: Investigate opportunities to enhance the offer at the Hunting Lodge and the View.
	NLOS: Progress access improvements at Keats House Deliver Keats200 anniversary programme Progress improvements / replacements at the various Playgrounds and Queens Park sandpit. Improve toilets at QP subject to capital funding.
	PARKS & GARDENS: WHP Playground - apply for planning permission and external funding to deliver playground enhancements Enhance West Ham Park entrances
	TBM: Progress a standalone Visitor Centre for The Monument if capital funding awarded. Undertake a comprehensive evaluation of Tower Bridge's 4 year interpretation & content overhaul and implement any resulting actions
THE COMMONS: Continue the conservation of Kenley Airfield with the installation of new interpretation signage	
MULTI - DIVISIONAL: Programme of OSD organised activities and events on our sites Promote and improve accessibility of our sites and facilities, subject to funding. Improve signage, interpretation and visitor content.	

Summary of OSD Activity 2020/21 <small>(link to OSD outcomes & Corporate Plan activity)</small>	Detail behind the Summary
j) Maximise the value and opportunities of our built and natural assets (C9) (10c)	PARKS & GARDENS: Progress Finsbury Circus reinstatement Develop and deliver the masterplan for the future of West Ham Park Nursery site
k) Deliver opportunities arising from improved management capability from the City of London Corporation (Open Spaces) Act 2018 (A1) (1c)	MULTI - DIVISIONAL: Implement agreed approach and options for commercial wayleaves Establish current and potential carbon sequestration for open spaces and feed into CoL climate change work.
	EPPING FOREST: Progress letting of lodges. Complete and implement the off road parking strategy.
l) Develop innovative approaches to income diversification (C9) (5c)	MULTI - DIVISIONAL: Introduce longer concessions/leases Manage fly tipping Develop and implement licencing arrangements Review opportunity for use of FPN's for Bylaw offences Implement the Departmental and Divisional approved events policies
	TBM: Further develop and retender Tower Bridge's innovative events management arrangements
MULTI - DIVISIONAL: Optimise income that we bring in from outside our local risk budget e.g. sponsorship, legacies, donations, grants, CIL Increase the amount of income generated from existing activity such as events, retail, filming, lodge lettings, room hire etc Investigate the opportunity for a Departmental approach to maximise the value from our wedding venues. Investigate and progress new income generating opportunities e.g. new catering provision Regular benchmarking of fees and charges with neighbouring/competing facilities/providers Identify opportunities for collaborative working with LA's and other landowners. Identify opportunities for fee charging advice/consultancy	

Continued overleaf

<p>c) Reduce the negative environmental impacts of our activities (A2) (11a)</p>	<p>CEM & CREM: Replace ageing cremators with new at the Cemetery and Crematorium</p>	
	<p>NLOS: Implement HH waste and recycling strategy</p>	
	<p>MULTI - DIVISIONAL: Continue to review existing fleet and increase percentage of electric vehicles. Reduce the use of pesticides Reduce utility consumption - petrol, diesel, electricity, gas, water Audit and improve effectiveness of Building Energy Management System, install / retrofit LED lighting, with a focus on areas of largest consumption Progress waste procurement review Review approach to dog waste Extend EPCs and recommended actions to residential properties</p>	
	<p>d) Engage with the local planning process to mitigate and protect against the negative impact of development on our open spaces (A4) (12b)</p>	<p>MULTI DIVISIONAL: Mitigation strategies developed with host/neighbouring local authorities Comment on planning applications that affect our land &/or the openness and character of the open space Resist and abate encroachment Contribute to Local Authorities Local Plans and Supplementary Planning Documents</p>
	<p>e) Review security and access control provision (A3) (1c)</p>	<p>NLOS: Review access control and payment methods at our swimming facilities</p> <p>TBM: Explore the potential for a secure exit facility at the Bridge's South Tower</p> <p>MULTI - DIVISIONAL: Review site security and public safety at identified entrances. Take practical steps to reduce antisocial behaviour.</p>
<p>f) Protect and enhance our sites' biodiversity and determine the value of our green infrastructure (A4) (11b)</p>	<p>PARKS & GARDENS: Complete Tree Canopy survey started for City Gardens to ascertain the tree canopy area. Providing advice to DBE on City Greening, climate change resilience of the square mile and assisting to deliver a new Tree Strategy.</p>	
	<p>THE COMMONS: Submit a bid to the Secretary of State which enhances Burnham Beeches natural habitats, biodiversity and visitor experience. Develop the partnership potential of the South London Downs NNR to improve biodiversity of that landscape.</p>	
	<p>MULTI - DIVISIONAL: Progress the implementation of the grazing expansion plans at the Commons and Epping Implement the actions within the biodiversity arm of the Responsible Business Strategy Commence work to adopt a single approach to 'value our green infrastructure' Monitor and report returning / new habitats within our open spaces</p>	

<p>i) Develop our 'learning offer' (B8) (3b)</p>	<p>Develop Tower Bridge's and Epping Forests cultural profile via Artist in Residence programmes and other cultural events.</p>
	<p>THE COMMONS: Kenley - maintain schools outreach and visits</p>
	<p>TBM: Evaluate and adapt the fully accessible education facility at Tower Bridge</p>
	<p>DIRECTORATE Increase the number of schools with high pupil premiums that are engaging with the schools programme Developing the Green Talent Programme in West Ham Park, Epping Forest and Hampstead Heath, targeting participants from LB Waltham Forest, Newham, Hackney and Islington. Increase opportunities for nature connected play within the play programme. Increase the number of learning volunteers from communities who are under-represented in our green spaces.</p>
	<p>MULTI - DIVISIONAL: Develop the learning offer at Tower Bridge, Monument, Epping, West Ham Park, NLOS and Keats House, to deliver the departmental learning impact areas and share good practice. Implement cross divisional learning performance measures</p>

<p>m) Make more effective use of IT and technology and adopt 'smarter' ways of working (C9) (9b)</p>	<p>CEM & CREM: Develop a name search facility for the online burial register system</p>
	<p>PARKS & GARDENS: Use technology to improve efficiency and provide intelligent management information that can improve the way we work.</p> <p>MULTI - DIVISIONAL Increase use of: Skype, SharePoint, iBase On-line forms and apps to aid administrative functions, such as H&S inspections, fleet and playground checks etc Online payments and bookings Develop opportunities for a cash-free environment Introduce a CRM Roll out Wi-Fi across sites to allow more agile working Investigate use of Col's 24 hour out-of-hours service Contribute to the procurement review of cash collection service</p>
<p>n) Support the development and implementation of Asset Management Plans and Master Plans and influence the City Surveyors implementation of the Operational Property Review (C9, C10) (12a)</p>	<p>NLOS: Work with CS to develop a Masterplan for Heathfield House, Parliament Hill and Kenwood Yard</p>
	<p>MULTI DIVISIONAL: Work with CS to develop Asset Management Plans for Parks & Gardens and The Commons Work with CS to finalise Epping Forests Asset Management Plan. Work with CS to implement Hampstead Heath's Asset Management Plan Work with CS to inform, influence and progress sites identified within the OPR</p>
<p>o) Maintain our regional and national influence in relation to environmental, open space, burial, heritage and tourism matters (C10) (11d)</p>	<p>CEM & CREM: Develop our grave reuse and reclamation programme as a model system for creating the sustainable UK cemetery. Continue to work and lobby central Government on the roll out and implementation of the Children's Fund.</p>
	<p>MULTI DIVISIONAL: Work with: The Forestry Commission, including on OPM DEFRA Parks for London, GLA, London Parks Consortium Project (CPRE) Green Arc for London, Action Oak initiative National Park City Use of S35 status to influence/deliver NE's NNR Strategy</p>
<p>p) Implement the recommendations arising out of the workforce plan, staff and customer surveys (C11) (8a)</p>	<p>CEM & CREM: Deliver improvements arising from Cem & Crem visitor satisfaction survey</p>
	<p>MULTI - DIVISIONAL: Deliver 2018 OSD Staff survey, Corporate Staffs survey and Pulse Survey recommendations Deliver Culture Board initiatives increasing cross division working Develop and refine the workforce plan Implement and manage the revised approach to DBS and barring checks</p>
<p>q) Develop our apprenticeship programme and volunteering opportunities across the Department (C12) (8d)</p>	<p>MULTI - DIVISIONAL: Maintain a rolling programme of apprenticeships across the Department where funded Corporately Provide opportunities for apprenticeship progression from Level 2 to Level 3 Consider requests for internal levy funded training where operationally sustainable Work with partners to identify new opportunities for skills development</p>
<p>r) Progress the prioritisation of services to mitigate efficiencies and establish long term sustainable service provision (C9) (5c)</p>	<p>MULTI - DIVISIONAL: Plan for the longer term Fundamental Review proposals, commencing investigation, consultation, preparation where necessary. Clarify our long term (5+ years) Departmental service delivery priorities Consider alternate methods of service delivery Determine our long term approach to deliver sustainable, efficient, value for money services.</p>

Committee:			Date:
Open Spaces and City Gardens	-	For Information	9 December 2019
West Ham Park	-	For Information	9 December 2019
Epping Forest and City Commons	-	For Information	13 January 2020
Hampstead Heath, Highgate Wood and Queens Park	-	For Information	TBC January 2020
Subject: Departmental Business Plan 2019/20 – Six month performance update: April to Sept 2019			Public
Report of: Colin Buttery – Director, Open Spaces			
Report author: Gerry Kiefer, Open Spaces			

Summary

This report provides Members with an update on progress and performance against the 2019/20 Business Plan by the services which report to the various Open Spaces Committees. Good progress has been achieved with activities having been delivered against all three of the Departments top-line objectives. Where performance is recorded at 6 months, this has been reported.

Recommendation

Members are asked to:

- Note the progress made against the 2019/20 Business Plan objectives and performance indicators.

Main Report

Background

1. The Open Spaces & City Gardens Committee approved the Departmental Business Plan 2019/20 (Appendix 1) 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 1)

Current Position

Objectives and Outcomes

4. A number of notable achievements and progress have been made under the three Business Plan objectives:

A. Open Spaces and Historic Sites are Thriving and Accessible.

- The South London Downs National Nature Reserve (SLDNNR) was officially launched on Thursday 25 July.
- Positive progress is being made in relation to the Heathrow Biodiversity offsetting project
- The Hampstead Heath Management Strategy was approved and shared with the Court of Common Council and the designed document is available on the website.
- City Gardens were fully ULEZ compliant when it was introduced on the 8th April, through securing a fleet of EURO 6 diesels
- Epping Forest completed a £5M part-Common application to the Countryside Stewardship grant scheme at the end of August. The application seeks further funding from the Rural Payments Agency to contribute to the conservation management of the Forest's most important habitats and rarest species.
- Officers from The Commons have been working closely with South Bucks District Council (SBDC) and Natural England (NE) and comments were submitted on the draft SBDC Local Plan.
- Epping Forest made detailed representations to two major Local Plans.
 - Evidence was given to the public examination of the Regulation 19 Epping Forest District Council Local Plan in May, urging further protection for the Special Area of Conservation. Officers have subsequently been responding to the Inspectors Interim Advice.
 - A detailed submission was also made to the London Borough of Waltham Forest's Regulation 18 Local Plan public consultation.
- Officers at Epping Forest have been working with consultants to develop a final and fully costed Epping Forest SAC Mitigation Strategy for adoption by 6 Local Planning Authorities.
- Officers continue to work with contractors and the Forestry Commission to monitor and implement control measures for Oak Processionary Moth (OPM) across the Open Spaces. A significant increase in infestation has been recorded at Ashted Common.
- Cattle, and ponies and sheep have been grazing for conservation objectives at various sites at The Commons, Epping Forest and Hampstead Heath.
- North London Open Space continue to work with Keep Britain Tidy to finalise their waste and recycling project. Veolia are undertaking regular waste collections from Parliament Hill; food waste collection has increased, linked with on-site cafes. Recycling collection has also been increased, following the infrastructure changes at Parliament Hill. Good progress is being made with the selection and procurement of a specialised waste fleet.
- The newly landscaped South Meadow area at West Ham Park was opened to the public in April. Trees, multithemed shrubs and underplanting was added to the park boundary. The project, part funded by the Mayor of London aims to increase canopy cover in the park and increase the amount of native planting to support biodiversity.

B. Spaces Enrich People's Lives.

- Epping Forest has supported Waltham Forest in its role as the London Borough of Culture, hosting several events including the May Day Fayre on Chingford Plain.
- Epping Forest contributed four events to Open House weekend on 21 and 22 September; including The View, The Temple and at Queen Elizabeth's Hunting Lodge.
- Epping Forest has achieved a Trip Advisor Certificate of Excellence via our online profile with Trip Advisor
- The Cafe in Burnham Beeches opened under a new tenant
- Wild Schools learning in West Ham Park introduced new sessions in physics and immersive sessions in creative writing and storytelling. There has also been a focus on broadening the range of schools who use the programme to enhance their curriculum.
- Open Spaces retained 15 Green Flag Awards and 13 Green Heritage Accreditations
- Numerous sites won London in Bloom Awards

C. Business Practices are Responsible and Sustainable.

- Many Capital projects were put on hold as part of the Fundamental Review.
- The Senior Leadership Team (SLT) and 'staff led' options were put forward for the Fundamental Review
- City Gardens were awarded a special London in Bloom award - *Gardening in a Changing Climate*. The judges were particularly impressed with the trialling of new species and new planting mediums.
- An engagement and consultation exercise to inform the development of a dog walkers code of conduct and a personal training code of conduct has been undertaken at Hampstead Heath.
- The Heath & Hampstead Society hosted an event to mark 30 years of the City Corporation's custodianship of Hampstead Heath.

Performance Measures

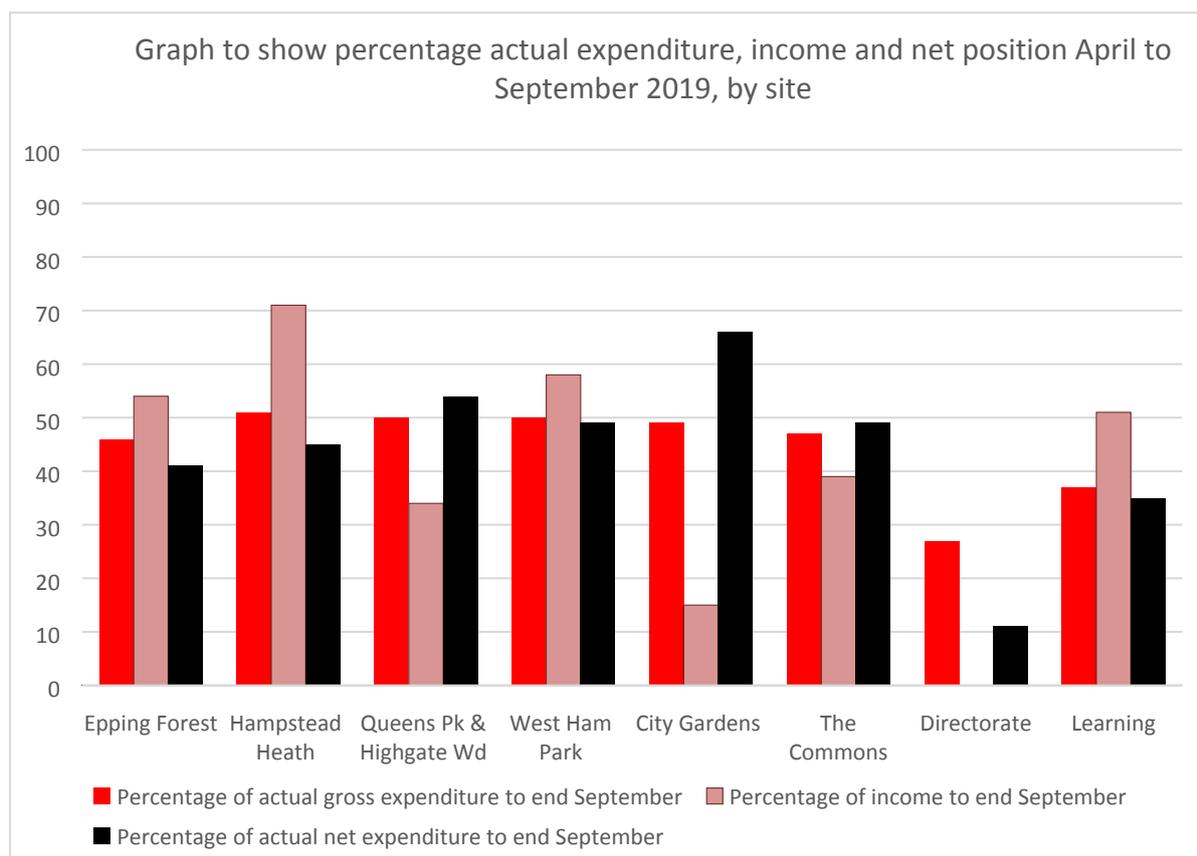
5. The Business Plan report identified several performance measures. Many of these are collated annually, but those where data is available at 6 months is attached as appendix 2. Some notable points include:

- Open Spaces retained 15 Green Flag and 13 Green Heritage Awards
- Webpage hits are below the anticipated level. This was 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
- The unpredictable weather this summer impacted on tennis participation levels with numbers down across all sites and represents only 69% of this year's annual target.

Implications

Financial Performance

6. Six months into the financial year and across the Divisions that report to the Open Spaces Committees, the full year outturn position is estimated to be broadly on budget.
7. The graph below shows the percentage actual expenditure, income and net expenditure to end September.



8. It should be noted though that some expenditure and income is not spent/received in equal proportions across the year
9. Hampstead Heath is showing 71% income for the year. This recognises the seasonality of the income from activities such as sports fees (particularly swimming), events, filming and car park charges. It is slightly down on last year when the dry, hot summer resulted in higher than average swim visits. Other sites where summer sports fees and charges make up a significant proportion of the income will also show greater than 50% of income achieved.
10. The 66% net expenditure for City Gardens is comparable to last year and recognises that a fair proportion of their income is from S106 contributions and rechargeable works which are applied towards the end of the financial year.

Corporate & Strategic Implications

Open Space Charities

11. Many 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 the charity.

The Corporate Plan

12. The Open Spaces Department actively contributes to all the Corporate Plan aims:
 - Contribute to a flourishing society
 - Support a thriving economy
 - Shape outstanding environments

Conclusion

13. The Open Spaces Department has progressed well in delivering its Business Plan. Its activities are helping to achieve the Department's three main objectives and Corporate Plan aims.

Appendices

- Appendix 1 - High-level Business Plan 2019 -20
- Appendix 2 - 6 month performance measures

Background Reports

Final Departmental Business Plan 2019/20 – Open Spaces, April 2019.

Gerry Kiefer

Business Manager – Open Spaces Department

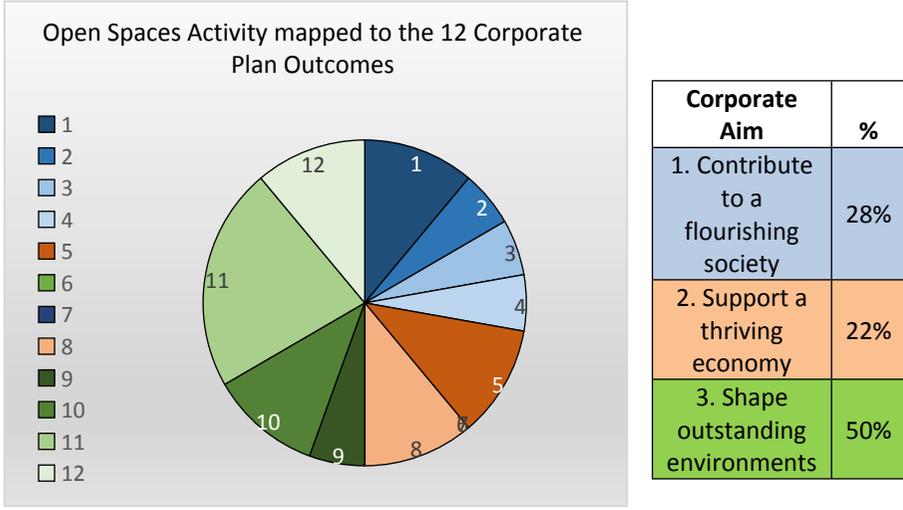
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OUR VISION: We enrich people's lives by enhancing and providing access to ecologically diverse open spaces and outstanding heritage assets across London and beyond.

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

Appendix 2 - Performance Measures

PI No:	Performance Measure	2019/20 Target	2019/20 - 6 month data
1	Retaining Green Heritage Site Accreditation	13 Green Heritage Awards	13 Green Heritage Awards
2	Retaining Green Flag Awards	15 green flag sites overall band score 53% = 80+ 40% = 75 – 79 7% = 70 - 74	15 green flag sites overall band score 13% = 80+ 53% = 75 – 79 33% = 70 - 74
7	Increase the number of visits to Open Spaces Department's webpages	930,000	412,679
11	Increase tennis court usage	31,505	21,794
12	Net expenditure (OS Director local risk only)	(12,221,000)	(5,763,620)
13	Income generated (OS Director local risk)	4,184,000	2,224,893
17	Health and safety accident investigations	85%	85%

Committee(s):	Date(s):
Epping Forest & Commons Committee	January 2020
Subject: Superintendent's Update	Public
Report of: Superintendent of 'The Commons'	For Information
Summary	
<p>This report provides a general update on issues across the nine sites within 'The Commons' division that may be of interest to members and is supplementary to the monthly email updates.</p>	
Recommendation	
Members are asked to note the contents of this report.	

Burnham Beeches and Stoke Common

1. Two inspectors have been appointed to examine the South Bucks District Council (SBDC) Local Plan and have asked questions of the Council. A meeting was held between SBDC, Lepus (the consultancy conducting the Habitats Regulations Assessment for the Council), City Corporation (CoL) and Natural England to discuss progress. Changes of staff at SBDC have led to some inconsistency of approach regarding the mitigation strategy for recreation pressure and will require further work by CoL/Natural England to ensure the best outcome for Burnham Beeches. Requirements in relation to air quality are also still unclear. Dates for the Examination in Public have not yet been set.

2. Liaison has continued with Heathrow Airport and the Memorandum of Understanding is close to being finalised. It is hoped that this will soon be presented for approval under delegated authority, as agreed at the September 2019 meeting of this Committee. Discussions have continued with the various potential partners. A report for Members of South Bucks District Council is being prepared for discussion at their January meeting. Discussions have also started with Buckinghamshire County Council to ensure a smooth transition to the new unitary authority in April 2020.

3. Production of the new 10-year Burnham Beeches Management Plan continued. Responses from the public consultation event in October have been analysed and incorporated within the plan. Visitor support for the major work areas consulted on was generally very high. The long-term vision received 98% support. The draft plan and consultation analysis report have been submitted to this Committee for approval at this meeting in January 2020.

4. The minor leak in the dam structure of Middle Pond remains under investigation. The structure will continue to be monitored with minor exploration works undertaken as local risk budgets allow before the end of March 2020.
5. Contractors have been working on Stoke Common carrying out maintenance work along the firebreak at Vine Road, on the West Common and small-scale heathland restoration works on an area of the main common.
6. Volunteers have also been busy at Stoke Common and Burnham Beeches cutting of scrub as part of heathland restoration at Stoke Common and clearing holly and other scrub at Burnham Beeches from around the ancient pollards ahead of restoration cutting works in January. They have also undertaken seasonal tasks like the erection of the traditional birch Christmas trees at Stoke Common and the Beeches. All enjoyed their annual Christmas tasks, wreath making and party.
7. The ecology volunteers have been busy over the period with regular monitoring of dust and invertebrates. They have carried out benchmark measuring of features for the new management plan and are helping with surveys to update the young pollard 10-year work programme.
8. The cattle have been taken off both sites for the winter and the Exmoor ponies will soon be on their way to Stoke Common early in the New Year.
9. A new 10-year conservation grazing contract at Stoke Common has recently gone through a tender exercise. The successful bid is due to commence in April 2020.

PARTNERSHIPS

Kenley Revival update

10. The City Funded Legacy Officer continues to deliver an exciting and varied programme of volunteering, educational and public engagement activity. In October and November, the number of volunteer hours achieved was 50, with 230 school pupils engaged through workshop activities and site visits. A further 230 adults were engaged through walks and talks and at events.
11. The travelling exhibition returned from the Kent Battle of Britain Museum and went on to Croydon Museum for three weeks in November.
12. A pop-up museum displaying the travelling exhibition and a collection of WWII artefacts was held at the Merlewood Estate Office on December 14.
13. The Buildings Research Establishment have produced a short report to clarify the conclusions they reached in their report on the materials trial. The implications of this short report are currently being assessed.

14. The signage contractor has produced samples of both the large and small wing sign designs that will be placed in situ for examination by the planning authority.

The West Wickham and Coulsdon Commons

15. Staff vacancies remain a concern with the Ranger team currently carrying three full time equivalent vacancies and one full time equivalent maternity leave cover. An Assistant Ranger has been recruited (commences January 2020) to provide the maternity leave cover. Other posts are to be recruited on fixed term contracts as a means of maintaining adequate levels of service until the Division's structure can be reviewed.
16. A new livestock race (handling system) has been installed at Riddlesdown at the entrance to Optical Services car park on Godstone Road. This will allow the cows and sheep to be more easily moved between Farnet and Norfolk Bank without the need for large numbers of staff, volunteers and tractor and trailer.
17. The Ranger team have nearly completed tree safety inspections of medium and high-risk trees across the Commons.
18. The cows on Farthing Downs have moved from Farthing Downs to the Merlewood Estate Office yard for winter in preparation for calving. Calving is due to start in January.
19. Webpages are being created ready for the new City of London website using the new 'content management system'. Pages will be ready for a trial by January 15th.
20. Volunteers on West Wickham Common are creating a heathland glade by removing scrub over several days. Rangers have followed up by taking out several large stands and 'stump treating'. Restoration of the heath will support the existing 'pockets' on the Common and adjoining green spaces.
21. An interpretation panel for the former windmill on Coulsdon Common is being designed and will be installed in the Windmill Paddock. A new site map to go alongside this has been created and will be reviewed before publication.
22. The Management plan for Farthing Downs is being edited. Amendments to the new maps for Farthing Downs and Kenley Common are being carried out by the contracted designers. The vision for Farthing Downs and Kenley Common is now complete and a meeting planned to prepare a draft vision for Coulsdon Common.
23. Volunteers have cleared an area of scrub under woodland canopy on Coulsdon Common. This was done to increase light levels for ground flora and fauna. The

arings were mulched or placed as habitat piles in the surrounding woodland and the usable timber has been stacked for removal.

24. The electric gate at Farthing Downs car park has been repaired following damage from an incident in July 2019. Opening times have been adjusted to allow early entry for visitors at 6.30am. This should prevent people parking on the verges and in the lay-bys on Ditches Lane.
25. A new stock fence is being installed on Farthing Downs to replace the old one that has degraded. Options for the material type are being considered including metal clip-ex fencing which has the potential last for 30 years.

Ashtead Common

26. Oak Processionary Moth nest removal has ended for this year with approximately 1,000 nests removed at a cost of £43,000. The infestation is likely to be worse next year, but an adaptive approach to managing the risk means that expenditure is unlikely to go up. Like the previous year, the aim this year was to remove 100% of nests from high-risk zones (residential boundaries and areas where people are more likely to be). As the infestation worsens and the moth adapts its behaviour, it is likely that only those nests presenting the highest risk within the high-risk zones (low nests or multiple nests in one tree) will be removed.
27. 'Treework Environmental Practice' has commenced work on updating the individual management prescriptions for the veteran oak pollards. This work is needed to reflect a changed approach to retrenchment pruning that was introduced locally as a result of observing and analysing the response of the trees on Ashtead Common to cutting. Early indications from vitality scoring suggest that the trees have responded well to the treatment they have received to date.
28. The annual breeding bird survey conducted by BTO volunteers has produced encouraging results. Some species that are in decline nationally, such as the whitethroat, appear to be increasing in number. There has been a concerted effort over the past 10 years to manage the lower slopes to achieve a 50:50 scrub-grassland balance, and it is possible that this is starting to yield results.
29. The Apprentice Ranger commenced in her new role on November 18. The apprenticeship will last for 18 months (previously reported 15, but this was extended), during which time she will gain a level two qualification in Environmental Conservation with Sparsholt College.

Incidents

Burnham Beeches & Stoke Common

30. Incidents in the period included: dumping of garden waste by neighbours. The neighbours were written to and have helped remove the material.

A number of dogs not under effective control were dealt with – one incident resulted in a verbal altercation between visitors and the police were ultimately involved. A dog walker received written advice on future conduct when at the Beeches.

Ashtead Common

31. None

The West Wickham and Coulsdon Commons

32. Five separate occurrences of fly tipping have taken place across the WW&CCs - the most significant was a large volume of asbestos on Ditches Lane. Rangers worked with the Police and London Borough of Croydon (LBC) officers to clear the site that involved closing the road for most of the day. There has subsequently been a meeting with, LBC, Tandridge and City of London looking at the introduction of high definition cameras on the section of road that crosses Farthing Downs. There is also a joint operation taking place in the New Year with Police and Enforcement Officers stopping suspicious vehicles using the Downs and checking their waste transfer licences. The City will support this by making an area of land available along the roadside for the duration of the operation.

33. There have been two separate incidents of sheep worrying. Rangers are sharing information with the local police and Croydon Enforcement. One individual is known to us and is due to be visited by Croydon Enforcement Team early in the New Year following further intelligence.

Filming, major events and other activities

Burnham Beeches

34. The Beeches hosted several external events: including school visits, Nordic walking & simply walk events and supported activity visit by Cub Scouts from local groups undertaking conservation tasks.

35. Events have included several guided walks and the Christmas festive trail and the very successful annual Carols at the café event.

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Committee(s):	Date(s):
Epping Forest and Commons Committee	13 th January 2020
Subject: Burnham Beeches Management Plan,	Public
Report of: Superintendent of The Commons	For Decision
Summary	
<p>The management of Burnham Beeches Special Area of Conservation (SAC) has been guided by an approved management plan since 1989. The last management plan was for a period of 10 years, was approved by this Committee in March 2010 and subsequently given consent by Natural England. The current plan expires on 31st March 2020.</p> <p>A new 10-year 'draft' management plan has been produced for Burnham Beeches commencing 1st April 2020 to guide the City Corporation's work on the SAC.</p> <p>The 'draft' management plan carefully matches the City's commitments under Natural England's ten-year Countryside Stewardship Scheme that provides significant funding to support conservation activities throughout the draft plan.</p> <p>Extensive consultation has been undertaken with a wide range of stakeholders prior to the production of this final draft version.</p> <p>Members are asked to:</p> <p style="margin-left: 40px;">i. Approve the final draft plan so that it can be submitted to Natural England to grant consent prior to 31st March 2020. Appendix 1.</p>	

Main Report

Background

1. The management plan for Burnham Beeches brings together all the necessary knowledge and management activities to ensure that its status as a Site of Special Scientific Interest (SSSI), National Nature Reserve (NNR) and Special Area of Conservation (SAC) is maintained according to the City's twin legal responsibilities towards recreation and biodiversity.
2. Since 1989, each iteration of the management plan has been developed in a consultative manner. Once in final form, they have been assessed and approved by this Committee before being passed on to Natural England (NE) to grant consent.
3. Your Committee approved the current version of the Burnham Beeches ten-year management plan in 2010. It expires on 31st March 2020. Community engagement and discourse with conservation experts was key to the successful development of that plan.

4. A brief list of achievements during the period of the last plan include:
 - i. The introduction of invisible fencing to the site and the development of techniques to make the most of its potential.
 - ii. The area grazed by cattle ponies and pigs was increased by nearly 400% i.e. from 43ha to 165ha and now covers 75% of the site.
 - iii. The successful introduction of Dog Control Orders and latterly, Public Spaces Protection Orders, to greatly reduce antisocial dog behaviours.
 - iv. The careful management and monitoring of the site's cohort of veteran trees and associated species.
 - v. Creation of around 1000 new pollarded trees of various species that are cut on a 10-year cycle as the next generation of 'veterans'.
 - vi. The continuing development of heathland areas and other rare habitats and species.
 - vii. Engagement of local communities and visitors to improve understanding of the site and its special status.
 - viii. Partnership working with the Chilterns Area of Outstanding Natural Beauty on their Heritage Lottery Funded Hillforts project.
 - ix. Appropriate inclusion (subject to further consultation, hearing in public and potential revision) of the Burnham Beeches SAC in the local Authority's draft local plan

5. The provision of a management plan approved by Natural England (NE) is the best method of ensuring that the City Corporation meets its legal obligations to enhance biodiversity and guide compliance with NE's Countryside Stewardship Scheme that will fund much of that work.

Current Position

6. The current management plan expires on 31st March 2020. Therefore, it is necessary to draft a replacement plan to cover the period 2020-2030. A final draft management plan has been produced by the Conservation Officer and Head Ranger for member's consideration and approval.

7. **Natural England. Countryside Stewardship Scheme Grant (CSSG).** The site successfully applied for the CSSG in November 2018 with payments commencing January 2019. The grant covers nine of the ten-years of the new draft plan. The grant period runs from January 1st to 31st December each year.

8. The development of the CSSG has been helpful in designing the detailed programme of conservation works contained within the draft management plan and thereby ensures compliance and avoidance of financial penalties.

9. **Table 1** indicates the value of the grant in terms of capital projects. Capital grants are only available for the first 2 years of the CSSG period.

Table 1. Capital Project Expenditure	
Year 1. 2019	£29,750
Year 2. 2020	£19,075
Total Capital Grant	£48,825

10. The Capital grant was approved for projects to remove a small plantation of larch trees in the Tower Wood area (this species may act as a vector for Sudden Oak Death) and cyclical cutting of the young pollards.
11. The CSSG also provides annual base payments over the ten-year period to support agreed long-term conservation objectives such as the management of veteran trees and other essential habitat works.

Table 2. Annual Base payments

Annual Base Payments. January 1st – December 31st.	
Year 1. 2019	£56,963.46
Year 2. 2020	£56,963.46
Year 3. 2021	£56,963.46
Year 4. 2022	£56,963.46
Year 5. 2023	£56,963.46
Year 6. 2024	£56,963.46
Year 7. 2025	£56,963.46
Year 8. 2026	£56,963.46
Year 9. 2027	£56,963.46
Year 10. 2028	£56,963.46
Total Income over ten-year CSG period	<u>£569,634.60</u>

12. Grant income forms part of the overall annual spending budget for Burnham Beeches. This makes the budget vulnerable should grant income be reduced or cease, and represents an additional risk for consideration under the Fundamental Review
13. **Public Consultation.** Officers consulted extensively during the production of this draft plan. Audiences included, Local Authorities, NE, the Burnham Beeches and Stoke Common Consultation Group and conservation specialists. A local community engagement event was held over three days during half term October 2019. Over 900 visitors attended the event and 358 survey forms were completed. The results of the survey were analysed, and a report provided by an independent consultant. **Appendix 2.**
14. **Committee Consultation.** Members visited the nature reserve in September 2019 and were provided with detailed notes for discussion on the major issues arising during the production of the draft plan. Comments made at that time were extremely helpful when producing the final draft of the management plan.
15. **Habitats Regulations Assessment (HRA).** Due to the status of Burnham Beeches as a SAC the plan will require an assessment to ensure that the actions proposed in the plan do not have an adverse effect on the features for which Burnham Beeches is designated (beech woodland). This will be carried out in consultation with Natural England, prior to consent being given for the actions outlined in the plan.

16. **Equalities Assessment.** Your Superintendent has assessed the need for an Equality Analysis of the draft management plan for Burnham Beeches. The first step under such circumstances is to carry out a 'Test of Relevance' to determine any negative, positive or neutral impacts of the draft plan. In this instance, the test of relevance concluded 'no negative impacts' so further assessment was not required. **Appendix 3.**

Options

- Option 1. Approve the draft management plan so that it can be considered and ratified by Natural England prior to the expiry of the current plan. This is the recommended option.
- Option 2. Require amendments to the plan. Members may wish to suggest further amendments to the draft plan so that the plan may be adjusted and submitted to Natural England after the expiry date of the current plan.

Implications

17. Option 1 will allow a HRA to be carried out and the plan to be forwarded to Natural England for consent within the expiry date of the 2010-2020 current plan.
18. Option 2. If members require amendments to the draft plan and they are of a significant nature, the plan may require further external consultation and thereby delay its submission for the HRA and consent by Natural England.
19. The cost of producing the management plan (£7,000) was met from the Burnham Beeches and Stoke Common local risk budgets. Costs included the consultation event, additional mapping/surveys and the design, editing and publication of the final document(s).
20. Having been consulted on the production of this report the Human Resources Department has concluded that there are no likely adverse implications.

Proposals

21. It is proposed that once approved the management plan will be forwarded to Natural England for the HRA and consent commencing 1st April 2020.
22. Income from grants such as the CSSG have, at least in part, helped to mitigate the impact of budget cuts over the last decade. The local risk budget is now heavily reliant on CSSG income to carry out significant elements of management activity carried out on site. The budget is therefore vulnerable to any reduction in income from this of similar grants thereby representing an additional risk for consideration as part of the Fundamental Review.

Corporate & Strategic Implications

23. The proposals in this report support the Corporate Business Plan as follows:

Contribute to a Flourishing Society

- People enjoy good health and wellbeing
- Communities are cohesive and have the facilities they need

Shape outstanding environments

- Our Spaces are secure, resilient and well maintained.
- We have clean air, land and water and a thriving and sustainable environment

And the Open Spaces Business Plan as follows:

- **Open Spaces and Historic Sites are thriving and accessible**
- **Spaces enrich people's lives**
- **Business practices are responsible and sustainable**

Conclusion

24. A new management plan has been developed following extensive public consultation. During the drafting period of this plan a grant application under the Countryside Stewardship Scheme was successfully submitted to support much of the conservation work contained within the draft plan.
25. Should Members approve the draft management plan it must then be assessed under the Habitats Regulations and ratified by Natural England.

Appendices

- Appendix 1. Draft Management Plan for Burnham Beeches 2020 – 2030.
- Appendix 2. Visitor Consultation report
- Appendix 3. Test of Relevance

Background Papers:

Burnham Beeches Management Plan timetable report – 20th November 2018

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Burnham Beeches & Stoke Common

Registered Charity

DRAFT

Page 53

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

Burnham Beeches Management Plan 2020 - 2030



Burnham Beeches is a unique nature reserve and public open space owned and managed by the City of London Corporation.

It is a registered charity (number 232987) which receives the major part of its funding from the City.

Burnham Beeches is a precious remnant of an active wood pasture with ancient pollarded beech trees, a habitat that was once commonplace throughout the south of England but is now restricted to a small number of places. Situated in an increasingly urbanised landscape, we are working with local people at all levels to try to minimise the deterioration of the habitats and reduce the impacts of fragmentation.

The City of London Corporation is committed to managing Burnham Beeches in perpetuity to ensure that it remains a special place for generations to come.

A team of Rangers, a Conservation Officer and administration staff, based at Burnham Beeches, works with volunteers and contractors to protect and maintain the important features of Burnham Beeches and Stoke Common for people and wildlife.

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Introduction

Burnham Beeches was acquired in 1880 under the City of London's Open Spaces Act (1878) which sets out the City's duty to protect and conserve Burnham Beeches for public recreation and wildlife conservation 'in perpetuity'. It is further safeguarded by national and international legislation.

Approximately 500,000 visits are made to the Beeches each year. Some people visit the nature reserve several times a week whilst others might come only once in their lifetime. Most visitors consider the Beeches to be a very special place and there is a strong sense of it being 'their' bit of countryside. Many, however, are unaware of just how significant the Beeches is for wildlife and of the bigger picture i.e. the need to actively manage the reserve in a manner that reflects traditional practice and takes an holistic view of the surrounding landscape.



Caring for the Beeches is much more than a matter of opening the gates, clearing the litter and mowing the grass. Each member of staff at Burnham Beeches is an expert, particularly in wood pasture and veteran tree management, conservation grazing and heathland restoration. They influence, and are influenced by, countryside management practice across the country and Europe. Each project is meticulously planned and researched to ensure it provides maximum benefit to the nature reserve and achieves a balance between our visitors and wildlife.

This new management plan aims to summarise why, when and how Burnham Beeches will be managed over the next 10 years. It builds upon the achievements of previous plans and forms another small step towards the 500 year vision for Burnham Beeches. The plan is also a practical working document to guide the many hundreds of tasks that will take place on the nature reserve over the next decade.



The keystone of the 2010-20 management plan was the expansion of the conservation grazing scheme across the Beeches as part of the wood pasture restoration. The next 10 years are a bridge between the substantial heathland, mire and wood pasture restoration of previous plans and the development of on-going management practices to maintain these valuable habitats in good condition. More restoration is planned, but there will be a shift towards more staff and volunteer time being spent managing the previously restored habitats.

The key issues for the 2020-30 plan are focussed on connecting the most important habitats within the Beeches to help wildlife spread across the nature reserve as well as into the surrounding areas.

This management plan is the result of extensive consultation with a wide variety of stakeholders including government and non-government agencies, local authorities, conservation experts, local groups and site visitors.

Aspects of the management plan were presented in a public consultation exercise in October 2019 attended by over 900 people. All aspects of the plan received a high level of support. Our special thanks are extended to all those who helped to influence and produce this document.

Things we learnt in the last 10 years

- ◆ Several species of lichen, beetles, flies and moths new to the Beeches have been found, demonstrating the astonishing diversity of the nature reserve.
- ◆ The Main and Little Commons have some unexpectedly rare and interesting plants on them.
- ◆ Burnham Beeches was designated a Nationally Important Fungus Area and Important Plant Area.
- ◆ The nature reserve continues to be a stronghold for the rare moss, *Zygodon forsteri*.
- ◆ Burnham Beeches has more visitors per hectare than other sites of the same conservation status in the UK.
- ◆ Soils in areas with higher visitor pressure are richer in bacteria and poorer in fungi, indicating a decline in soil health.
- ◆ We have a better understanding of where our visitors come from and where they walk on the Beeches.
- ◆ DCOs/PSPOs have been highly effective and have significantly reduced anti-social behaviour on the reserve.
- ◆ Water catchments of the streams that flow into the Beeches have been clearly identified and mapped.



Burnham Beeches offers a unique mixture of habitats and wildlife. Careful management is needed to meet the needs of both recreation and conservation.

Achievements 2010-20: Habitat restoration and protection

Heathland/wood pasture restoration

Work in the previous management plan was delivered, with **12ha of the reserve restored to more open habitats**. This included selected clearance along the roadsides to restore wood pasture, reduce future tree safety issues and allow better access for visitors.

Grazing expansion

The area grazed was increased by nearly 400%, from 43ha to 165ha (75% of the whole nature reserve), providing a sustainable, environmentally-friendly way to manage the wood pasture of Burnham Beeches.

Invisible fences

Technological advances enabled us to graze 120ha of this additional area **without installing more fencing or cattle grids**.

Looking after the old pollards

Approximately 50 trees were cut each year as well as halo clearance and smaller scale works; a new work programme was drawn up for the next 10 years.

Creating a new generation of pollards

Over 1,000 new pollards have now been created and approximately 100 existing new pollards were cut each year.

Protecting rare species

A rare lichen was translocated from a dead tree to new host trees nearby.

Achievements 2010-20: Looking after visitors

Increasing visitor enjoyment

Dog Control Orders, subsequently converted to Public Spaces Protection Orders (PSPOs), were introduced. These require visitors to pick up all dog faeces and to keep dogs on leads in certain parts of the nature reserve.

Access for all

Work by volunteers and contractors on the easy access path and other paths across the Beeches reduced erosion and improved access for all visitors.

Explaining why the Beeches is so special
New interpretation and information boards were erected in key locations.

Events and public participation

Small and large events were carried out each year, including community picnics. The number of school visits has doubled since 2015.

Increased consultation

The Burnham Beeches and Stoke Common Consultation Group played a key role in many important aspects of site management, providing a way for members of the local community and local interest groups to be involved with decisions affecting the Beeches.

Green Flag & Green Heritage

Annual accreditation in these prestigious national award schemes reflected the high management standards of the nature reserve.

Achievements 2010-20: Behind the scenes

Protecting the Beeches

A policy to better protect the Beeches from the impact of development was included in the Chiltern and South Bucks Local Plan 2036 that has been submitted for inspection.

Finance

Income generation increased, offsetting a decrease in central funding from the City of London. Car park charges were introduced at weekends and Bank Holidays.

Promoting our conservation work

The paper newsletter was replaced by an e-newsletter, cutting costs and saving resources. Regular updates are now posted on Twitter and Facebook.

Volunteers

Volunteers continued to support staff in many areas, providing the equivalent of an extra 3-4 staff members per year.

Pound restoration

Work to Scheduled Monument standards was carried out on the historic and protected animal pound.

Monitoring

Monitoring included dust, hydrology, ground running invertebrates, butterflies, birds, vegetation and the impact of grazing.

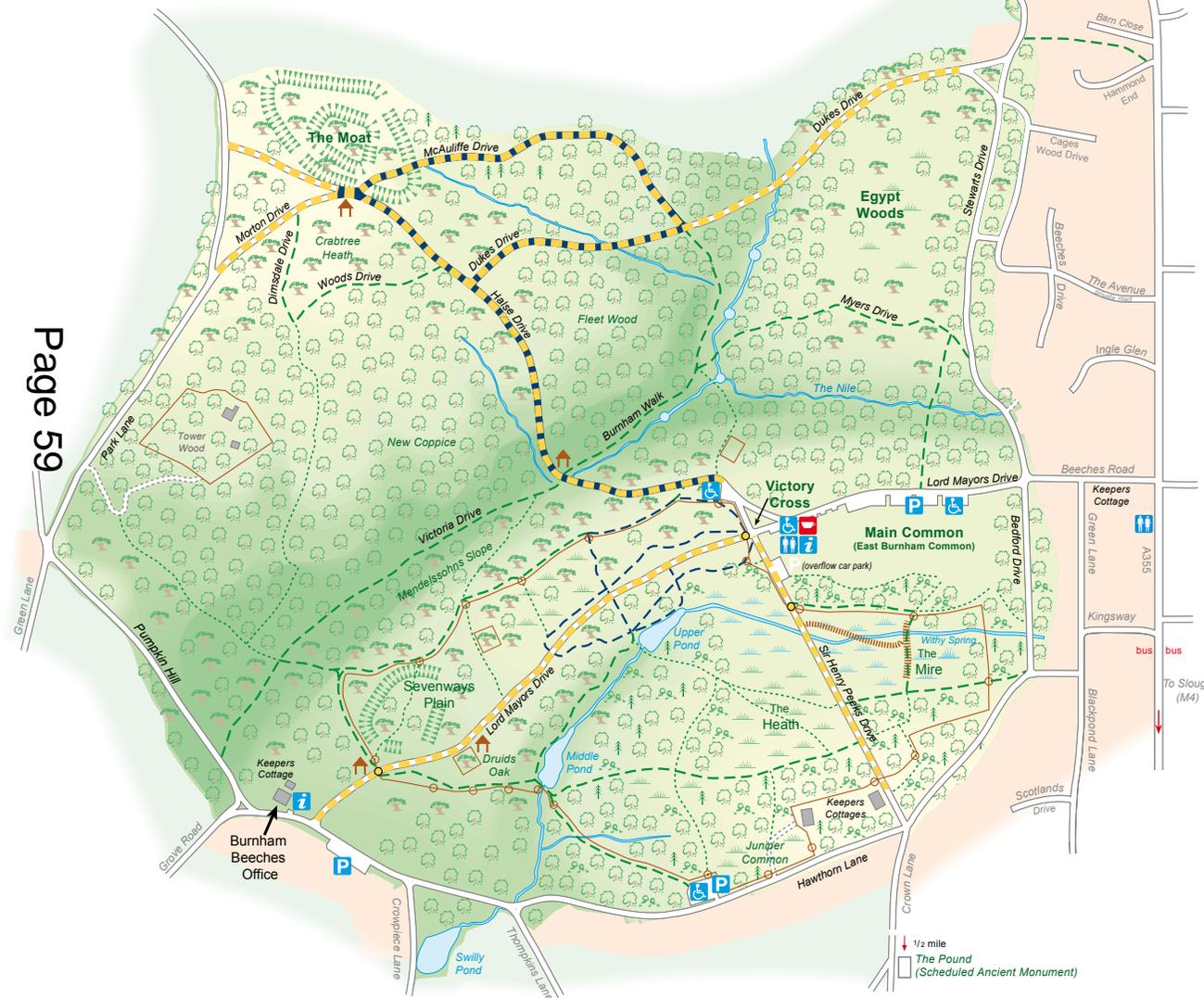
Research

Research was carried out into visitor use, soils, tree health, and hydrology.

1.0 Site description

1.1 Location

1.1.1 Map and major features



Roads open to

- road
- road closed to all vehicles
- blue badge access available on request
- easy access gate & cycle grid

Paths only for

- track
- main footpath
- minor path
- easy access path
- fence
- boardwalk
- gate

Habitats and Features

- ancient woodland
- ancient pollards
- young woodland
- dry heath
- wet heath/mire
- open grassland
- stream
- swallow hole
- Scheduled Ancient Monument

Facilities

- car park (pay & display weekends and public holidays)
- blue badge parking
- Beeches Café
- toilets
- information point
- shelter

1.1.2 Location

Burnham Beeches is situated in South Buckinghamshire in the parish of Burnham, adjoining the village of Farnham Common. It covers 220 hectares.

1.2 Ownership and access rights

Burnham Beeches NNR is owned by the City of London which acquired it in several parts from 1880 onwards. The site was purchased under the Corporation of London (Open Spaces) Act 1878, therefore the public have open access to all areas subject to the byelaws. Under the Countryside Rights of Way (Crow) Act 2000 it is considered to be section 15 land.

1.3 Site status

Burnham Beeches was registered as Common 111 in 1967 under the Commons Registration Act; there are no Commoners today. It has been a Site of Special Scientific Interest¹ since 1951 and a National Nature Reserve² since 1993. In 2005 the Beeches was designated as a Special Area of Conservation³, for its beech forests on acid soils. The SAC citation acknowledges the mosses, lichens, insects and other invertebrates that depend on the ancient trees. The SSSI citation also mentions the heathland and valley mire systems considered integral to the character of the Beeches.

The boundary of the SSSI and SAC site is not the same as the City of London boundary. Swilly Pond is omitted but a considerable area belonging to the Portman-Burtley Estate and the National Trust is included.

¹ A Site of Special Scientific Interest (SSSI) is an area of land designated and protected for its habitats or species. These are the basic building blocks of nature conservation in the UK with other legal nature conservation designations based upon them.

² National Nature Reserves (NNR) were established to protect some of the most important habitats and species in the UK and to provide outdoor laboratories for research.

³ A Special Area of Conservation (SAC) is a protected area designated under the Conservation of Habitats and Species Regulations (2017). It has the highest degree of protection of any nature reserve in the UK.

1.4 Financial situation

The City of London Corporation provides funding for the management of Burnham Beeches largely from its private funds. For the last 10 years there have been increasing pressures to make revenue savings and these are likely to continue. The City's revenue can now meet only part of the running costs for Burnham Beeches; the nature reserve is increasingly reliant on grants, car park payments and other sources of income.

The success of much of this management plan depends on the ability to identify and secure significant external funding to match any savings required by the City of London. Agri-environment grants help pay for habitat conservation work but the long term future of these grants is uncertain.

New sources of revenue will need to be explored in coming years: the passing of a new Open Spaces Act (2018) together with increased use of technology may open up some new avenues.

1.5 Physical features

The Beeches is geologically very complex. It is located on the Winter Hill gravel terrace and the surface layers are mostly material carried by melt water from the glaciers of the Devensian ice age. These rivers, made up of many small shallow channels, flowed across

the whole area and deposited stones and sand ranging from fine silt particles to large pebbles. The result is patches of almost pure sand, pure clay and gravels of different sizes all occurring close together. Fine dust blown off the glaciers collected in hollows, including those created by melting ice blocks, and in time this became areas of loess soils.

The whole region was then cut through by the river Thames, the course of which has moved south several times from originally being north of Burnham Beeches to its current position to the south. Each move south resulted in a river terrace and these clear 'steps' in the landscape can be seen today. Under the surface deposits are the old Reading beds, derived from estuarine sands and gravels and under this is chalk, which comes close to the surface along Burnham Walk/Victoria Drive.

The topography of the Beeches includes two shallow valleys. One contains the major stream, mire and pond system; the other is steeper-sided and drier with swallow holes along its length.

The soils are generally thin, free draining and acidic (pH2.8-7.0). In places the organic layers are thicker, such as in the less disturbed woodland. In various places iron pans have developed, impeding drainage and allowing the build up of peaty soils.

The small quarry near Victory Cross is designated as a Regionally Important Geological site and the strata and crossbedding of the sediments can be seen in the quarry face.

1.6 Cultural information

1.6.1 Landscape

Burnham Beeches lies within the landscape character area of the Thames Valley, within the Thames Basin. In a more local context, it was part of the very characteristic landscape of South Bucks, which can be referred to as 'ancient countryside' - an interweaving mix of commons and small woodlands with small irregular fields. Many of the commons and fields of South Bucks were rough heathland and there were many pools and ponds. Unusual for the area is the presence of the pollarded trees within Burnham Beeches.

1.6.2 Archaeology

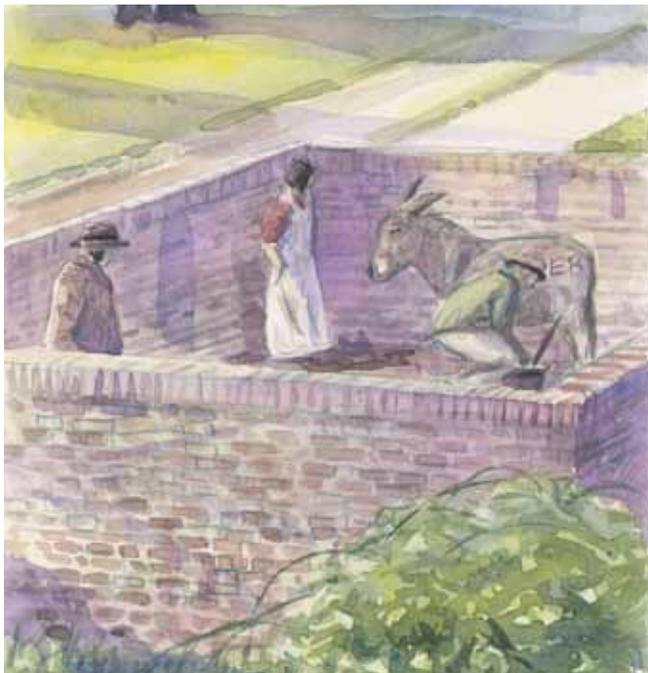
Burnham Beeches is considered to be ancient wood pasture containing some areas of ancient woodland, clearly bounded by wood banks dating from the 17th century. Most of the many pits and hollows in the woodland/wood pasture result from quarrying in the past.

There are three Scheduled Monuments:

East Burnham animal pound is separated from the Beeches and located on Crown Lane. It is a small rectangular red brick enclosure constructed between 1788 and 1796 for the purpose of impounding unmarked cattle, sheep and swine found illegally grazing 'the commons and waste grounds in the manor' (of East Burnham). The City of London has repaired the pound several times in the last few years.

Hartley Court moated site and enclosure is the remnant of a medieval moated farmstead. It was probably built between 1250 and 1350 and the ditches and banks are easy to see, with the moat holding water at least in the winter months.

Seven Ways Plain univallate (having a single bank and ditch) hillfort is a series of earthworks dating between the Late Bronze Age and Early Iron Age (eighth to fifth centuries B.C.). It may have been a permanent or temporary settlement but in the more recent past has been damaged by quarrying and war time activities.



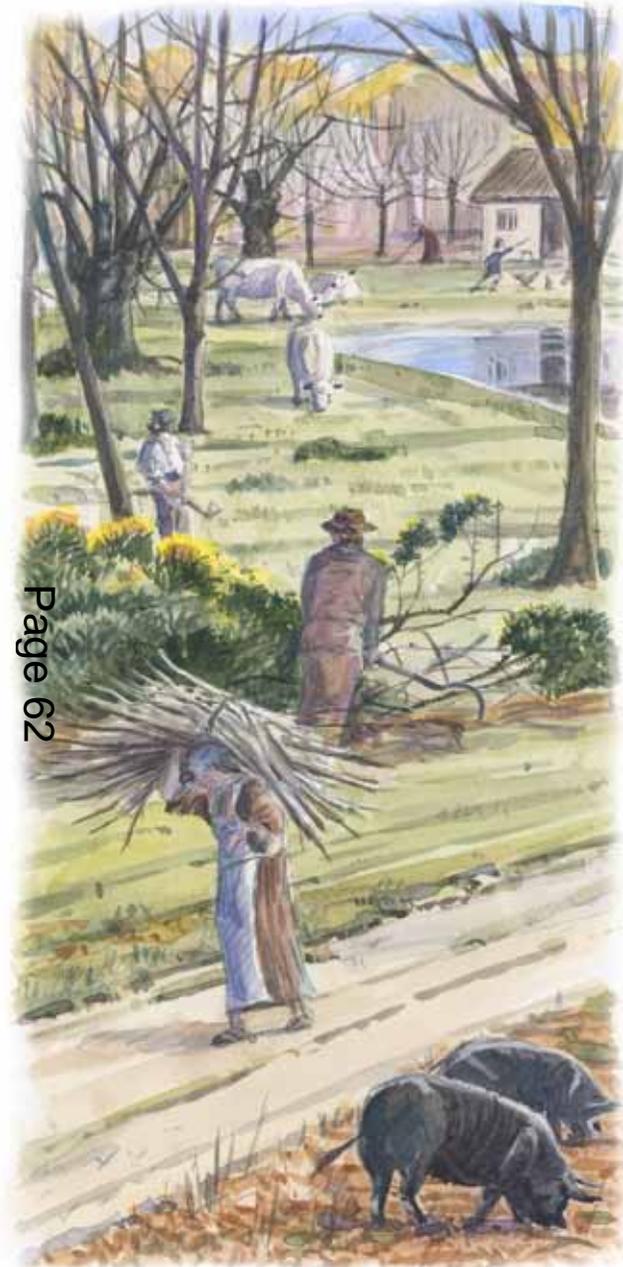
Artist's impression of the pound in Victorian times.

The Chilterns Hillforts Project hosted by the Chilterns Conservation Board organised a community excavation of a bank and ditch running into Seven Ways Plain that a previous archaeological walk-over survey had indicated might also date back to the Bronze/Iron Age. This was clearly once a substantial feature, over 6.5 m wide and with a height of 1.8m from ditch bottom to bank top. Nothing conclusive was found to help work out how old the feature is: it may be an Iron Age linear earthwork but it may also be part of the boundary of a medieval deer park.

The Hillforts Project also carried out a LiDAR (light detecting and ranging) flight over South Bucks and it is hoped that the information gained will help with our understanding of the history and context of Burnham Beeches.



Community archaeological 'dig' on the bank and ditch running into Seven Ways Plain.



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Local people gathered fuel from the Beeches and grazed their livestock under the pollard trees.

1.6.3 Land use history

Until the 19th century the Beeches was of great importance locally as a source of wood and as grazing for livestock. Rough pasture with a high heathland component probably extended across almost the whole of Burnham Beeches. In the north this was wood pasture with abundant pollarded beech and oak trees on it, to the south it was more open with only scattered bushes of prickly shrubs such as juniper and holly. Across the whole area the number and density of trees probably varied greatly. In the 17th century two parcels of land were removed from the wood pasture and the trees within them coppiced. The whole area was grazed with livestock until the 1930s.



An early visit by members of the Open Spaces Committee.

By the time the City of London acquired Burnham Beeches in 1880 the need for the grazing and wood produced from Burnham Beeches had declined and the land use was changing. Recreation became much more important with visitors travelling from London to see the famous trees. As the grazing declined, scrub and trees grew up, and the open aspect and easy access was slowly lost. During the Second World War the site was cordoned off and most was used as Vehicle Reserve Depot No. 2. Prior to the D-Day landings an estimated 10,000 vehicles were stored within the Beeches and a camp for the men was built on Seven Ways Plain.

Following the War the Beeches again become an important area for recreation. It is now also managed for its high nature conservation value.



Photograph of Druids Oak, taken c. 1860.

1.7 Access and visitors

1.7.1 Visitor appeal

The Beeches is hugely popular, with visitors using it for informal recreation such as walking, dog walking and picnicking, and for children to play and explore. The most recent visitor survey (2015-16) estimated there were over 551,000 visits per year; over 83% of visits were by adults and over 50% arrived by car and parked in the car parks on Lord Mayor's Drive. A 2017 study showed that 75% of visitors live within 5.3km of the Beeches (although visitors from much further afield were not infrequent).

During the consultation for the management plan, 32% of people said the main purpose of their visit was to walk a dog. The 2015-6 visitor survey estimated that there were over 142,000 dog visits that year.

Other popular activities are cycling, horse riding & driving, running and bird watching, all of which are governed by the reserve byelaws. Cycling and horse-riding are permitted on the tarmac roads through the reserve, most of which are closed to cars.

More formal use of the Beeches is made by school groups and by recreation groups organising activities such as orienteering and cross-country running. The wooded landscape is popular with film makers; this raises income for the nature reserve but a strict code regulates what the film companies can do.



Easy-access paths make it easier for the less mobile to enjoy the nature reserve.



Burnham Beeches provides a tranquil safe space for countryside recreation.

1.7.2 Access provision

Most people come to Burnham Beeches on foot or by car. It is a short distance from a bus stop in Farnham Common village on a route between Slough and High Wycombe. The nearest railway stations are at Burnham and Beaconsfield.

Under the Open Spaces Act visitors can access the Beeches on foot at all times. The main car park is at the eastern end of Lord Mayor's Drive, accessible from Farnham Common. This, and other car parks, are shut at night to reduce antisocial behaviour. Access within the Beeches is restricted for most vehicles but the car-free zone is accessible to those with restricted mobility. A 'Tramper' (off-road buggy) is available for free loan from the office.

A network of surfaced paths allows easy walking and use of push chairs and wheelchairs in the area around Lord Mayor's Drive and to the ponds and café. There are no public footpaths across the Beeches but it is crossed by two long distance paths - the Beeches Way and the Shakespeare Way.

“Paths are well kept and managed.”

“Lovely place for dog walks.”

2019 consultation response

1.7.3 Visitor facilities and information provision

The café, information point and toilets are located in two attractive buildings near to the main parking area and Victory Cross; these are open every day. Interpretation boards at key points around the Beeches provide information about events, current issues and news. A sensory trail featuring tactile sculptures inspired by the Beeches is installed around the easy access paths.



The Burnham Beeches eco-café is managed by a licensee and aims to have a low environmental footprint.

Bins for dog faeces are located at major entrances and areas of high use. Public Spaces Protection Orders (map, p.80) are in place to ensure that a balance is maintained between the desires of dog walkers and those for whom dogs are not so popular. This requires that all dog faeces are picked up and that no more than four dogs are walked per person. In addition, the nature reserve is split into two parts: dogs must be kept on a lead in one part, and may be off-lead (provided they are under effective control and put on leads if requested by a ranger) in the other part. These regulations are enforced by the Ranger team and Fixed Penalty Notices are issued for non-compliance.

An e-newsletter provides visitors and others on the mailing list with regular information about current news and issues. Literature available to visitors from the information point and website includes self-guided trails and a range of fact sheets covering issues such as deadwood management, fungi and cycling at Burnham Beeches.

Rangers run an average of two events each month to help visitors learn more about Burnham Beeches. These include gentle nature rambles, more adventurous walks, 'meet the Ranger' sessions and family fun activities. Events are promoted locally, via the website and in a booklet that also includes important background information about the nature reserve.

1.7.4 Education and research

School and college groups regularly visit the Beeches to learn about management and conservation.

Student and other research projects are encouraged and the staff and volunteers also carry out long term monitoring for the benefit of the site and to contribute to regional and national programmes.

Examples of these are butterfly transects, moth trapping, vegetation and lichen recording and dust monitoring. Burnham Beeches is a part of the Environmental Change Biodiversity Surveillance Network, contributing to a national picture of ecosystem health and the changes happening to protected sites across Britain.



Volunteers carrying out invertebrate sampling.

1.7.5 Other estate features

Infrastructure on Burnham Beeches includes fences to contain the grazing animals and several shelters for visitors that date back to the early 20th century, some of which have been updated more recently.

A range of gates and cattle grids are installed on internal roads, entrances and main paths, largely to manage visitor access. Bollards in the car-free zone restrict vehicle access to easily accessible areas and there are a range of posts, banks, ditches and barriers to protect the nature reserve from vehicle damage.



A water pipe crosses the southern part of the Beeches and supplies the café area. Services such as electrical and telephone cables also run underground in several places and have been mapped.

Buildings consist of the information point, café and toilet block on the Main Common, the office and associated barns, and seven staff lodges.

1.8 Current use

Under the Open Spaces Act the requirement is for Burnham Beeches to be managed for informal recreation activities and for what we now term conservation. Given the popularity of the site and the number of visitors, care must be taken to ensure that recreation activities remain low key and do not result in damage to the nature reserve, and that there is minimal conflict between recreation and conservation.

Obligations of the status of Burnham Beeches as a SSSI, NNR and SAC, as well as other legal obligations such as the NERC (Natural Environment and Rural Communities) Act require positive management for nature conservation; this is supported by grant funding through Countryside Stewardship.

In the past the Beeches was an essential part of the local economy by providing fuel and grazing for livestock. Today, the local economy is boosted as the Beeches attracts visitors and employs staff.

“Great facilities, café, toilets and fantastic open spaces and woodlands.”

2019 consultation response



1.9 Biological features

1.9.1 Communities and flora

A National Vegetation classification of the plant communities of Burnham Beeches was carried out in 1997. The consequences of the management over the last 20 years and the nature of the site is that many of these plant communities are now intermixed and it is difficult to draw boundaries between them. Future management will undoubtedly increase this trend. The most important and extensive communities are described below.

Beech woodland

Within the northern part of Burnham Beeches are areas dominated by ancient semi-natural beech woodland on acid soils with holly and sometimes bramble as a shrub layer. Under the trees there is little vegetation except for wavy hair-grass and mosses but in clearings heathy plants like heather can be found. Mini-successions can be seen where trees have fallen over, with birch trees an intermediate stage between the open ground and beech woodland.

Burnham Beeches is designated a SAC because of its beech woodland habitat, but the pollarded trees are the key reason for the designation.



Oak woodland

Although beech is the most abundant woodland type there are also areas of oak.

To the north this is mostly sessile oak (*Quercus petraea*) with an understory of bracken and holly; many of the oaks show signs of having been coppiced in the past.

Along Burnham Walk where the soil is more neutral, oak is found with hazel underneath. There are more spring flowers such as bluebell and wood sorrel in this area.

"I love the autumn leaves. Great place for walking and being at one with nature."

2019 consultation response

Wood pasture

Land containing trees that is grazed with domestic animals or deer is referred to as wood pasture. The density of trees can be very variable, ranging from dense woodland to open grassland with scattered trees.

Grazing livestock are the key component in maintaining a varied structure over both large areas and at the small microhabitat scale. Many studies have shown that low density of grazing is beneficial to the majority of animals and plants that occur in woodland.

In the past much of Burnham Beeches was managed as wood pasture with the land under its trees probably mostly being heathland. Within the wood pasture there were areas where the trees were regularly pollarded.

Today, we value this habitat for its wildlife and recreational value and are working to restore it across much of the Beeches.

Pollarded trees

The ancient trees at Burnham Beeches developed in a wood pasture system which combined the grazing of livestock with pollarding. They support an enormous range of plant, animal and fungi species. Although most of the pollards in the nature reserve are beech there are some oak too.

In the Beeches the pollards were cut in the winter for wood, probably fuel for local use. Cutting took place every 15-25 years in a rough rotation and this repeated management allowed the trees to get much older than trees that have not been cut.

As of 2018 there were 299 old beech pollards and 78 old oak pollards alive (377 in total).



Pollarding

Pollarding is a management system where the trees are repeatedly cut for a product; it can be carried out on almost any broad-leaved tree species. The branches are pruned back to a point roughly 2.5m above ground level; this allows new branches to grow out of reach of any grazing livestock that was pastured on the ground around the trees.

Heathland

Much of the land around the pollards, as well as a major part of the Beeches south of Lord Mayor's Drive was historically heathland. Restoration by tree felling over the last 30 years has given a flavour of the communities of the past.

The heather (*Calluna*) dominated community includes bushes such as dwarf gorse (*Ulex minor*), broom (*Cytisus scoparius*) and juniper (*Juniperus communis*); grasses and herbs like common bent (*Agrostis capillaris*), heath-grass (*Danthonia decumbens*), heath bed-straw (*Galium saxatile*) and pill sedge (*Carex pilulifera*) are found between the bushes.

Grazing by domestic livestock is essential to keep heathland in good condition and stop it reverting to woodland again. In the future we envisage that much of the ground vegetation in the wood pasture will be heathland, so the two habitat types will in effect become inseparable.

Wet heath and mire

Where the water level is higher, mostly closer to the stream, the dry heath communities blend into wet heath and, in the wettest areas, into mire.

In the intermediate zones cross-leaved heath (*Erica tetralix*), rushes (*Juncus* species) and sedges (*Carex* species) are common. In the wettest areas the bog moss *Sphagnum* forms carpets which are interspersed with small pools and drier patches of cross-leaved heath or purple moor grass (*Molinia caerulea*).

Low levels of grazing help the mire by creating variations in structure and preventing it from drying out through the strong growth of purple moor-grass.



Open water

There are three ponds within the Beeches. Two hold water all year round and have a typical pond flora including white and yellow waterlilies (*Nymphaea alba* and *Nuphar lutea*), bogbean (*Menyanthes trifoliata*) and bulrush (*Typha latifolia*). The third, Swilly Pond, is seasonal and predominantly dry; it is characterised by grasses, including floating sweet-grass (*Glyceria fluitans*). Several small streams flow through the woodland and the moat holds water in late winter but has very few plants in it.



Hartley Court Moat.

Grassland

The typical grassland of the Beeches is semi-natural acid grassland and small areas of this can be found, for example close to the Stag Car Park.

The Main Common and grass verges were probably seeded in the past and then mown. Grazing has recently been restored to the Little Common and parts of the Main Common which should help increase its conservation value over time. Rare plants seen in this area in the last few years include hoary cinquefoil (*Potentilla argentea*), sand spurry (*Spergularia rubra*), sea mouse-ear (*Cerastium defusum*) and lesser cudweed (*Filago minima*).



Cattle grazing on Little Common, alongside the main entrance to Burnham Beeches.

A varied plant structure benefits wildlife

The management plan frequently refers to the use of grazing to create and maintain a varied vegetative structure. This means a mixture of plants of differing heights, density and species, providing a mixture of fine and coarse leaves. It will vary throughout the seasons and is also dependent on the grazing pressure.

Structural variation on a small scale allows a wide range of plant species to grow, including both those that require open, exposed conditions with lots of sunlight and those that prefer some shade and higher moisture levels.

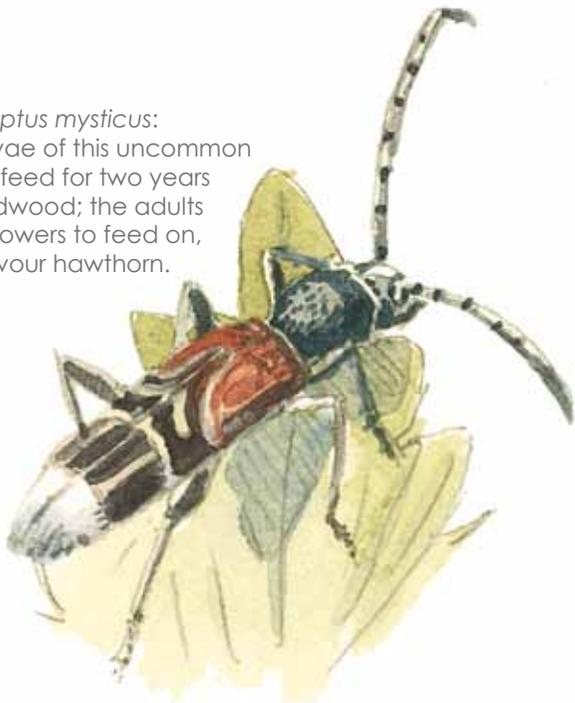
This variation helps animals too. Invertebrates have many different needs, such as open areas to bask in or tall plants on which to build webs. Many species need more than one type of microhabitat in the course of their life, such as different places to feed and lay eggs in. Even vertebrates such as birds and reptiles need variation in order to thrive. A habitat with no structural variation, like a cereal field, may be good for a small number of species but it will not support the variety of a naturally varied habitat.

1.9.2 Rare species and wildlife under threat

Plants and animals can be given many different designations to identify their importance locally, nationally and internationally. The Beeches hosts a very large number of important species. For example, over 60 RDB (Red Data Book) species have been recorded: these are species that fulfil international criteria for being rare, threatened or vulnerable in the UK and is an exceptional number for a nature reserve of relatively small size like Burnham Beeches. There are also numerous species that are considered rare or special locally.

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Aglyptus mysticus: the larvae of this uncommon beetle feed for two years in deadwood; the adults need flowers to feed on, and favour hawthorn.



Saproxyllic invertebrates

A saproxyllic species is one that depends on dead or decaying wood in order to live. Some feed on the wood, others use it as a retreat or hunting surface.

Old pollards are home to a wide range of saproxyllic species because they have abundant dead and decaying wood in a variety of different moisture and light conditions. Saproxyllic species found on beech are different to those living on oak because of the differences in wood texture and the way that the fungi decay the wood: oak tends to have a higher proportion of beetle species and beech tends to have more flies, but many different invertebrate groups may be represented.

The best surveyed invertebrate groups in Burnham Beeches are beetles and flies. A good number of the scarcer British saproxyllic species are found, almost all associated with the pollards or decaying wood.

Characteristic species include the beetles *Quedius microps*, *Quedius situs* and *Stenicmus godarti*. The latter has also been found at Windsor and Epping Forest but is missing from other potentially suitable sites. The fly *Rainiera calceata*, which has a larva that lives in decaying wood, is only known from seven places in the UK. The list of fungus gnats contains more than 250 species, comparable to the New Forest which is 80 times larger than Burnham Beeches.

Saproxyllic fungi

The main agents causing wood decay are fungi, some of which are rare and threatened. Burnham Beeches is the joint second most important site in Britain, and eleventh in Europe, for beech wood continuity fungi. It is now considered an 'Important fungus area' i.e. the 'site holds significant populations of rare fungal species which are of European or UK conservation concern'.

Notable species include the 'tiered tooth' (*Hericium cirrhatum*), the fruiting bodies of which have been found on branches cut from old pollards as part of the restoration work, and *Fomitopsis pinicola*, found on decaying beech and birch. Brackets of the endangered oak polypore (*Buglossoporus quercinus*) have been found on a couple of old oak pollards. Fungi feeding on decaying wood and leaves on the ground include the saffron-drop bonnet (*Mycena crocata*), a typical beech woodland species.



Fomitopsis pinicola - red banded polypore.

Tooth fungi (stipitate hydroids)

As well as wood decay species, another very important group of fungi are those that are mycorrhizal on plants: these fungi help the plants take up nutrients and minerals. Many are common and abundant but the stipitate hynoid group are all rare. Five of the possible six species of these have been found in Burnham Beeches in recent years, the other has not been seen since 1958.

Mosses

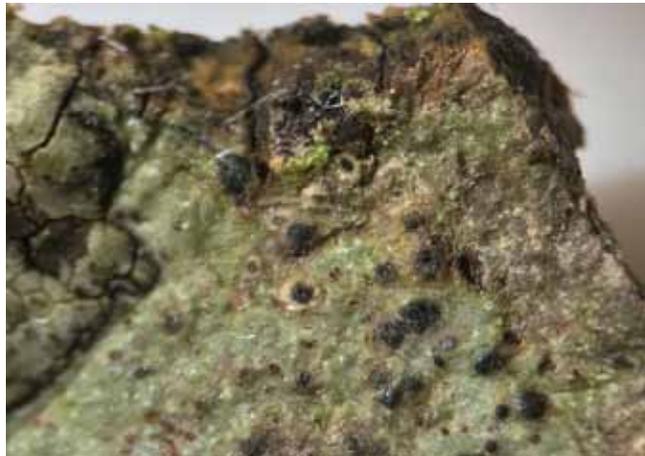
Burnham Beeches is one of few British sites that supports Forster's knot hole moss (*Zygodon forsteri*). This endangered species lives on beech tree roots where they rise above the ground and develop a pool of water, as well as in rain tracks on the trunks. In addition, several species of the bog moss *Sphagnum* are found in the mire areas.



Zygodon forsteri is only found in two other places in Britain.

Epiphytic lichens

Although long known to support the rare beech-specialist *Pyrenula nitida* (classified as vulnerable), which had survived on two ancient beech trees, the known lichen interest of the site was until recently relatively limited. Recent visits by specialists added *Bacidia incompta* (classified as vulnerable) to the site list and also found significant lichen interest on veteran beech pollards concentrated on Mendelssohn's Slope. Their finds included *Pyrenula nitidella* and three species classified as vulnerable (*Bacidia circumspecta*, *B. incompta* and *P. nitida*) which are all qualifying features for SSSI status. Further survey is likely to find more species of interest. Collectively, this mixture of species indicates a significant relic oceanic beech lichen assemblage at the nature reserve.



Pyrenula nitidella was thought to be extinct in Britain until recently.

Tree hole-using birds and bats

The large numbers of holes and hollows in the old trees create perfect homes for tree-nesting birds and bats.

All three British woodpeckers are found on the nature reserve as well as many other typical hole-nesting species. Six bat species have been recorded, some just feeding but others roosting. All bat species and their roosts are protected by law so it is important to ensure that careful survey work is carried out before any tree work.



Invertebrates reliant on grazing

The reintroduction of livestock grazing has enabled some specialist invertebrates to thrive. Several species of fly require grazing animals for their existence, needing dung or the type of habitat structure that grazers create. One example is the endangered *Polyetes steinii* that is associated with traditional grazing on unimproved pastures and needs horse dung for the larvae to develop in.

Many of the specialist saproxylic beetles and flies also require flowers for pollen or nectar as adults and the open habitat created by grazing allows such flowers and flowering scrub to thrive better than in dense woodland.

Bog plant communities

Restoration work on the heath and mire has resulted in several plant species re-appearing that had not been seen in the Beeches for many years. These have not been re-introduced - they have come from viable seeds in the soil that were only able to grow when the conditions changed and became suitable for them.

Examples include bog pimpernel (*Anagalis tenellum*) and oblong leaved sundew (*Drosera intermedia*). In addition, the combination of damp soils and disturbance from grazing enables some typical south Buckinghamshire species to thrive. Carpets of the bog moss *Sphagnum* in the mire areas have many tiny animals and plants living alongside the moss. More obvious examples of specialist heathland plants are the junipers, currently growing and regenerating well.



Bog pimpernel has a strong honey-like fragrant smell and grows on bare wet soil.

Reptiles and amphibians

Burnham Beeches has good populations of adders, grass snakes, common lizards and slow worm. These thrive in the more open habitats of the southern area. They require good hibernation sites and rough overgrown low vegetation interspersed with warm sheltered spots for basking. Interconnected microhabitats are especially important for reptiles. It is uncommon for this many of the UK species of reptile and amphibian to be found in a single site

Toads, frogs and three species of newt (palmate, smooth and occasional great crested newts) live in the ponds.



Reptile and amphibian numbers are declining in the UK.

Biodiversity in crisis

The UK is one of the most nature-depleted countries in the world. Biodiversity has plummeted due to the destruction of wildlife and wildlife habitats by agriculture, roads, housing, pollution and climate change. It is more important than ever that we look after nature reserves like Burnham Beeches.

- ◆ In 1966 there were 40 million more birds in the UK than there are today.
- ◆ Numbers of the most endangered species in the UK have halved since the 1970s.
- ◆ One in 10 species in the UK is now threatened with extinction.
- ◆ Moths have declined by 88% and butterflies by 76% since 1970.
- ◆ Approximately one plant species is lost per county per year and the rate of loss is accelerating.
- ◆ Despite government policies and actions, 150 out of 250 'priority species' for nature conservation are still declining in number.

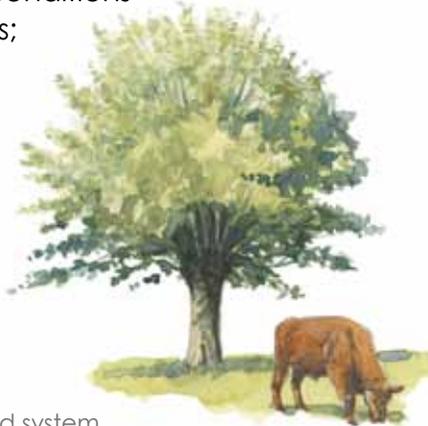
State of Nature reports (2013 and 2016);
Our Vanishing Flora (2012).

2.0 The need for management

2.1 The importance of managing the pollarded trees

Areas with ancient beech pollards are rare. In Britain there are just two sites with over 100 such trees and those in Burnham Beeches are particularly fine examples. Worldwide, only Romania and the Basque Country have more than just a small handful of beech pollards and their climates mean that many of the species associated their pollards are different to those found here.

Pollarded beech trees can live for over 400 years rather than the more normal 250 or so for this species. Their age and shape due to cutting creates a unique habitat for many plants, animals and fungi that are not found on younger trees. Rainwater and fungi slowly break down the dead wood, creating ideal conditions for invertebrates; changes in the bark support species of moss and lichen not found on younger trees.



A tree pollarded regularly in a grazed system.

Once the process of pollarding has started it must be continued. Trees uncut for many years develop very large and heavy branches and this has happened in Burnham Beeches. The last time the pollards were cut for their wood was over 200 years ago; furthermore, after grazing stopped in the 1930s many new young trees grew up around the old ones. This caused the pollard branches to reach up high for light, in addition to growing larger in girth.

By the 1980s many of the old pollards were becoming very unstable and falling over or falling apart. In addition, there was no new generation of pollards.

In the seventeenth century there were an estimated 3,000 pollards in Burnham Beeches. By 1990 this had declined to 550 and by 1999 more than eight trees were dying each year. Staff at Burnham Beeches began a programme of restoration work and developed techniques that are now used internationally.

Restoring pollards is a new science: techniques have been refined over the last 30 years but the learning process continues. More trees are now cut from a MEWP (Mobile Elevated Work Platform) although some still require climbers when they are difficult to access. Working on the ancient trees is slow specialist work requiring skills that are very different to cutting trees in most other situations; it is costly, but essential.

In 2018 there were 377 living veteran pollards. The rate of tree loss has slowed from 1.99% to 1.39% per year over the last 30 years but we believe it should, ideally, be below 1.3% for the population to be sustainable. Despite all our careful work, trees continue to be lost because some are simply unable to maintain sufficient growth to survive.

Our aim is to keep these old pollards alive as long as possible to protect the associated plant, animal and fungal communities while we develop new pollards to be the veterans of future that can provide a suitable habitat.



A 'lapsed' pollard. The branches are now tall and heavy. Younger trees grow around it because grazing has stopped.

The weight of these tall heavy branches makes the old tree vulnerable to wind damage. This is what our work tries to prevent.



2.2 Importance of grazing

Grazing was a fundamental force shaping the Beeches for centuries but over a 60 year period without grazing it became increasingly wooded and less biodiverse, with the remaining open areas isolated within dense woodland.

Grazing was reintroduced in 1992 and is critical for ensuring the long term, sustainable management of the nature reserve. The range of habitats and species that make Burnham Beeches unique result from its historic management as a working wood pasture.

Grazing livestock help maintain a more varied vegetative structure (p.16) than mowing over both large areas and at the small microhabitat scale.

Grazing also reduces habitat fragmentation. The reintroduction and subsequent expansion across the nature reserve has connected and expanded isolated clearings, reaping benefits for the biodiversity of Burnham Beeches.

Plants are now growing that have not been found here for over 80 years. The seeds were left in the soil and still viable, but they needed the open light conditions and varied ground surface produced by the livestock. After clearance, the subsequent pulse of 'weedy' woodland trees like birch are kept in check so a diverse mosaic of plant species and structures can be created benefitting many invertebrates. Tree regeneration is not completely stopped; shrubs, brambles and dead wood protect some seedlings that are able to grow into oak and beech trees.

Species such as juniper grow and regenerate better in these environments, as can already been seen. The dappled shady environment with heathy clearings is favoured by a wide range of invertebrates and there is a whole new habitat for the specialist plants and animals that rely on herbivore dung.

Grazing is a sustainable, cost-effective, low pollution way to restore the wood pasture. As well as supporting nature conservation, grazing also delivers clear benefits to visitors. In addition to being an attraction in themselves, the livestock have opened up the landscape, created better views and improved access.



2.3 Climate change

Climate change is causing higher temperatures and more extreme weather events. Projections suggest that beech and oak trees may decline in health whilst others such as rowan and whitebeam may fare better. This might result in a more scrubby and open woodland with lower tree canopies. Heathland communities are predicted to change to a more grass-dominated community.

Managing Burnham Beeches in the face of these uncertainties presents a challenge. Actions to boost the resilience of the nature reserve include increasing structural diversity (through grazing), creating pollards from a wider range of tree species, monitoring changes in tree health and vegetation, working to reduce local habitat fragmentation and carrying out research projects to provide more information.

Trees and other natural vegetation provide 'ecosystem services'. They produce oxygen and absorb pollution and carbon dioxide. Slow growing, longer lived trees store more carbon than younger trees. Open semi-natural habitats are also valuable: heathland and acid grassland soils store, on average, more carbon (87-88 tons of carbon/ha) than deciduous woodland (70t Cha-1), although there is less in the vegetation.

2.4 Fragmentation, pollution and other threats

Development in the south east is adversely affecting the Beeches and other local natural areas. Once a rural landscape, it is now largely urban. Increased housing density puts pressure on water availability and there is more air, light, noise and water pollution. More and larger cars add pollution from exhausts and tyres and erode the road verges.

The impact on the Beeches of visitors and the effects of pollution, changes in ground water and climate change is already apparent. Trees and other key plants at Burnham Beeches are under increasing stress, with the older trees being particularly vulnerable.

Fragmentation

Fragmentation is a major threat to wildlife throughout the UK. Housing, roads and agriculture have reduced the land available for wildlife and broken up the remaining areas. The populations of plants and animals trapped on these 'islands' are too small to be resilient to the stresses of climate change, pollution and of general erosion caused by the high numbers of people living nearby. Locally, our aim is to link the remaining small areas, especially biodiverse 'hot spots' such as Burnham Beeches and other local SSSIs, to maintain viable populations of a broad range of native species. It is vital that the City of London works with neighbouring landowners to try to reverse fragmentation and also to provide additional recreation areas where possible.

We are also working to reduce fragmentation within the the Beeches itself. We have closed the internal roads to traffic and are restoring the wood pasture. Grazing is helping the different habitats to blend into one another, making it possible for wildlife to move more easily within the nature reserve and into neighbouring areas.

Immediate threats to the Beeches

Trees are long-lived and apparently robust organisms, but those at Burnham Beeches are facing multiple stresses that are only likely to become worse in future years. The old trees are remarkably fragile and vulnerable to problems like compaction and nutrient enrichment.

Grey squirrels strip the bark from the trees, reducing the leaf area available for food production as well as weakening the stem of younger trees causing them to fall.

High nitrogen levels from pollution adversely impact the mycorrhizal fungi that aid tree growth and help protect them from diseases. The likelihood of damage by pests and diseases such as *Phytophthora* is increasing. Climate change is projected to make the area warmer and to increase the incidence of droughts, which are particularly detrimental to beech trees.

Increases in the local population and higher car use has led to more visitors to the Beeches. Projects undertaken together with South Bucks District Council and Natural England as part of the process of developing the SBDC Local Plan have helped inform managers about the impact of recreation pressure.

This has shown, for example, that the soils in areas with high visitor numbers have different fungi to bacteria ratios than those with lower numbers and that some of the trees in these areas have declined in health in the last 30 years.

The increased footfall causes soil erosion and compaction, negatively impacting the roots of the trees by making them less able to take up water and more unstable. As a result, beech trees, (even relatively young ones) in the Beeches are declining in condition. Acknowledgement that additional houses in close proximity of the nature reserve will lead to additional visitors has been accepted and this requires mitigation in the local plan.

Many of these factors are beyond our control so it is important that we act to reduce those stresses that we can influence e.g. measures to relieve trampling pressure, squirrel control, bio-security measures and raising visitor awareness of the cumulative effect of their actions.



2.5 Visitor enjoyment and enhancing appreciation of the nature reserve

It is vital that all visitors feel welcome, valued, safe and enjoy their visit to Burnham Beeches. It is also important to encourage visitors to help look after the Beeches, either by actively volunteering or by making sure they don't damage the nature reserve.

The current level of visits has potential to cause immense damage if not carefully managed and one challenge is to help people understand the cumulative damage caused by the impact of many small actions, such as taking short cuts.

Dog walking is a popular activity and most dog owners now ensure their pets are well-behaved and kept under effective control. Analysis from the 2015 -16 visitor surveys showed that of the 551,000 visits made to the Beeches that year, 34% of visits have one or more dog although less than 10% of the visitors bring a dog with them. This activity has the potential to interfere with the enjoyment of other visitors and to harm the reserve itself. Although the number of incidents has fallen dramatically since the introduction of PSPOs, rangers still have to deal with incidents of dogs not being under effective control; a minority have injured wildlife. Furthermore, some owners are still not picking up their dog's faeces: this is causing a build up of undesirable nutrients and other chemicals on the nature reserve, and potentially

introducing disease. All dog urine is adding unwanted nutrients to the soil, in effect adding fertilizer and favouring plant species that quickly dominate communities, such as the heathland, that need low nutrient levels.

These effects may be minimised by ensuring that dog walkers are aware of the issues and act responsibly. PSPOs are helping too: the amount of dog faeces found in the dogs-on-lead area has reduced by 97%, (equivalent to several tons less each year).

Burnham Beeches is valued for providing a green and tranquil oasis in the midst of busy lives and in contributing to health and well-being of local people. Climate change will make shady places like the Beeches ever more important for rest and respite.

Increasing numbers of people are likely to be living within easy reach of the nature reserve in forthcoming years. The challenge will be to accommodate their need for green space and love of Burnham Beeches without destroying those aspects that they come to see.

“Beautiful place for our daily dog walk.”

“Ideal for wearing out young children!”

“It's a magic place.”

2019 consultation responses

3.0 A vision for Burnham Beeches

3.1 Vision of Burnham Beeches in 500 years

Burnham Beeches, conserved and protected for ever, will be a first class, sustainable public open space and a site of international conservation importance.

Burnham Beeches, one part of a larger green landscape

Burnham Beeches is part of a larger landscape, linked by a network of wildlife areas that encircle London and stretch across the country and maintained by organisations and communities that safeguard the environment. Harmful pollution is a thing of the past; all transport systems are sustainable. Quiet roads surround the Beeches, and other local green spaces, so that the local community can walk, cycle or ride safely.

Outstanding habitats maintained by grazing

Burnham Beeches is an attractive and varied landscape, rich in wildlife. It is an intricate mix of open woodland, heathy and grassy areas and dense woodland. Livestock graze across the nature reserve under pollarded trees of all ages.

Neighbouring fields provide additional land when grazing numbers on-site need to be reduced. The wood pasture system has a high conservation value and may also be a sustainable source of fuel and food for the local community if this does not conflict with the needs of wildlife.

A local community working together

The local community are proud of the Beeches. Visitors work with the City of London to care for 'their' heritage ensuring that access is managed to ensure that people can enjoy the reserve without detracting from its natural character. The Beeches is a safe place for informal recreation and there are opportunities to learn about the past, present and planned future of the Beeches in a variety of different ways.

The future is secured

The Beeches is financially secure, renowned internationally for its work and good practice in conservation management. The site adapts appropriately to external influences such as climate change and continues to contribute to international debate and action on major ecological issues affecting the planet.

98% of respondents supported the overall long-term vision for Burnham Beeches.

2019 consultation response

3.2 A 10-year vision

A 500 year vision seems a long way in the future but is a single generation for the ancient trees. This management plan is another step along the path. We aim to build on the achievements of previous plans by completing the majority of restoration work and moving conservation management work towards a maintenance phase.

The projects detailed in the following section focus on five main areas.

- ♦ **Grazing**, as the key to sustainable wood pasture restoration and management.
- ♦ Ensuring **continuity of habitat** for the rare and threatened species associated with the veteran trees, including pollard management to prolong the life of existing veteran trees and creating and managing a new generation of ancient pollards.
- ♦ Working to **connect Burnham Beeches to the wider natural landscape** to increase the resilience and biodiversity of wildlife in the local area.
- ♦ Managing the negative impact of high visitor numbers to **reduce stresses** on the trees and other components of the nature reserve.
- ♦ Information and interpretation to help others **understand why Burnham Beeches is such a fragile and special place**, and to raise the profile of Burnham Beeches as a world-class nature reserve.



4.0 Objectives and methodology

The actions in the 2020-2030 management plan aim to create a robust, biodiverse nature reserve as the next step to achieving the 500 year vision.

The targets and actions outlined here will be monitored throughout the plan and adjusted as needed. We aim to follow sustainable working practices in order to minimise any harmful impact of our activities upon the environment and others.

The works that will be carried out on Burnham Beeches all contribute towards meeting the following three objectives.

Objective 1: Biological

To restore and maintain the key habitats of Burnham Beeches to favourable condition as part of a landscape scale network.

Objective 2: People

To encourage the sustainable use of Burnham Beeches for the recreation and enjoyment of the public whilst promoting public involvement and fostering greater understanding of the nature reserve.

Objective 3: Estate assets and legal issues

To fulfil all legal obligations and to maintain estate structures in good condition.

4.1 Objective 1: Biological

To restore and maintain the key habitats of Burnham Beeches in favourable condition as part of a landscape scale network.

The elements of Burnham Beeches are interdependent: habitats and species cannot be managed in isolation. In general, the stronger the nature reserve is in terms of habitat vigour and diversity, the more resilient it will be to the impact of outside influences such as climate change, pollution and habitat loss in surrounding areas.

The majority of Burnham Beeches is managed as a wood pasture system. Its two key elements are the pollarded trees and the heath/grassland and mire communities growing beneath. Although their management is described separately, these systems are intertwined.



Pollard management, p.27-31.



Heath and mire management, p.32-33.



Overall wood pasture management, p.33-37.



Management through grazing, p.39-40.

4.1.1 Pollarded trees and associated species

Old pollards

Our aim is to keep the old pollards alive as long as possible to protect the associated plant, animal and fungal communities.

Trees need regular inspections and pruning to reduce the weight of the branches. When cutting, care is taken to leave enough foliage to keep the tree alive whilst still removing enough wood to stop the heavy branches tearing the tree apart or causing it to fall over.

It is also essential to ensure each tree receives enough light. As the height of the crown is reduced, more surrounding young trees may need to be removed.



First stage of restoring an old pollard. Young trees close to the pollard are cleared. The height and weight of the branches are reduced by a small amount.



Second stage of restoration. There is a further reduction in height and weight on the branches. A little more clearance of young trees has been done.



After several restoration stages the pollard is much lower again and more stable. It is now cut on a regular cycle. New pollards are established nearby to replace the old ones when they die.



Some lapsed pollards can't be fully reduced. Restoration cuts have to be made much higher because there are no leaves lower down.

The small clearings (halos) around each pollard start to join up over time, and grazing helps this become more open. Care needs to be taken that the environment around the old trees doesn't change too quickly: a sudden change in wind flow leaves trees susceptible to high winds or drought.

The pollards have been cut several times in recent years and most are much lower in height than they were 30 years ago. However, despite detailed attention, many are increasingly fragile and need additional help. Some trees have been propped and tethered to prevent them falling over and fences are used round some of the more delicate ones.

Work on many of the old trees is funded by the Countryside Stewardship grant which has additional obligations that must be adhered to. For example, brush cut from old trees must not be burnt.

Burnham Beeches is currently a beacon of expertise on ancient wood pasture and it is recognised internationally as a source of expertise for veteran tree management and conservation. To maintain this, staff need to keep abreast of developments elsewhere and apply them when appropriate.

A detailed 10 year work programme was drawn up in 2018 that is used to produce an annual veteran pollard plan of work. Each old tree has its own management plan that takes into account its specific needs: for some this means substantial work, for others it is just occasional checks. The work programme details which year each tree needs to be worked on and what needs to be done. For example:

Tree number 1462 Beech.

Year 3: cut young birch and holly from under the tree.

Year 8: high clear branches on beech to south. Reduce lateral branch on tree to the west by 3-4m. Pole thin upper branches.

Annually: cut bracken from around tree with volunteers.

Notes: cut from access platform.

Target: old pollard work programme to be carried out (see separate plan); approximately 30-50 old pollards to be worked on every other year with additional smaller scale works as required. Work will include pruning, clearing surrounding vegetation, shallow mulching, removal of wood ant nests and creating dead hedges to deter access.

Achieved by:

- ◆ carrying out the work programme and updating when required; checking all trees for emergency work every two years;
- ◆ flexible working to respond to weather conditions that might adversely impact results.

Target: ensure the techniques used are the best and most relevant possible.

Achieved by:

- ◆ keeping at the forefront of knowledge regarding work on old trees;
- ◆ further experimental work (not usually on the old trees) to evaluate the potential of techniques e.g. as outlined in the 2011 literature review;
- ◆ evaluating management options;
- ◆ sharing results of experimental work.

Target: reduce squirrel damage on pollards to a minimum.

Achieved by: targeted squirrel control and regular evaluation of its impact.

Reducing stress on the old trees

- ◆ Slow and careful clearance of competing trees and shrubs.
- ◆ Gradual pruning reductions, removing as little foliage as possible.
- ◆ Mulching with wood chip to ameliorate soil damage.
- ◆ Management of desire lines, e.g. emphasising main paths and moving/blocking paths developing within the root protection areas.
- ◆ Reducing vehicle movements within root protection areas (see p.67) and using low impact vehicles where possible.
- ◆ Removing wood ant nests from tree bases to stop them removing decaying wood that might be structural.
- ◆ Controlling grey squirrels at certain times of the year to reduce bark stripping.
- ◆ Using brash as a dead hedge or holly/bramble as a living hedge around trees to prevent damage by livestock or people.
- ◆ Enforcement of PSPOs to reduce dog waste deposited near trees.
- ◆ Informing visitors about the consequences of their actions e.g. in creating desire lines, direct damage to trees by climbing etc.



Restoration pruning work.



Putting mulch around one of the old pollards suffering from trampling on the roots by people.

New pollards

New pollards are created to provide continuity of habitat and historical context for the future and, ultimately, will replace the old pollards.

In the last 35 years more than 1,000 new pollards have been created and tagged: the majority have been beech but other native species are represented too. The aim is to maintain at least 1000 new pollards in a regular cutting cycle of approximately every 10 years, as detailed in the work programme.

Many have now been cut two or three times and are starting to develop decay features and look like 'proper' pollards. As with the old pollards, it is essential to make sure these have enough light. Squirrel damage has the potential to have a significant negative impact on these trees and some trees have been badly damaged or killed.

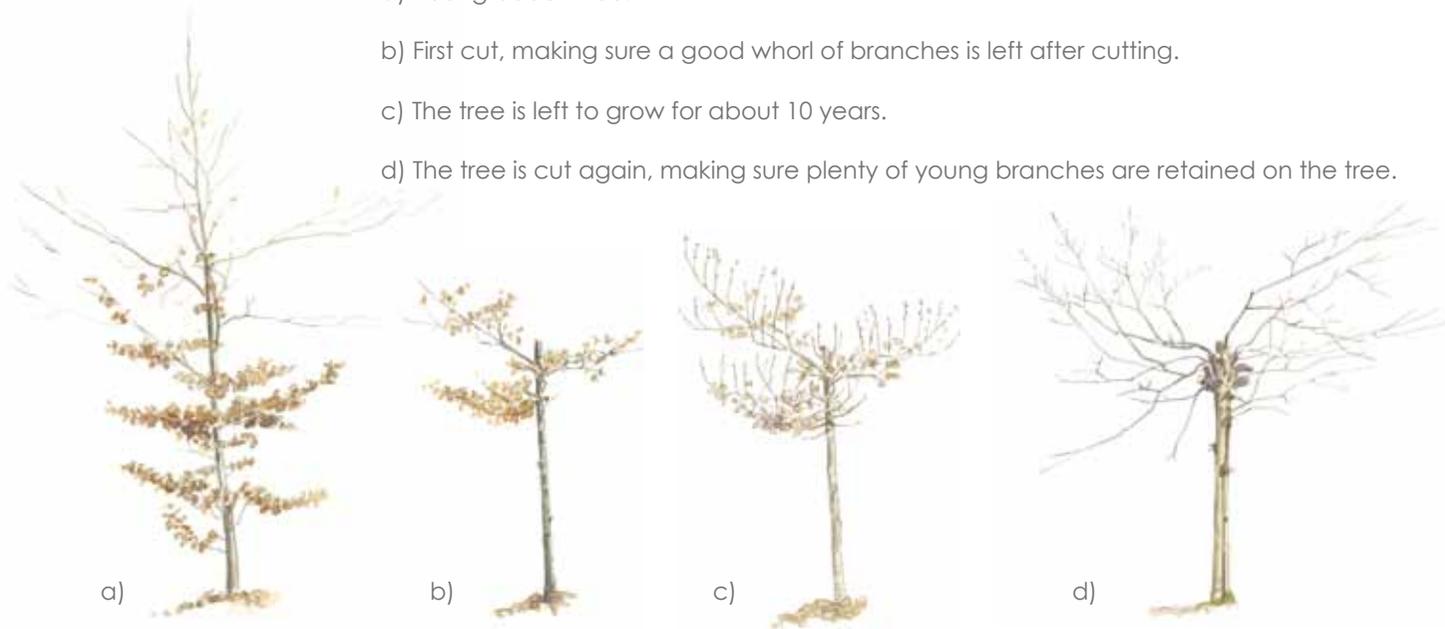
As the pollards get older and larger their productivity will increase. The wood cut from them at present is already too great to be left as habitat piles. Provided enough decaying wood is retained for wildlife, finding a market for this small diameter wood has the potential to support the local economy. Opportunities for interpretation through historical uses such as charcoal making should also be explored.

a) Young beech tree.

b) First cut, making sure a good whorl of branches is left after cutting.

c) The tree is left to grow for about 10 years.

d) The tree is cut again, making sure plenty of young branches are retained on the tree.



Young pollards are cut from the ground where possible, using a pole saw (a chainsaw on a long pole).



After two - three cuts the new pollard starts to develop good habitats such as decaying wood and water pockets.

Guidelines for pollard work

Preparatory work for the old pollards should take place between September and December. This will mainly involve clearing younger trees around them. Cutting should take place in January and February; if the previous summer has been dry, work may be delayed for a future year.

Young pollards should be cut in the winter, between September and the end of February, to comply with the obligations of the Countryside Stewardship grant. Beech and oak should be cut to leave a whorl of branches after the first cut; some branches all around the bolling should be left in subsequent cuts to avoid substantial dieback or (in oak) to reduce the impact of mildew damage.

Due to the demands of the work programme the old and new pollards should, in general, be worked on in alternate years, along with any emergency work required. All trees should be surveyed for bat roosts before any work is carried out.

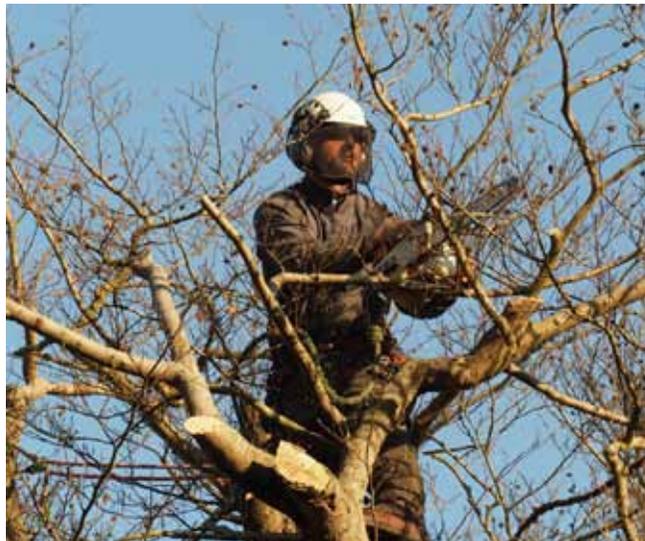
Large pieces of wood from the pollard work should be left close to the trees or made into habitat piles. Smaller brash should be chipped or burnt on the burning platform if work on the specific tree is not covered under the Countryside Stewardship grant. Some brash can be used for dead hedging to reduce compaction around the roots of trees by deterring access; this should be placed around the tree in a ring but away from it; brash should not be placed over exposed roots.

Piles of dead wood should be constructed from surplus wood (for example from halo clearance); these should be as large and solid as possible and located, where possible, away from heavily visited areas or out of sight to reduce the risk of disturbance once the pile is established. No freshly cut or dead wood should be removed after 1 May. Full details are given in the dead wood policy.

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Target: ensure that there is a minimum of 1000 'new' pollards, from the range of species represented at Burnham Beeches, to become the old pollards of the future.

Achieved by: creating new pollards as part of other tree clearance work and ensuring there are replacements for any that die; all new pollards will be tagged, recorded and positions mapped.



Target: cut all new pollards regularly to keep in cutting cycle.

Achieved by: carrying out the work programme and updating it when required.

Target: excess wood cut from the new pollards to be used off site if possible, without reducing the habitat value.

Achieved by: exploring a market for the small-scale wood cut.

Target: identify and retain all trees (i.e. not just pollards) with good habitat or high aesthetic value, unless subject to over-riding safety issues.

Achieved by:

- visual and bat assessments carried out prior to any work on the tree;
- modifying work as needed to ensure no unnecessary loss of wildlife/aesthetic value.

93% of those surveyed thought the proposed management of pollards was appropriate.

2019 consultation response

Dead wood

Keeping a large amount and varied types of dead wood within Burnham Beeches is essential.

Saproxyllic species are one of the most important species suites in Burnham Beeches and the reason for the European SAC designation. Many of these require decaying wood within live trees but others will happily live in wood piles and wood on the ground. Standing dead trees and dead branches in the crowns of trees are also very important.

Target: Burnham Beeches to have at least an estimated 40m³ of dead wood on the ground and more than 50 standing dead trees over 40cm per hectare.

Achieved by: carrying out a survey every 10 years and ensuring more dead wood is retained if necessary.

Target: Burnham Beeches to always have a good variety of types of dead wood.

Achieved by: dead wood piles and different types of dead wood to be left as a result of other habitat work; creative ways of doing this to be continually explored; trees that would otherwise be felled (e.g. for safety reasons) to be veteranised where appropriate.



Intervention such as propping is done to try to stop old pollards from falling down.



Standing decaying wood like the remains of this long dead pollard oak is important for wildlife.

4.1.2 Heathland and mire

For convenience a distinction has been made in the plan between the mire and heathland and the wood pasture (4.1.3). In reality, they should blend into one another and we will be managing the area as a whole rather than as separate habitats.

The southern part of Burnham Beeches was formerly an open landscape, but lack of grazing from around 1920 until the 1990s resulted in growth of secondary woodland over most of it. Clearance to restore the open aspect on either side of Sir Henry Peeks Drive has been carried out in a series of stages over the last 35 years. As a result, a range of rarer species have reappeared from seed within the soil and are now growing well.

Today we no longer rely on the products that our ancestors obtained from wood pasture (e.g. bracken for bedding or birch branches for brooms) so we need to emulate the routine removal of these elements. Small-scale management, as described on p.38, will therefore still be needed to stop bracken, birch and other scrub becoming dominant and maintain the desired mix of open areas and scrubby patches under and around the pollards.

On-going management will maintain a diversity of all successional stages. Grazing (p.38) underpins this but does not, for example, prevent the new growth of trees.

Scrub will be encouraged along the edges of the open areas to provide habitat for many species of birds, mammals and invertebrates; this will need regular cutting to prevent it developing into woodland. Other animals, including many reptiles and invertebrates, will benefit from the mix of scrub and warm sunny open areas.

The mechanical and manual work required will include:

- ◆ cutting scrub such as birch or holly that is growing too tall or too dense;
- ◆ cutting pathways through brambles to allow the livestock to penetrate into them and break them up;
- ◆ keeping holly in check without losing the characteristic feel of the landscape by removing the tops from clumps of holly which have grown out of reach from the livestock;
- ◆ creating scrapes and hollows by hand;
- ◆ bracken control.



Target: manage the heath/mire system to create the ideal composition of ground vegetation as follows.

Ideal dry heath composition

10-25% dwarf ericoid shrubs (heather or cross-leaved heath)
 <10% bracken
 <5% bramble, broom and gorse
 <25% wavy hair-grass
 11-30% desirable plants other than grass or heather
 5-10% bare ground
 <1% undesirable species (thistles, nettles, ragwort)

Ideal wet heath/mire composition

>10% *Sphagnum*
 No upper limits set for rushes, sedges and other desirable plants
 <30% purple moor grass
 <5% bracken
 <5% bramble
 <5% birch

Scrub on the mire limited to between 1% and 5% of vegetation, in other more open areas it should generally be less than 15%. It should be varied in structure and with no more than 15% of the same age.

Achieved by: annual programme for birch removal in the mire area; stumps treated as needed; no area to have birch taller than 3m; bracken to be controlled by cutting or spraying; scrapes and peat cuttings created.

Guidelines for heathland and mire maintenance

Bracken control should take place in July/August after a check of the area for late ground nesting birds.

Weed wiping of scrub should only be done if there are no other options. If needed, it should be done in June (when it is most effective) with great care; particular care should be taken to avoid ground nesting birds.

Manual clearance of young regenerating birch and other woody species can either be carried out between the beginning of September and the end of February or in mid-summer (August). Any summer clearance should avoid disturbing nesting birds with second broods.

Scrapes to remove the top layer of turf can be carried out at any time of the year; deeper, shallow pools should only be created in the winter months. The locations of pools and scrapes should be chosen to ensure that no rarer plants are negatively impacted.

4.1.3 Wood pasture

Our vision for Burnham Beeches is that it is a wood pasture system. Within this are core areas of pollarded trees where the ground vegetation is dominated by species characteristic of those of acid grassland and heathland.

This type of habitat is dynamic and shifting. It is characterised by multiple transitions, between tall and short vegetation, light and shaded areas, warm and cool places, all happening at both large and small scales. Connectivity is also extremely important with tree dominated areas contiguous, relatively tree-less areas interconnected, and the intermediate dappled shade providing the 'glue' between them all. The habitat is continually changing but the essential elements, trees, grazers, scrub and ground flora remain consistent.

The tree and scrub density is varied but is typically such that tree roots extend throughout the area, helping to bind the soil and allowing the trees to function as a group. However, tree cover is low enough that there is a ground cover of plants, typically those of open habitats, along with patches of flowering scrub and bracken.

Scrub is particularly valuable for birds, especially summer migrants. At low density scrub helps provide sheltered warm areas. However, when very dense it is less desirable as it shades out the ground flora and helps make areas dark and cold.

92% of those surveyed agreed plans for wood pasture restoration were appropriate.

2019 consultation response

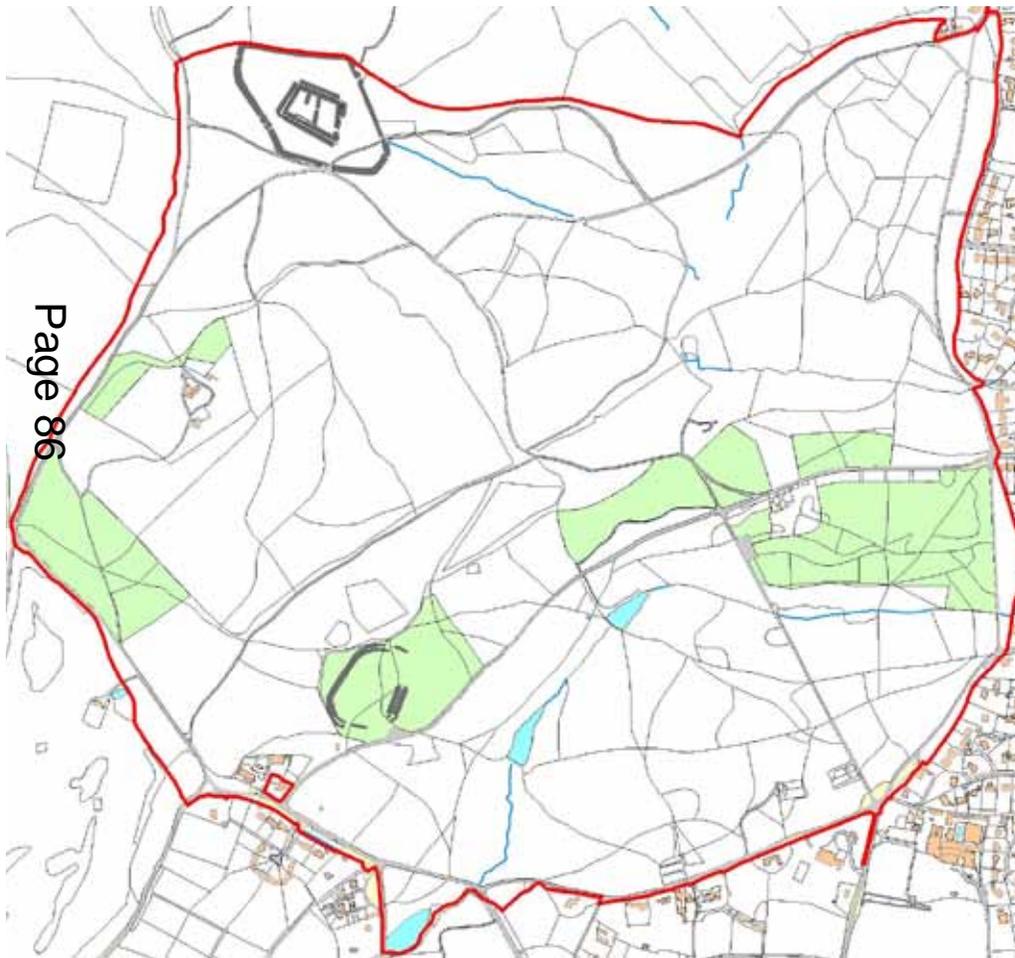
This management plan period will see the completion of work to restore much of the Beeches to the wood pasture landscape described on p.15, benefitting a unique range of plants and animals. It is anticipated that the work will require a mixture of different methods. Some can be carried out with staff/volunteers but others may require large machinery.



Volunteers are essential to help with labour intensive jobs such as removing young birch.

Target: restore a more open wood pasture to the areas illustrated on the map.

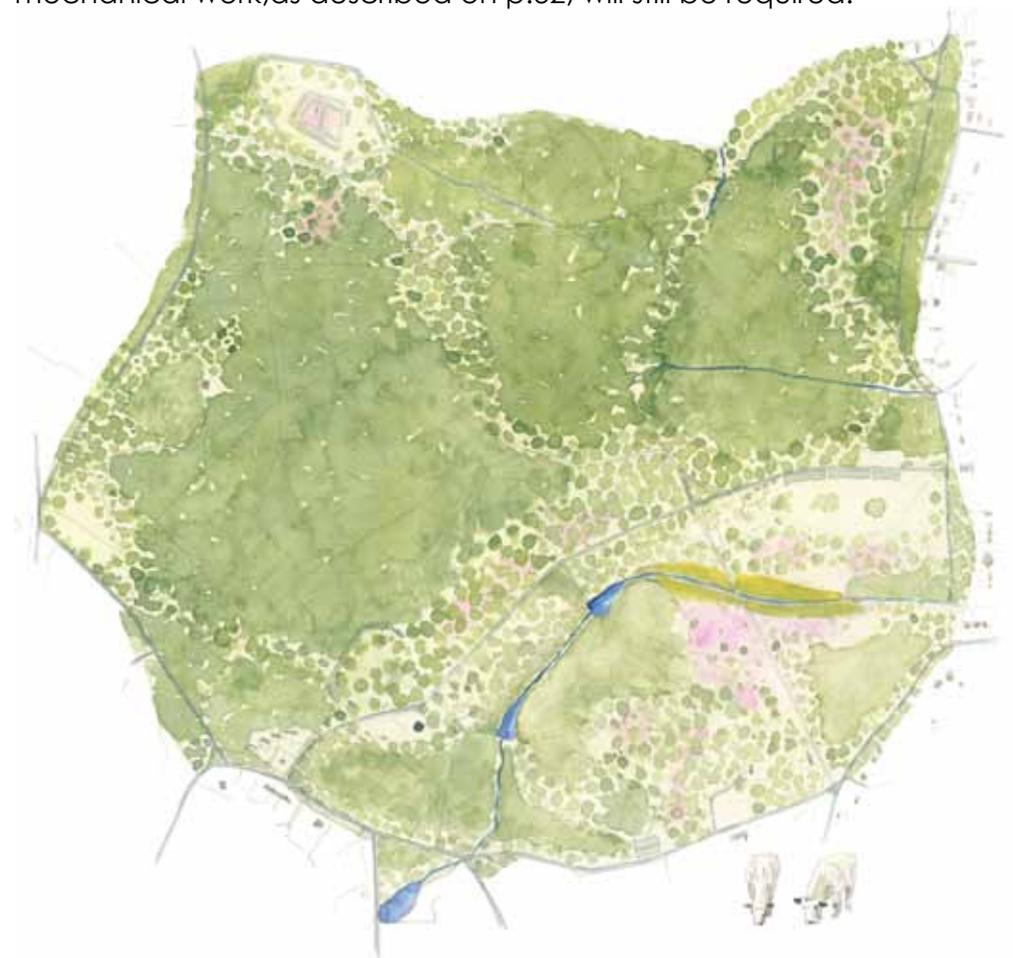
Achieved by: selected tree and scrub removal and pollarding.



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Areas where wood pasture restoration (shown in green) will be carried out as funded by the Countryside Stewardship grant. Crown copyright and database rights 2019; OS 100023243; Geoinformation Group 2013.

Once several years have passed after the trees have been felled to restore the wood pasture/heathland areas, and instant re-growth of birch has been prevented, the aim is for the grazing livestock to drive the system, (section 4.1.5). This should allow natural processes to take place and the structure to be dynamic and varied. However, the density of grazing animals will not completely prevent the development of scrub and woody plants and manual and mechanical work, as described on p.32, will still be required.



Map of Burnham Beeches giving an indication of the desired tree density across the nature reserve.

Guidelines for clearance as part of wood pasture restoration

The aim of tree felling in the areas highlighted on the map is to produce dappled shade. This will not be clear felling. As an approximation this may be equivalent to 100-450 trees per hectare. It will require a mixture of work by hand or with large machinery. Tree felling and major mechanical work should be carried out between the beginning of September and the end of February; small bushes may be cut, if needed, in mid-summer (August) by volunteers and staff.

All blocks of trees should be surveyed for bat roosts before clearance work, following the bat policy protocols. Surveys for reptile hibernation and egg sites should be carried out in clearance areas the year before works are undertaken.

Some dead wood should be kept, ideally stacked to make future work easier. If needed, the deciduous tree stumps will be removed by grinding. All standing dead trees should be retained.

Initially it may be helpful to remove fewer trees: more trees can be removed at a subsequent time. Trees that should not be felled are those that:



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- ♦ have or are likely to develop habitat features such as decay, water pockets, cracks etc;
- ♦ represent a range of species, including beech, oak, hornbeam, flowering trees (e.g. rowan, wild service, whitebeam), fruiting trees (e.g. apple, cherry plum), rare species for the Beeches (e.g. field maple, alder buckthorn) and those of special importance for wildlife (e.g. aspen);
- ♦ represent a range of age classes, from saplings to veteran (there is an age gap in the population of oak trees, so more young oaks should be retained, for example);
- ♦ are big for their species;
- ♦ are of a good shape and size to turn into young pollards (these should be pollarded);
- ♦ show an open form and/or attractive shape.

Opportunities to 'veteranise' trees should be taken where appropriate (e.g. where trees would otherwise be felled or reduced for safety reasons). This could include the creation of bird nest boxes and woodpecker holes, use of climbing spikes and initiation of decay through mimicking lightning strikes.

Ensure there will be scrub in the near future: do not automatically remove all scrub species when clearing. Scrub should make up no more than 15% of the wood pasture. It is important to keep levels of birch and other pioneer species of scrub very low in the first few years after tree felling by regular cutting. Once a sward of grasses, heather or other herbaceous plants has developed cutting can be reduced or ceased and the livestock will then largely maintain the landscape, although some scrub control will always be needed.

Management of wood pasture areas through grazing and occasional mechanical cutting aims to maintain a wide range of microhabitats for wildlife, such as those shown here.

- a) flowering plants, including heather;
- b) flowering scrub; c) birch scrub;
- d) 3D structure; e) dung;
- f) patches of bare ground;
- g) brambles and close cropped lawn;
- h) localised poached areas.



Soil disturbance - good or bad?

Small scale soil disturbance (e.g. by the pigs when they turn over the top layer of ground) can be valuable because it creates fresh bare ground and microhabitats. Reptiles like to bask on bare patches of ground and long dormant plant seeds may germinate once they are exposed to the light. Heathland management regularly involves creating scrapes (man-made areas where the top layer of turf has been removed) to encourage the growth of heather; this mimics historical turf cutting for fuel.

However, soil disturbance is less good for trees, especially old trees like our pollards, and can add to the stresses that they face. Staff avoid moving vehicles across the root protection areas of the old trees unless absolutely necessary.

In addition, not all soil disturbance is equal. Trampling by people compacts the soil and forces out the air in it which is needed for healthy soils and good root growth; it also flattens plants. In contrast, horses and cows (in low numbers) punch holes in the top layers, exposing lower layers and making mini holes/pools.

Erosion of the soil also occurs in the Beeches and is usually caused by heavy footfall. This is also detrimental to trees as it removes the soil that they rely on for water, nutrients and of course that they are also anchored in.



Localised trampling by livestock can encourage some rare plant species and provides habitats for invertebrates.



92% of those surveyed thought our approach to managing soils was correct.

2019 consultation response

Burning platform

When we burn wood cut during habitat work, we use a burning platform to avoid damaging the soil. This raises the fire above the ground and, although there is a quick burn of the vegetation underneath, the fire does not impact on the soil. We use different platforms depending on where we are working. A skip is used for most work, with high sides so material does not fall out; a small wheeled platform or a single use one made on site from logs and corrugated iron sheets is used in sensitive areas such as the Scheduled Monuments. The ash left after burning must be removed from the nature reserve. It is also very important (especially when using the larger skip) that the location of the platform and the route taken to get it into place does not damage the soil or the root protection areas of the old trees.

Target: no damage to soils through burning during habitat works.

Achieved by: using a burning platform for all fires on the reserve. Ensure method is appropriate for the job, avoid damage when moving the burning platform and use additional protection underneath as required.

4.1.4 Main Common area

Apart from small patches of acid grassland (section 4.2.3) the main area of grassland in Burnham Beeches is the Main Common. This was sown many years ago and more recently has been the focal area for recreation.

The aim of much of the work in the last 10 years has been to improve the area for wildlife and give an impression of a grazed wood pasture for visitors as they enter the reserve.

Several rare plants have been found in this area in recent years, highlighting the importance of managing this area for nature conservation. Under the last plan, a mowing regime was designed for the Common to both maximise conservation value and facilitate recreation. Only paths were cut before 30 June and the back and eastern sides were cut on a three-year rotation. In the last 10 years the Little Common, north of Lord Mayor's Drive, has been brought into the grazing regime. In addition, the young pollards along the car park banks have been cut regularly.

During the last year of the 2010-20 plan, grazing was trialled on part of the Main Common. This area is under wood pasture restoration as part of the Countryside Stewardship Scheme grant (see map p.34).

The aim is for grazing to continue on the Main and Little Commons, excluding the car parks and an area around the café. Trees in the clumps on the main grassy area could be pollarded if they are appropriate shapes. Over time, the grazing will make the area less uniform and the clumps will become less discrete. Placing of large pieces of dead wood from adjacent wood pasture restoration work onto the common may also help scrub to develop.

Target: to manage the Main Common and verges at road junctions for both wildlife value and recreation.

Achieved by: grazing the majority of the Main Common; cutting banks and sightlines outside the grazed area the minimum required to fulfil safety and CSS grant requirements.



4.1.5 Maintaining habitats through grazing

As stated previously [section 2.2], the wood pasture, heathland and mire need to be grazed in order to reach and maintain favourable condition. Low-density grazing by cattle, ponies and pigs has been reintroduced to Burnham Beeches in several phases over the last 30 years.

The cornerstone of the 2010-20 management plan was to expand the area grazed, which increased from 43 to 165ha. Initially it had been proposed to do this by installing cattle grids on the roads through the Beeches, but the development of invisible fence technology allowed a cheaper and easier option to be trialled.

The grazing system now consists of a 43ha traditional post and wire fenced area and several loops of invisible fencing as well as a large central area bounded by the loops. Some of these loops cross public highways, allowing grazing on both sides of the road. The invisible fences are currently only used for cattle. Animals are moved between the different areas during the grazing season as required and we sometimes use traditional electric fences to graze or exclude smaller areas.

“Lovely to see animals in this environment - seems in keeping.”

2019 consultation response

In 2019, 12 cattle and ponies were used on site; this number will probably be increased as the quality of pasture improves but is unlikely to exceed 25. High density of grazing causes soil to be degraded and trees to be badly damaged as the livestock strip the bark. Grazing intensity will ideally vary from year to year to benefit specialist plants and invertebrates and accommodate differences in weather conditions (which impact on growth of the plants the livestock eat). Generally summer grazing is best for the habitats within the Beeches and, while the main grazing season is likely to remain as May to November, it may extend beyond this, depending on need. Pigs are useful in turning over the soil in certain areas but cannot be used on the historic monuments and must be used with care around the roots of the old trees.

The benefits of grazing can clearly be seen in the habitat structure and the positive responses of key plants and animals. In addition, the livestock have been popular with the public and the more open structure that they create is an attractive landscape to walk through that feels safer to visitors.

91% of those surveyed agreed the proposals for grazing are appropriate.

2019 consultation response



Day to day management of livestock

The livestock are checked every day and, now that the grazing area has increased, it is sometimes hard to find them. Options for tracking the animals using GPS collars should be explored; this may also allow better information to be gathered about where they spend time and therefore identify what they are eating. It may be desirable to introduce a scheme for volunteers to check the livestock, as is used when they are off the Beeches grazing neighbouring nature reserves.

At certain times of the year, livestock management is particularly labour intensive. We may wish to develop a team of volunteers who could help, for example, with moving fencing or stock.

The livestock at Burnham Beeches are at present owned by the City of London but there may be options for future management involving third parties.



Medium term plan for grazing

While the aim of the last plan was to see livestock roaming across a large unfenced area, there are traditional fences still in place: invisible fence technology is still quite new and the fenced area is a useful refuge if problems arise. Furthermore, it is useful in the restoration phase to have the flexibility to be able to concentrate animals inside or outside specific areas, which is also done using conventional electric fences. Technology is constantly changing with new options being explored by others grazing similar sites.

The decision on which fencing system to use will be made in the next 10 years. In the interim, minor adjustments (e.g. when older fence sections of fence replacing) can be made that will increase the grazed area. The priorities are to:

- ◆ graze more of the Main Common (using invisible fences or traditional electric fence);
- ◆ move the fence from the north side of Coronation and Juniper Cottages to the south side, adjacent to the road;
- ◆ move the fence on the east side of Sir Henry Peeks Drive further south and closer to the road;
- ◆ graze the area between the Main Common and the existing fence;
- ◆ move the fence between the Stag car park, Middle Pond and Lord Mayor's Drive closer to the road;

- ◆ graze the triangle at Egypt;
- ◆ graze the Swilly Pond area;
- ◆ use electric fences to graze outside the highways;
- ◆ explore options to graze various small areas e.g. outside The Small House.

We may also trial using hedges or scrub to prevent road access.

Long term plan for grazing

The long-term vision remains to graze as much of Burnham Beeches as possible, including our land on the outside of the public highways. This will allow the whole of the nature reserve (SSSI, SAC and NNR) to be managed in the most appropriate way and create a greater sense of place for visitors.

This presents challenges, primarily the risk of traffic incidents where the reserve is crossed by roads. The use of rumble strips, 'gateways' and signage have already been used, and more traffic management systems could be trialled. The use of cattle grids may be necessary, perhaps combined with invisible fences. The decision on the best mix of fencing systems will be decided in the lifespan of this management plan.

Ideally the livestock will still include cattle and ponies, with pigs in certain areas in the autumn months.

Target: fulfil wood pasture requirements in CSS agreement.

Achieved by:

- ◆ grazing current area through the use of traditional and invisible fencing;
- ◆ adjusting grazing levels to ensure compliance with targets in grazing impact assessment;
- ◆ preventing damage to historic monuments and veteran trees by livestock;
- ◆ husbanding stock, keeping records and adhering to guidelines concerning supplementary feeding and medication (e.g. no routine wormers, and livestock will be removed from the reserve for medication);
- ◆ no cutting after grazing unless required for control of specific species.

Target: expand the area currently grazed to around 95% of the Beeches.

Achieved by: modification of existing fence lines and invisible fences.

"The removal of physical fencing is a wonderful thing for the appearance of the woodland and the sense of freedom it gives. Thank you!"

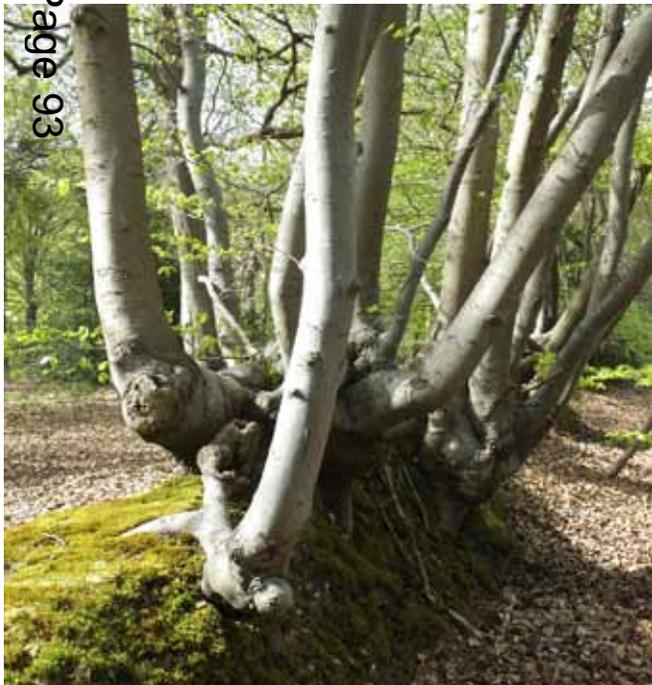
2019 consultation response

4.1.6 Woodland

Management of Fleet Wood and New Coppice (two blocks of semi-natural ancient woodland) will continue, as in recent years, to use minimum intervention, allowing the natural woodland process to continue with minimum disturbance.

The remnants of old beech and oak coppice stools and the presence of remnant hedges on old wood banks indicate these were actively managed the past. Restoration of the ancient coppice is likely to be difficult because of the condition of the stools, so starting new adjacent areas may be more productive.

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It is uncertain if the hazel along Burnham Walk was formally coppiced or if the stools are naturally developed. A coppice regime attempted here in the past had limited success so this has been discontinued; grazing will help to maintain the network of clearings left by the coppice work. The soil type in this area encourages a different range of plants to those found elsewhere.

Natural regeneration of beech is generally good within the Beeches but few oaks reach the sapling stage, although there are often seedlings. Gaps in the age structure of both species could be addressed by the veteranisation of larger trees in the future, if needed, and by protecting seedlings during episodic periods of regeneration.



Target: create a new trial area of oak coppice.

Achieved by: scrub management on McAuliffe's Drive and cutting oak saplings of suitable height to create coppice. For first few years, protect using methods that are effective against deer and rabbits.

Target: explore the feasibility of creating/restoring beech coppice stools or hedge banks and trial if appropriate.

Achieved by: researching work carried out in other parts of the UK, identifying suitable locations for small scale trials and monitoring the response.

Target: area along Burnham Walk to be left as naturally developing woodland with minimal intervention.

Achieved by: cutting of occasional hazel stems and maintaining dead/live hedges around swallow holes.

"I love the autumn leaves. Great place for walking and being at one with nature."

2019 consultation response

4.1.7 Ponds

A review of the Top and Middle Ponds in 2016 recommended a range of practical work to improve their conservation value that included regular small-scale tree clearance to maintain the edges in dappled shade, and more substantial silt removal using contractors with large machines (at significant cost). Major silt removal, using contractors, was last done in 1994, although there has been small scale work since.

Both ponds have suffered from introductions of exotic species (terrapins and goldfish for example) and are at risk of colonisation by invasive plant species.



Top and Middle Pond have concrete outflows that are not particularly good for nature conservation but changes to improve this would be very expensive. A minor leak to the dam of Middle Pond requires repair but, as this is not urgent, will only be repaired when funding has been sourced. If any changes are done it is important to ensure that there are no significant alterations to the hydrological levels upstream of the dams.

Target: improve the wildlife, visual and safety qualities of the ponds.

Achieved by:

- ◆ following the pond management plan including annual cutting of overhanging trees around Upper and Middle Ponds and using contractors with specialist machinery to remove silt;
- ◆ regular volunteer tasks to keep a channel open after silt removal;
- ◆ removing any exotic species and carrying out publicity campaigns to try to prevent further introductions.

93% of those surveyed thought the management of ponds was appropriate.

2019 consultation response

Swilly Pond is a natural swallow hole. In recent years the pond has rarely held large amounts of water for long and the growth of trees is encroaching it. Ideally the area around the pond should be grazed but logistically this is quite difficult to achieve.

Target: Swilly Pond to be managed in the most appropriate way for wildlife.

Achieved by:

- ◆ carrying out better recording of water flows, taking cores to look at the seed bank, trialling silt removal through scrapes, especially on the western side and pollarding willows in rotation to reduce shade while still keeping a barrier between the pond and the road.
- ◆ drawing up a longer-term plan for management, likely to include scrub management, silt removal and grazing.



4.1.8 Actions for individual species

As a general principle the management of Burnham Beeches concentrates on habitats rather than individual species but sometimes work has to be more targeted, either to encourage key species or to discourage invasive/introduced species that threaten the survival of native ones.

Although regularly controlled in agricultural systems, it is not appropriate to remove ragwort at Burnham Beeches. The levels are not of concern to the grazing livestock and many invertebrates are reliant on ragwort.

Nests of oak processionary moth (OPM) have not yet been recorded in the Beeches, but it is spreading from the London area: nests are likely to be found soon. The caterpillar stage of this moth can have serious impacts on human health due to the irritating hairs which cause rashes and breathing difficulties. Large numbers of caterpillars may also heavily defoliate oak trees which can cause additional stress on the ancient pollards. Contractors will be needed to remove the dense silken 'nests' of caterpillars; spraying is an option but will be avoided if possible due to the impact on other moth species; it will require consent from Natural England.

"An incredibly important site biologically."

2019 consultation response

Target: no non-native and/or undesirable plant/animal species within Burnham Beeches.

Achieved by:

- ♦ removing turkey oak, Japanese knotweed, goldenrod, rhododendron and other undesirable species (including aquatics) as they are discovered;
- ♦ drawing up a plan for control of OPM if/when necessary (accepting that complete elimination may not be possible or desirable);
- ♦ removing wood ant nests where they occur close to houses or the café/toilet area and south of Lord Mayor's Drive; nest removal may also be carried out for translocation to other sites.

Conservation of this uncommon species is important.

In the last 10 years some nests from near the café were successfully translocated to woodland closer to London that historically had wood ants.



Target: promote the growth and survival of certain key species e.g. juniper (shown below), *Sorbus thuringaica*, *Zygodon forsteri*, *Pyrenula nitida*, keeled skimmer dragonfly, adders, lesser spotted woodpecker etc.

Achieved by: checking and periodically carrying out positive management; keeping aware of and encouraging initiatives to aid recovery of species as needed.



4.1.9 Recording, monitoring and research

Knowing what rare and threatened species live in Burnham Beeches is essential for us to plan management works to ensure that they benefit from our work and are not adversely impacted. This can be challenging; many of these species are small and/or hard to find or identify.



Moss training day.

It is now over 25 years since the last major inventory work was carried out and some groups have never been surveyed other than as part of short field meetings. There has been recent work on the plants but it would be helpful, especially for invertebrates, to repeat some of the surveys. This may be a particular challenge in the current financial climate.

As habitat restoration progresses and areas change, the associated fauna and flora will also change. Throughout all our work it is important to record actions that are carried out and to evaluate the success of techniques used. In addition, long term monitoring is especially valuable because it also provides data showing how species and habitats are being affected by climate change that can be used to inform mitigation and response measures.

Burnham Beeches contributes to many national monitoring programmes: the data gathered informs not only the work carried out on the nature reserve but also across the country. Research projects add to the information available about Burnham Beeches and can influence activities beyond the Beeches too. Biological information is held on a RECORDER database.

Examples of desirable projects include studying the impacts of pollard restoration and grazing on other organisms, the pollards themselves and key species such as grey squirrels and wood ants. There is a need for a rolling programme of inventory work.

Target: understand better the impact of our habitat restoration work on rare and threatened invertebrates.

Achieved by:

- ◆ projects to inform the management process on key groups, in particular invertebrates such as spiders, beetles and flies, including updated inventories;
- ◆ periodic monitoring of specific plant species.

Target: continue long term monitoring of key attributes.

Achieved by:

- ◆ undertaking actions outlined in the 'Review of Monitoring' and revising this review every 10 years;
- ◆ continuing to be a part of the Environmental Change Biodiversity network;
- ◆ continuing to assist with monitoring projects carried out in relation to development and linked to appropriate assessments;
- ◆ continuing to encourage research projects when suitable subjects or opportunities arise;
- ◆ recording works carried out, especially those related to the CSS grant.

Target: ensure species information is as up to date as possible and disseminated as required.

Achieved by: casual recording of species information and commissioned specialist surveys for key species/groups; keeping RECORDER up to date as far as possible; regularly exchanging data with local records centre.

Target: reduce any negative impacts of wood ants as far as possible.

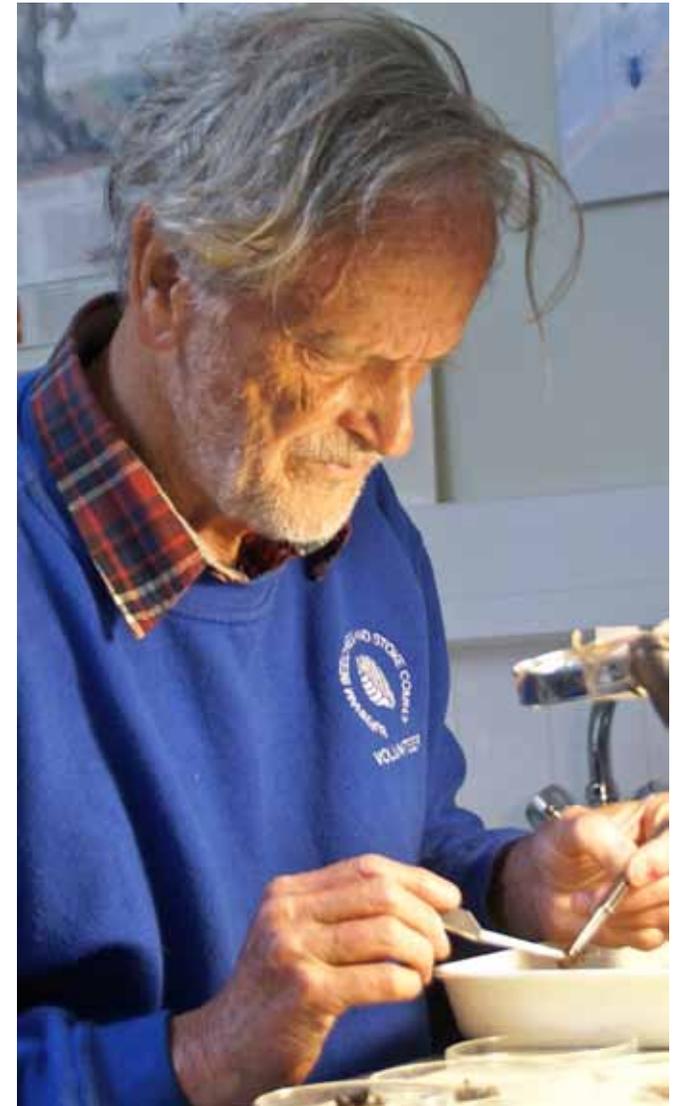
Achieved by: evaluating the impact of wood ants on the other wildlife at Burnham Beeches and carrying out any recommended actions.

Target: avoid damage to key species and recording plots.

Achieved by: maintaining up to date operational maps to inform practical work, featuring key monitoring points (e.g. lichen quadrat locations) as well as static rare species and broader areas of interest (e.g. reptile hibernacula and summer feeding areas).

Target: keep abreast of climate change issues and impacts on Burnham Beeches, mitigate or adapt where possible.

Achieved by: keeping a watching brief on work carried out elsewhere; commissioning projects and experiments relating to Burnham Beeches where relevant.



Above: sorting and identifying invertebrate samples.

Far left: bat monitoring.

Left: dust and ammonia monitoring.



Managing for the influence of climate change

It is projected that climate change could substantially change Burnham Beeches. As outlined in section 2.1 this could result in different tree species becoming dominant and a different ground vegetation. Managing with this in mind is difficult because of the unpredictability and potentially quick time scales compared with the life cycle of our 500 year old trees. The best options, as we understand them at the moment, have been included in the management plan under the relevant sections. These include:

- ◆ creating pollards from a wider range of tree species than beech and oak, including whitebeam, hornbeam, holly and willow;
- ◆ being flexible about the composition of the ground vegetation that develops in the wood pasture;
- ◆ retaining a higher density of beech trees on the north facing Mendelssohn's Slope, the part of the Beeches most likely to remain cooler and moister for longest;
- ◆ trying to reduce stress on trees from causes over which we have some control;
- ◆ creating and maintaining mosaics of shaded and open habitats that are blended so species are better able to move across the area;
- ◆ working with others to make better connections across the wider landscape and to develop habitat that is suitable for the species found in Burnham Beeches;
- ◆ ensuring that recognition is given to the contribution of the nature reserve to carbon sequestration through the soils and vegetation of semi-natural habitats as well as trees.

"I walk a lot in the Beeches and notice many people seem disengaged with nature/ surroundings ... help people and in particular children to engage with the Beeches - using their imaginations, not relying on pre-prescribed activities."

2019 consultation response



Climate change presents a threat to the beech trees.



Reptiles and amphibians are threatened by habitat loss and fragmentation.



Bees and many other insects are being affected by agricultural and garden pesticides.

4.1.10 Buffer land

The major long-term threat to the Beeches is that it will become an isolated island within a sea of urbanisation and intensively managed land. A well connected landscape is more resilient to external threats and species are more able to thrive if they can move around a larger area and are not restricted to a small piece of land. Buffering can help reduce the impacts of fragmentation. This may be achieved by acquiring land that will act as a buffer to Burnham Beeches (and which may also be used in other ways, such as layback land for grazing animals) or influencing neighbouring landowners to manage their land with nature conservation objectives in mind.

It is also important to continue the close dialogue with planning authorities and other bodies whose decisions might have an impact upon Burnham Beeches.

Target: work with neighbouring landowners to enhance the management of land adjacent to the Beeches, making it better for biodiversity.

Achieved by: taking every realistic opportunity to help create buffers for Burnham Beeches; working with neighbouring landowners to try to improve their land for nature conservation.



Target: increase awareness in the local community of the dangers of fragmentation and loss of biodiversity.

Achieved by: informing the public of the importance of this work.

Target: comment on local planning issues that have the potential to negatively affect the Beeches and encourage those that reduce the fragmentation of green spaces around Burnham Beeches.

Achieved by: monitoring and responding to all planning applications that might have an impact upon Burnham Beeches, either alone or in combination and seeking decisions that secure the long term vision for Burnham Beeches; lobbying local councils to ensure compliance with the Habitats Regulations with respect to development.



Nature-friendly patches of long grass, scrub, flowers and/or ponds in neighbouring gardens will help wildlife spread out of Burnham Beeches and into the surrounding area.

Objective 2: People

To encourage the sustainable use of Burnham Beeches for the recreation and enjoyment of the public; to promote public involvement and foster greater understanding of the nature reserve.

4.2.1 Access and recreation

Burnham Beeches is visited by people from all over the world and is an important part of the City of London's network of green open spaces accessible to the people of London.

Surveys have shown that 90% of visits are made from within 10km of the Beeches; it is an important part of the Buckinghamshire green spaces. It is important that visitors enjoy the time they spend in the reserve, but it is also important that their impact is as light as possible. The activities of some visitors can detract from the enjoyment of others if not carefully managed, as well as having inadvertent adverse impacts on features of nature conservation importance.

As noted in section 2.5, a lot of dogs are brought to Burnham Beeches each year, and this has a big impact on other visitors and wildlife. Many nature reserves do not allow dogs, or only allow them on leads, and this could be a long term aspiration.

Work carried out during the process of producing the SBDC local plan has acknowledged that recreation pressure is likely to increase as more houses are built in the area around Burnham Beeches and that the increase would be detrimental to the habitats that are protected under the SAC legislation. Mitigation is planned in partnership with City of London officers.

The vision is for Burnham Beeches to be a place for quiet, informal and responsible recreation. Although it is not an appropriate place to have a formal playground, some facilities are provided to enhance enjoyment. Access for the less able is also encouraged. Regular small-scale events such as guided walks help people to understand more about the nature reserve and the occasional bigger event is helpful as long as it does not compromise the conservation value of the nature reserve.



Target: ensure an accurate count of annual visitor numbers is obtained; use this information used to guide access strategies.

Achieved by: automatic car counters and calibration every 10 years through manual counts and checks (unless carried out as part of other projects).

Target: establish levels of visitor satisfaction.

Achieved by: a questionnaire every five years (if no other public consultation is held) and taking any appropriate actions.



Visitor count, 2015.

Target: service key visitor needs.

Achieved by: café to be open at least 360 days per year; toilets to be well maintained and open at least 360 days per year; car parks to be well maintained; entrances and gates to be well maintained and provide clear information.

Target: ensure Burnham Beeches is clean and well presented.

Achieved by:

- ♦ reviewing litter bin provision and removing bins where possible;
- ♦ providing and servicing recycling bins in necessary locations;
- ♦ encouraging people to take their litter home;
- ♦ encouraging recycling;
- ♦ removing fly tipping;
- ♦ picking up litter weekly and as found;
- ♦ reviewing the potential for using PSPOs for enforcement of other activities such as littering;
- ♦ employing a specialist part time member of staff to lead on waste clearance and recycling;
- ♦ encouraging volunteer litter pickers.



Target: limit erosion and other damage by visitors.

Achieved by:

- ♦ encouraging the use of existing tarmac roads for walking;
- ♦ surfacing key paths using local gravel and maintaining in good condition (whilst retaining some natural path edges for bees and wasps that require exposed bare ground for nesting);
- ♦ using dead hedging or other barriers around sensitive areas such as old trees and maintaining in good condition;
- ♦ focusing visitor services on the Main Common area as a 'honey pot';
- ♦ maintaining the easy access path network in good condition and installing edging;
- ♦ raising visitor awareness of erosion issues;
- ♦ keeping cycling and horse riding to tarmac roads;
- ♦ consider using temporary fencing to allow areas to recover from trampling;
- ♦ maintaining bridges and boardwalks in good condition;
- ♦ trying to avoid letting easy access path material wash into Top Pond;
- ♦ introducing and implementing a no BBQ policy.



Target: encourage the use of Burnham Beeches by the less able.

Achieved by:

- ◆ maintaining easy access paths in good condition;
- ◆ providing and maintaining benches;
- ◆ encouraging and promoting the use of the 'Tramper' including weekend use if feasible and seeking grants to replace it when necessary;
- ◆ administering the 'zapper' access to the car free zone.

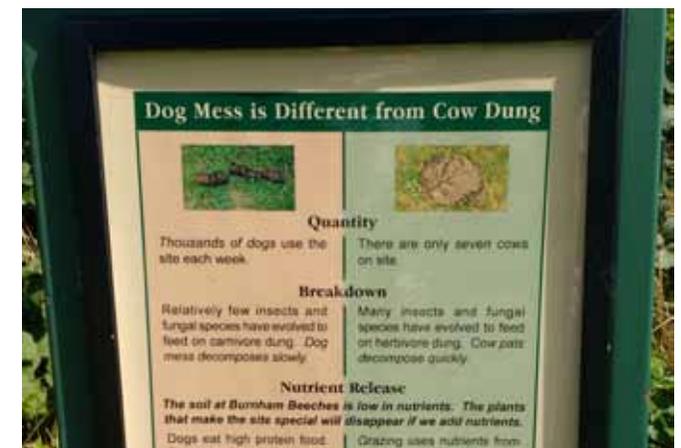
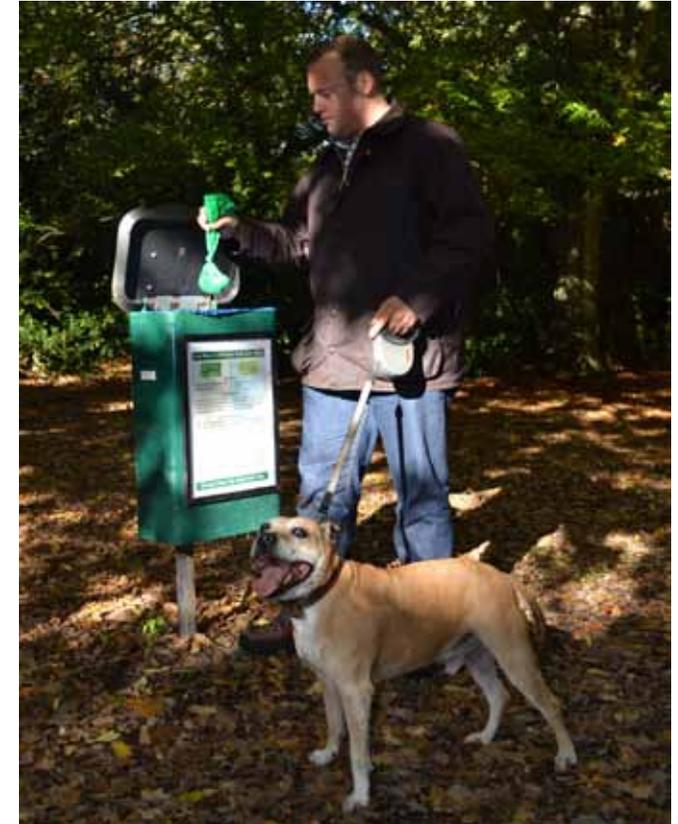
Target: keep car crime and antisocial behaviour to a minimum.

Achieved by: reviewing car park opening and closing times; liaising with police as required.

Target: limit as far as possible the negative impacts of dogs on other visitors and on the reserve.

Achieved by:

- ◆ encouraging responsible dog ownership including highlighting to dog owners the impact of dogs not under effective control;
- ◆ research and consultation to keep up to date with best practice and legislation regarding dogs on nature reserves and dog fouling;
- ◆ maintaining infrastructure relating to PSPOs for dog related activities;
- ◆ three year review of PSPOs for dog activities and proposing alterations if necessary; renewing, including public consultation, as legally required;
- ◆ reviewing the provision of dog bins and dog bags; withdrawing the service if considered desirable or required by budget cuts and then ensuring good publicity and clear enforcement;
- ◆ implementing new initiatives;
- ◆ consider extending the dogs on leads area to reduce dog fouling and/or considering more dog free areas;
- ◆ surveying to monitor progress.



Target: produce an access strategy.

Achieved by: reviewing those for other sites and ensuring it includes -

- ♦ ideal visitor numbers,
- ♦ erosion control,
- ♦ access restrictions or 'honey pots',
- ♦ maintenance of access infrastructure,
- ♦ site opening and closing,
- ♦ visitor counts,
- ♦ ranger duties including byelaw and PSPO enforcement and links to the interpretation,
- ♦ transport and dog strategies.

Information gained from the LiDAR flight may help in assessing abundance of desire-lines. Green Flag criteria should be used if possible.

64% of non dog walkers and 27% of dog walkers agreed there should be areas where dogs are not allowed, to protect wildlife.

"I think there should be wildlife only areas, no dogs or people. A completely protected area."

2019 consultation responses



Erosion caused by visitor footfall.



Fungi confiscated from fungi pickers.

Target: prevent all removal of fungi except for scientific study.

Achieved by: implementing the byelaws and fungi picking policy, and updating regularly.

Target: investigate ways of making the byelaws more relevant to today.

Achieved by: evaluating issues/problems and clarifying what can and cannot be dealt with under the byelaws; investigating the procedure to review byelaws (and implementing if necessary); rewriting the byelaws into plain English; holding an annual refresher for staff.

Target: widen uptake, acceptance and awareness of bio-security issues.

Achieved by: maintaining, regularly revising and implementing bio-security policy; promoting this to visitors; informing neighbours about the impact of dumping green waste.

93% of those surveyed agreed with proposals to help people enjoy the Beeches.

2019 consultation response

4.2.2 Interpretation, education and promotion

The popularity and location of Burnham Beeches presents an ideal opportunity for informal interpretation and formal education about the history and management of the nature reserve. This should be aimed at those who have the most impact now and those who will have an impact in the future. Any promotional work should not aim to increase visitor numbers.

Purpose of information and interpretation

- ◆ To help people enjoy their visit.
- ◆ To foster respect from visitors and others for nature conservation and cultural values.
- ◆ To promote responsible behaviour from visitors through clear messages about what is acceptable and what is not.
- ◆ To educate visitors so that they have a better understanding of their impact on the nature reserve and the wider environment.
- ◆ To inspire visitors to use Burnham Beeches sensitively and understand the concept of cumulative impact.
- ◆ To promote the role of the City of London in the protection and management of Burnham Beeches.
- ◆ To encourage financial support.

Key messages

- ◆ Burnham Beeches is a special place.
- ◆ It is a nature reserve, and the plants, animals and fungi that make it special are only still here because it is carefully looked after.
- ◆ There is nowhere else quite like it – it's amazing!
- ◆ Nature is important to all of us, we wouldn't survive without it.
- ◆ There are many threats to wildlife in general and the Beeches in particular.
- ◆ The City of London Corporation funds and maintains the Beeches (which is a registered charity) using staff who are skilled at what they do.
- ◆ This is of direct benefit to both local people and the wider world.
- ◆ Visitors and others can help us to keep Burnham Beeches special.
- ◆ All visitors need to respect the nature reserve to ensure it thrives.
- ◆ People can help by financially supporting the nature reserve.



Target groups

All visitors should be offered key information about the Beeches to aid their visit e.g. map, information about car parking, the unique and special nature of the reserve and PSPOs.

Regular users who walk every day or every week do not always appreciate the conservation status of the reserve or the consequences of their actions. Information could address, for example, how cutting the corner between paths erodes the site.

Interpretation material should be produced for **children of school age** i.e. primary and secondary schools, families and teenagers.

The perception that the Beeches is not visited by **the Slough community** has affected how it is valued by the neighbouring local authority. In addition, more urban residents may be less comfortable walking in natural areas.

The Beeches is one of the furthest points from the City and is therefore one of the least visited by the **City of London staff and members**. Ensuring that their understanding of the issues around the management of the Beeches is important in ensuring financial and other support.

The **Burnham Beeches and Stoke Common Consultation Group** helps with difficult decisions regarding management and access as well liaising between City of London staff and the wider community. Keeping the group up to date on key issues is valuable for all.

One to one contact

A regular staff presence offers both reassurance and a point of contact for many people. Face to face conversations are an effective way to target and deliver key messages to visitors but are frequently undervalued.

The use of 'pop-up' information in unusual places to reach visitors on their regular walks (raising issues about desire lines etc.) is something to explore.

Target: Rangers to be accessible, approachable and to regularly engage with all sectors of visitors to give positive message as well as, where appropriate, challenging misuse of the site.

Achieved by:

- ◆ a minimum of 4.5 days visible patrol/ availability each week; 24-hour call out facility for public; operational manual to ensure consistent response;
- ◆ Rangers to use a weekly two hour patrol and weekend shifts to engage positively with the public;
- ◆ targeted pop-up activities focusing on specific issues;
- ◆ 'Meet the Ranger' sessions, via the events programme.

Right: 'Meet the Ranger' sessions are an effective way to increase awareness and understanding of our work.



Discovering the reserve

Having basic information, like maps, available on site or for download is essential. A range of additional information is available in print and online including fact sheets on key issues and a historical trail. There is also a tree trail aimed at professional tree workers.

The Hillforts Project is likely to investigate options using augmented reality in 2020.

The sensory trail was installed in 2007 together with a soundtrack that could be downloaded from the website. The soundtrack is no longer available; some of the sculptures are deteriorating and need renewing.

The priorities for written interpretation and information are:

- ◆ information about the main facilities;
- ◆ additional information for visitors;
- ◆ information for people desiring more detailed information e.g. for school/university projects;
- ◆ specific information for specialists.

“Your maps and trails are very useful!”

2019 consultation response

Target: up to date and relevant literature and interpretation always available.

Achieved by:

- ◆ provision of map and fact sheets; producing new and updated versions as required;
- ◆ stocking on-site leaflet dispensers; leaflets also available from website and office;
- ◆ production of filming trail to include information about why the special nature of the Beeches attracts filming and why it is so heavily restricted;
- ◆ assisting the Hillforts Project with production of interpretation around the scheduled monuments, including augmented reality if appropriate;
- ◆ production of a new self-guided trail or augmented reality app focussing on nature conservation issues and/or an introduction to Burnham Beeches trail;
- ◆ investigating the production of a guidebook or comic book aimed at teenagers and producing if considered viable;
- ◆ obtaining funding for, updating and re-launching the sensory trail;
- ◆ promoting and maintaining the Historical Trail and Professional Tree Trail;
- ◆ considering a health/wellbeing trail, e.g. based around 10,000 steps.



On-site information needs to be well placed and managed to ensure that key messages reach visitors.

Information and interpretation signs

In the last 30 years a large number of signs have been put up in the Beeches. Information signs include those that are legal requirements (e.g. explaining to visitors about car parking and PSPOs), the large black Corporation boards and temporary signs (e.g. warning livestock are on site). Others offer interpretation and information about particular features of the Beeches. These include the permanent information panels, such as those at the pond and moat, and temporary signs used to explain management work that is going on. Small boards on gates, fences and by the permanent signs are used to publicise activities, projects, plans and news.



Café area and information point

The zone around the café is a focal point for visitors. It presents a fantastic opportunity to inform and influence visitors.

The small information point has a permanent display and interactive activities, notice board, a bird box camera, leaflets and fact sheets. It was designed to be largely unmanned but is not particularly welcoming; regular visitors probably rarely enter. The displays are now 12 years old and need to be updated but this needs financial resources that are currently not available.

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Target: only use signs that achieve a purpose; ensure these comply with best practice e.g. clear, concise English and legally compliant.

Achieved by:

- ♦ keeping information boards in good condition with accurate and up to date information;
- ♦ using temporary signs (including those about grazing) before and during the relevant habitat work;
- ♦ ensuring Corporation boards are safe and replacing if appropriate;
- ♦ ensuring all signs are clean, well-written and well-maintained.



Target: up to date and relevant on-site information always available; opportunities taken where possible to inform people about key issues.

Achieved by:

- ♦ making full use of the café area to provide information;
- ♦ reviewing, updating and maintaining the information point (including applying for funding);
- ♦ exploring ways for volunteers to help visitors;
- ♦ exploring options for students to develop design and technology solutions;
- ♦ exploring options for a pop-up information hub.

Activities and events

The Rangers organise events in the Beeches ranging from gentle wildlife walks to large open days, art events and 'Meet the Ranger' drop-in sessions. There are many interesting and enjoyable ways to deliver key messages and opportunities to link with the popularity of green spaces for health and wellbeing.

The type and location of large events must be carefully considered. Events that simply use the Beeches as a venue can be popular, but the majority should aim to interpret the Beeches as a place of natural and historical significance. Promotion will be needed to ensure these are a success but the potential for increased damage through wear and tear by high visitor numbers must be considered.

Formal talks off-site to groups such as societies and clubs can be a good way to deliver accurate information to a large group and correct any misperceptions, particularly about contentious issues. Attendees can become important advocates for the Beeches. In addition, there is also merit in a slow 'drip-feed' of information that will feed into the wider community and become accepted as the norm.

Visits by City of London Members and Officers are an opportunity to promote the value of the Beeches and highlight challenges facing the reserve, helping informed decisions to be made that support the management plan.

Target:

- ♦ ensure events are enjoyable, well organised and easy to attend;
- ♦ demonstrate that people from Slough use and benefit from the reserve.

Achieved by:

- ♦ maintaining an easy to use booking system;
- ♦ gathering feedback from activities and using to help plan future events.



Target: use activities and events to deliver key messages to target groups.

Achieved by:

- ◆ an events programme that has 20-30 low-key events such as guided walks, 'Meet the Ranger' sessions and half-term trails;
- ◆ hosting or facilitating one to two larger events each year with defined objectives to support conservation aims;
- ◆ investigating new events for specific target groups, such as young adults and those less comfortable with visiting a nature reserve/open space;
- ◆ hosting health and well-being events such as Simply Walk and exploring new options;
- ◆ promoting events and information through a variety of different media, including annual events programme, and investigation of new methods to reach target audiences;
- ◆ adherence to the events policy and being mindful of the impact of events when drawing up the events programme;
- ◆ at least six talks to clubs and societies per year, within a radius of 10 miles from Burnham Beeches but extending further for natural history or other specialist groups;
- ◆ hosting visits from Members and Officers;
- ◆ exploring options for events that link to public transport.



Schools

Schools need to get the most from their visit whilst making a small footprint on the nature reserve.

With current staffing levels it is rarely possible to give a bespoke service and, although children are a target group for interpretation, the emphasis has to be on providing the most information with the least cost and staff time.

Where it is possible to work directly with schools it is important that a variety of schools benefit and not just the same small few. While it is tempting to help those who have staff with an active interest, those without this expertise may benefit more.

Target: improve the information available to schools and encourage environmental awareness of young people in and around Burnham Beeches.

Achieved by:

- ◆ producing and promoting educational material via the website; recording which groups use it;
- ◆ supporting where possible visits by schools and youth groups;
- ◆ maintaining a licence system for all school groups and keeping records of those who visit.

Keeping people up to date on our activities and issues (websites and social media)

Disseminating accurate and up to date information about plans and projects at the Beeches is important. Although not all local residents visit the Beeches regularly, they still influence plans and projects: the monthly updates on site noticeboards are not enough.

The expensive paper newsletter has been replaced by an e-newsletter that is available online and sent to those on our mailing list, but, again, this is only read by those who are looking for it. The local parish magazines and equivalent documents are read by a wider cross section than regularly visit the Beeches.

Social media is an increasingly important method of getting messages across and raising awareness. Currently the Beeches is on Facebook and Twitter but not Instagram. Videos (or links to them) circulated on social media can be used to showcase our work.

The web pages need to be kept up to date with information relevant to visitors.

"I disagree with the statement that the Beeches does not have a playground. The Beeches IS a playground. It's amazing!"

2019 consultation response

Targets:

- ◆ up to date information available on and off site;
- ◆ regular information updates on activities and issues at the Beeches for visitors and local residents;
- ◆ regular messages about the impact of visitors and how they can change their behaviour in small ways to make a difference.

Achieved by:

- ◆ regular contributions to local parish magazines and equivalent;
- ◆ sending positive and informative messages at least five times weekly on a variety of social media platforms (combining posts when possible to maximise reach with minimal effort);
- ◆ promoting social media to ensure increasing numbers of followers/likes or equivalent;
- ◆ monthly updates on the central website and on-site notice boards;
- ◆ keeping web pages up to date;
- ◆ producing short videos and circulating on social media.

Monitoring the effectiveness of interpretation

In order to ensure that the key messages are clearly received and acted upon it is important to monitor the impacts of the interpretation. This should be done more frequently than the 10-yearly consultation for the management plan production.

Target: ensure messages delivered through interpretation are clearly understood and that they bring about a change in behaviour.

Achieved by: devising a monitoring system to regularly evaluate the success of interpretation.



4.2.3 Community involvement

Many of the projects at the Beeches would not be possible without the help of volunteers. They already provide many hours of help, primarily through the Thursday and monthly weekend practical tasks, a Tuesday eco-team and administrative help, but more are always needed. New roles could be to provide information or greet visitors at weekends or be 'livestock lookers'.

Burnham Beeches is highly valued by local residents and it is important that it is considered a part of the local community as this fosters better appreciation and care. Regular consultation with the community ensures people are well informed about key issues and site management.



Target: support at least 5,000 hours of volunteer work per year.

Achieved by:

- ♦ holding an annual review meeting to plan tasks and produce an annual task plan;
- ♦ holding regular work tasks;
- ♦ increasing volunteers by promoting activities, a yearly autumn recruitment drive, producing a list of 'jobs vacant' for volunteers and encouraging work experience students;
- ♦ widening the range of volunteer tasks;
- ♦ training volunteer leaders;
- ♦ assessing volunteer satisfaction regularly and addressing issues through the management plan review.



Target: continue to be an active part of the local community.

Achieved by:

- ♦ holding at least two meetings of the Burnham Beeches Consultation Group each year and review membership of group at regular intervals;
- ♦ publicising issues relevant to Burnham Beeches at local events such as Parish Council meetings;
- ♦ engaging with the Parish Councils over production of the neighbourhood plans;
- ♦ creating opportunities to promote Burnham Beeches to local people;
- ♦ writing to new residents to welcome them to the Beeches and make them aware of the special nature of the site and how they can help to look after it.



4.2.4 Liaison with other public open spaces

Burnham Beeches is one of several local nature reserves, commons and country parks. Changes (e.g. an increase in car park charges) or experiences (e.g. site incursions, invasive species) at one may impact others. Regular liaison between sites is important and, in addition, some resources may be shared, potentially reducing costs. Shared information can also be helpful.

Target: maintain good working relationship between site managers of other local countryside sites open to the public.

Achieved by: a quarterly formal meeting and regular contact at Ranger and managerial level.



4.2.5 Public roads through Burnham Beeches

Several public highways pass through the Beeches, dissecting and eroding habitats, causing pollution, destroying the tranquillity and making it unsafe for visitors to walk and cycle along the roads. Using opportunities such as County transportation strategies and Local Development Plans every attempt should be made to effect a positive impact on these roads and the traffic traveling along them. Encouraging sustainable travel to Burnham Beeches, and surrounding areas should be done where possible.

Target: minimise the impact of cars and motor vehicles on Burnham Beeches.

Achieved by: working with Buckinghamshire Council, other local authorities and developers to reduce traffic flow and speed through the Beeches.

40% of respondents came to Burnham Beeches more than once a week.

69% of respondents arrived by car.

2019 consultation response

4.3 Objective 3

Estate assets and legal issues - to fulfil all legal obligations and to maintain estate structures in good condition.

4.3.1 Historic features

There are three Scheduled Monuments associated with Burnham Beeches that need to be conserved, as well as several ancient wood bank systems and various smaller structures; some of these date from the Iron Age and others are more modern, such as those dating from the Second World War.

Hartley Court Moat and Seven Ways Plain hillfort consist of banks and ditches and both have old pollards on them. These need to be managed as described in section 4.1.1 but younger trees should be discouraged to prevent future damage. Keeping an open aspect to these monuments is beneficial for the management and also helps visitors to appreciate them.

The Pound is a simple brick structure requiring regular maintenance.

The trees planted in the past by Lord Mayors and other dignitaries need to be clearly marked on a map and checked at regular intervals. A book listing other designated trees and memorial features is also maintained.

Target: improve and protect the moat and maintain it in good condition.

Achieved by:

- ♦ laying terram to protect banks where the second access point has been made;
- ♦ preventing damage to the banks by deterring young trees from growing; ensuring habitat work does not have a negative impact;
- ♦ carrying out positive management such as tree clearance where possible, but ensuring felling does not adversely impact species such as lesser spotted woodpecker;
- ♦ liaising with Historic England.

Target: maintain the hillfort as open wood pasture whilst keeping the existing veteran trees.

Achieved by:

- ♦ tree and scrub clearance as outlined in the plan that will be produced as part of the Hillforts Project and removing scrub at intervals afterwards;
- ♦ protecting banks from damage by grazing livestock;
- ♦ liaising with Historic England.

Target: maintain the Pound in good condition.

Achieved by:

- ♦ controlling weeds on the ground and climbers on the walls each year;
- ♦ repairing small scale damage as it occurs;
- ♦ liaising with Historic England.

Target: ensure no unnecessary damage to other features of historic interest.

Achieved by:

- ♦ grazing risk assessment each year;
- ♦ blocking desire lines as needed;
- ♦ avoiding unnecessary signs and other structures near features;
- ♦ avoiding damage by habitat work.

Target: maintain a good archive of photographs, pictures and historic objects.

Achieved by:

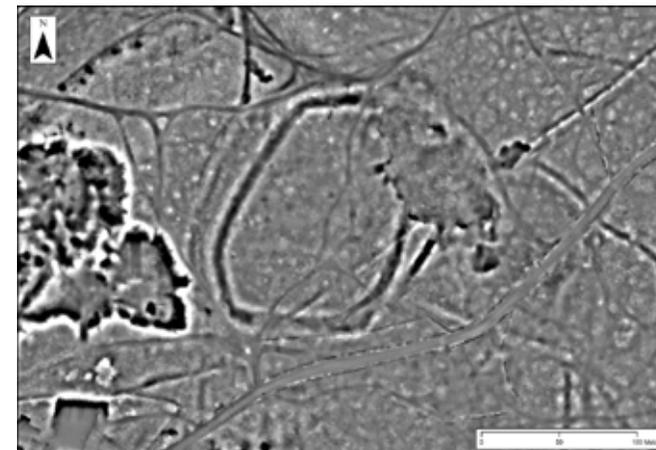
- ♦ setting up a database to catalogue items and designating a person responsible for managing it;
- ♦ ensuring all objects are stored in good condition;
- ♦ acquiring new pictures as available.

Target: care for ceremonially planted trees and memorial features.

Achieved by: maintaining ceremonial book and maps; rolling programme of inspection for Lord Mayor's trees.



Cattle grazing at the moat.



LiDAR image of Seven Ways Plain hill fort. The area to the left shows the remains of quarrying. Copyright Chilterns Conservation Board.

4.3.2 Geology/Hydrology

The hydrology of Burnham Beeches has been well studied because of the gravel quarry just to the south at East Burnham: whilst this is working, the operator has a responsibility to monitor ground water levels in and adjacent to Burnham Beeches and ensure there is no negative impact. The results are circulated to interested partners and any concerns raised with the Mineral Planning Authority (Buckinghamshire Council).

The small quarry near Victory Cross is a regionally important geological site.

Target: no avoidable harmful changes to the hydrological regime.

Achieved by: consultation and participation in hydrological issues related to the quarry and taking expert advice as needed.

Target: maintain the quarry in the Beeches in good geological condition.

Achieved by: removing vegetation as required.

"I think wildlife safety is paramount."

2019 consultation response

4.3.3 Bats and other protected species

All bats and their roosts are protected in law: all trees must be inspected before any surgery or felling. Surveys should also be made before any work on trees and improvements made to bat habitats wherever possible. In addition, general bat surveys should be carried out to ensure that the best information is available about where and how bats are using Burnham Beeches. Full details are given in the bat policy.

Target: prevent any harm to bats, their roosts, or other protected species.

Achieved by: implementing the bat policy; ensuring the needs/legislation regarding other protected species like great crested newts are taken into account when carrying out habitat work.



4.3.4 Other legal obligations

The legal status given by the SSSI and SAC status means that Natural England needs to give permission for actions not specifically detailed in the management plan. Any plans or projects (whether they are carried out by the City of London or a third party) that may cause a significant adverse impact to the site are also subject to a Habitats Regulations Assessment and potentially also an Appropriate Assessment.

Grants such as CSS also have obligations that have to be met.

Target: fulfil all legal requirements.

Achieved by: meeting with Natural England, the police and other relevant authorities and contributing information where appropriate.

Target: ensure no preventable harm to protected habitats and species.

Achieved by:

- ◆ working with Natural England to ensure appropriate monitoring and work;
- ◆ carrying out Habitats Regulations Assessments and applying for SSSI consent and derogations as needed.

4.3.5 Tree safety and sightlines

Tree safety is a legal obligation and all inspections and subsequent work must be carried out within a required time span as detailed in the tree safety policy.

Some verges along roadsides are mown to ensure good sightlines for traffic. This should continue but there is no need to mow unless necessary. Mowing regimes may need to be altered as the grazing area is increased. In some places, sightlines need to be maintained by cutting scrub rather than grass.



Target: identify and deal with all tree safety issues.

Achieved by: carrying out tree safety surveys, and subsequent work, to City of London standards as required by annually reviewed policy.

Target: clear sightlines on public and internal highways.

Achieved by: work programme outlining which junctions need grass cutting and where scrub clearance is necessary; carrying out annually.

4.3.6 Health and safety

Target: comply with all health and safety obligations.

Achieved by: completing the City of London audit as per the agreed timetable and implementing the associated improvement plan.

4.3.7 Fencing, gates, cattle grids

Regular maintenance of infrastructure associated with the livestock is required. This includes fences, invisible fence systems, gates, cattle grids, water troughs and all associated equipment. All gates and cattle grids should be safe and appropriate.

Gateways should be accessible and ditches and banks maintained to prevent unwanted encroachment by vehicles.

Target: keep all livestock infrastructure and vehicle gateways functional and in good condition.

Achieved by: regular checks; new water troughs, cattle grids etc. as required.

“I think you do not make enough noise about what you do for people here.”

2019 consultation response

4.3.8 Illegal access

Target: prevent illegal encroachment and ensure ditches, banks and posts prevent damage to the reserve by vehicles.

Achieved by:

- ♦ regular inspections and repairs to secure boundaries;
- ♦ providing clear contact details and responding effectively to incidents;
- ♦ maintaining ditches and banks in good condition;
- ♦ keeping estate boundaries clearly determined;
- ♦ keeping wayleaves and licences up to date.

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Staff and volunteers carry out a wide range of maintenance work to keep the Beeches safe and to a high standard. L-R: clearing leaves from tarmac roads; clearing storm damage; cleaning gates.

4.3.9 Buildings, roads and furniture

The Burnham Beeches estate includes an office, the café/information point complex, staff lodges and a number of barns.

The internal roads are surfaced with tarmac and need to be kept to a suitable standard, as do culverts where roads, or major paths, cross streams.

Gates at entrances and car parks and furniture such as bollards and posts need to be maintained to the standards required by the City of London for the public and staff.

Target: maintain all buildings and structures to a high standard.

Achieved by: working with the City Surveyor's department to update and implement the cyclical work plan according to the responsibilities set out in the Service Level Agreement.



4.3.10 Utilities

Any maintenance or replacement of underlying pipework for water, gas and other utilities requires careful management to minimise damage to the Beeches. It is also essential that habitat and other work does not damage underground services.

Target: ensure the location and details of all utility lines are mapped, kept up to date and easily available.

Achieved by: locating utility lines, marking on maps and liaison with relevant utility companies.

Target: prevent any harm to Burnham Beeches during works on utility lines and associated infrastructure.

Achieved by: liaising with companies and City Surveyor's to ensure due care and diligence.



4.3.11 External accreditation

Reviewing the success of our work ensures that the management remains of high quality and that we continue to lead the way in sustainable practices.

Target: retain Green Flag and Green Heritage awards annually.

Achieved by: applying for accreditation and meeting the standards for performance.



"I am appalled that you have to spend so much money on removing litter. It's a sad reflection on the value people put on this free resource."

2019 consultation response

4.3.12 Finance and income

The background financial climate as outlined on p.8, is likely to require difficult decisions to be made about the provision of some services. Increased income generation can potentially offset some of the need for savings, but the current level is unlikely to be sufficient.

Charging for filming activities and certain events and encouraging donations already takes place. Charging for licences for people who are using Burnham Beeches for commercial gain will be introduced. Existing systems, such as the supporter's badge and legacies, should be better marketed.

Changes to the car park charging structure is likely over the life of this plan. Increasing car park income by attracting more people to Burnham Beeches is not an option because the existing number of visitors is already damaging the fabric of the nature reserve.



Target: continue to implement projects to raise money that do not compromise other legal obligations.

Achieved by:

- ♦ charging for use of the car parks, maintaining the payment and enforcement systems; reviewing charges and payment methods as needed;
- ♦ charging for commercial activities on the site;
- ♦ encouraging regular donations;
- ♦ legacies;
- ♦ enforcing wayleaves and other licences.

Action: meet annual budget requirements and meet/exceed income targets set by the City Corporation's annual budget for the site.

Achieved by:

- ♦ identifying and making savings as required;
- ♦ identifying and applying for appropriate grant aid;
- ♦ developing fund raising initiatives and encouraging donations;
- ♦ allowing filming under strict guidelines and where it does not harm the conservation objectives (see filming policy for details).

4.3.13 Emergency planning

It is essential that plans are in place to deal with unexpected emergencies, including fires.

Target: keep emergency plans available for instant use.

Achieved by: review at least every three years.



Holly being cleared, chipped and saved for mulch.

4.3.14 Being mindful of the impact of our activities

The management of Burnham Beeches aims to maintain and improve the conservation and historic value of the nature reserve, and ensure visitor enjoyment. However, these actions also have the potential to cause negative impacts.

All contractors working in the Beeches follow a bio-security protocol to reduce the chance of invasive species and diseases being introduced.

A sustainable fleet and plant management plan has been drawn up to help reduce environmental impacts while providing the minimum amount of machinery required to deliver the services described in this management plan in a safe and effective manner.

Disposing of waste is a challenge and we try to adhere to the hierarchy of reduce, reuse, recycle. Tailoring our activities to reduce waste and be energy efficient is done where possible and many of the buildings are designed with energy efficiency in mind: for example, some have photovoltaic cells for electricity generation. Litter from the Beeches is sorted and recycled and some green waste, such as wood chip is composted for mulch. Dog faeces are not currently composted but this may be possible in the future.

Target: reduce the environmental impact of vehicle use.

Achieved by:

- ◆ following the protocol on p.67;
- ◆ exploring options for weather proofing the Polaris to keep people and equipment dry;
- ◆ leaving the MEWP out overnight when working on site;
- ◆ producing a map showing the only paths suitable for vehicles without low impact tyres;
- ◆ considering if other paths would benefit from wood chip for added protection.

Target: reduce the environmental footprint of other activities.

Achieved by:

- ◆ following the bio-security policy;
- ◆ regular review of activities;
- ◆ exploring options for composting dog faeces.

Target: keep the environmental impact of the office to a minimum.

Achieved by: photo-voltaic panels; keeping water, paper and power use to a minimum.

Protocol to minimize soil compaction and erosion by staff, volunteers and contractors

Wherever possible vehicles should not be driven off the tarmac roads.

- ◆ The tarmac roads or main tracks should always be used in preference to driving off-road. There is a clear priority of use from tarmac roads to the main tracks (Victoria Drive/Burnham Walk) to smaller tracks and no track.
- ◆ Vehicles should not be driven off-road to reduce travel time or take a shorter route.
- ◆ Vehicles should not be driven around gates or removable bollards to save time.
- ◆ Extreme care should be taken when turning corners with larger vehicles to avoid path edge erosion and 'wear and tear' on woodland or grassland areas.

Page 19 If off road travel seems unavoidable, staff should consider:

a) if the journey is really necessary and b) whether the type of vehicle is appropriate.

- ◆ Staff, volunteers and contractors should consider the position of things they will have to go back to and make sure these are in easy reach of a road or main track.
- ◆ Smaller vehicles should be used where possible. Light vehicles with low ground pressure tyres are always better because they compact the soil less than heavy vehicles with normal tyres.
- ◆ Corners between surfaced paths should not be cut, either on foot or when in a vehicle.
- ◆ Staff and contractors should be aware of the ground conditions and select routes to avoid sensitive species.
- ◆ Driving within the root protection area of veteran trees (15 x the tree diameter) should be avoided if at all possible, especially in vehicles that are not low impact.

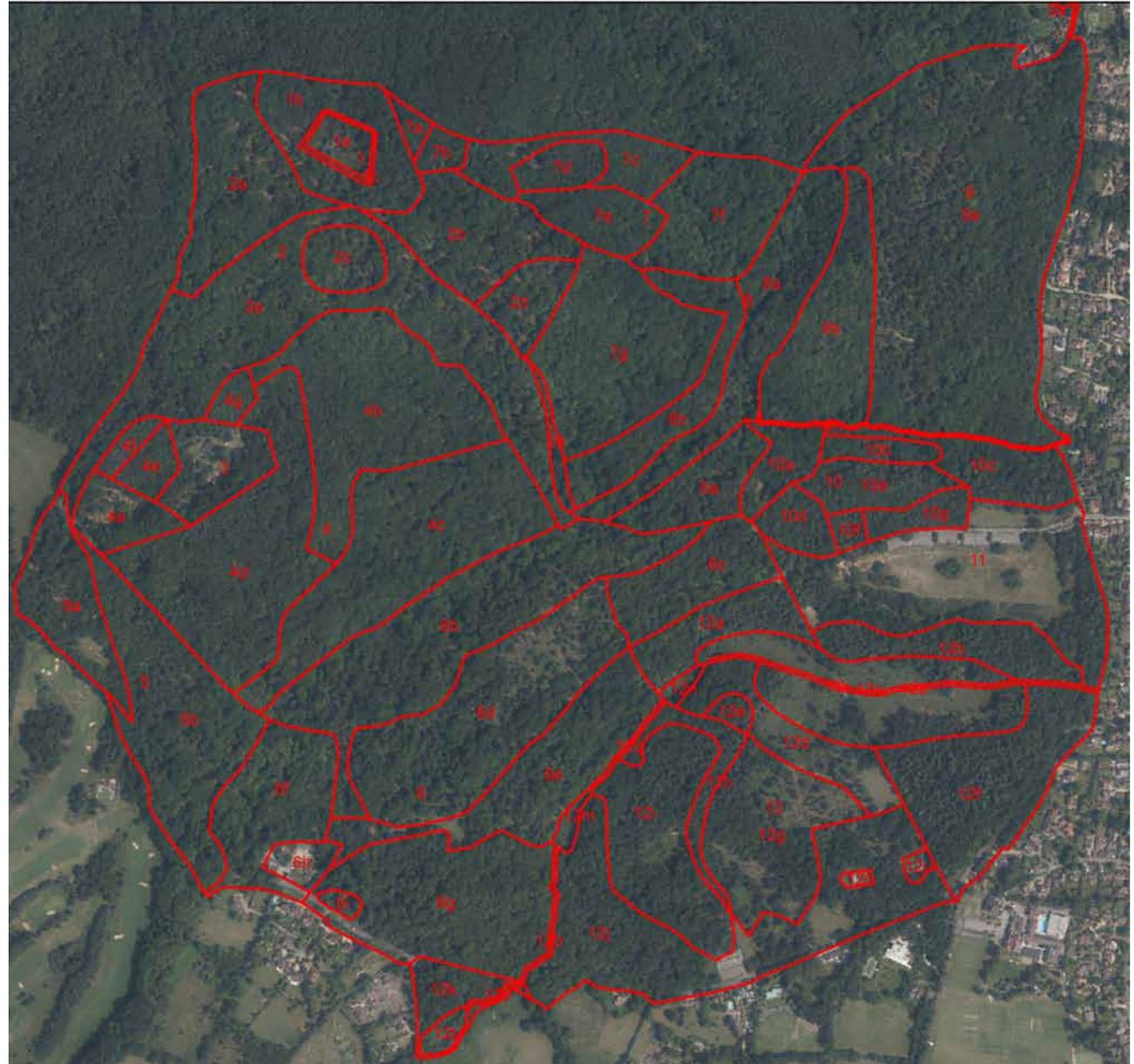


5.0 Work programme 2020-2030

The following section details the works that will be carried out to achieve the aims and objectives of this management plan.

The table on pages 69-79 summarises when the major projects will be undertaken at Burnham Beeches in the next 10 years. These tables also detail where work will be carried out in each year of the management plan according to the site compartments which are shown on the map. An annual plan and details of each project further guide the work.

Other documents steer our work too. For example, the Open Spaces Department Business Plan is a City of London document listing the key projects for the Department and each open space. This aims to enrich people's lives by enhancing and promoting access to ecologically diverse open spaces and outstanding Heritage assets across London and beyond. The Beeches has grant funding from Natural England in the form of a Countryside Stewardship Scheme Agreement. This gives an area payment for some habitat types and also money for some specific projects.



Burnham Beeches compartment boundaries and numbers

Crown copyright and database rights 2019; OS100023243; Geoinformation Group 2013.

	OBJECTIVE 1: Conservation		Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	Y9	Y10
Code	Pollards and wood pasture	Compartment	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	20228-29	2029-30
1.1	Practical work on old pollards (CSS)	1, 2, 5, 6, 9	1	1	1	1	1	1	1	1	1	1
1.2	Quick check on old pollards	1, 2, 5, 6, 9	1		1		1		1			1
1.3	Revise old pollard work programme	1, 2, 5, 6, 9									2	1
1.4	Install, replace and check cables/props	1, 2, 5, 6, 9	1	1	1	1	1	1	1	1	1	1
1.5	Old pollard techniques and research	Offsite/whole site	3	3	3	3	3	3	3	3	3	3
1.6	Create new pollards (CSS)	Whole site	2	2	2	2	2	2	2	2	2	2
1.7	Young pollard rotational cutting (CSS)	Whole site	3	1	2	1	2	1	2	1	2	1
1.8	Revise young pollard work programme	Whole site									2	1
1.9	Young pollard experimental plots	5, 9, 12	3	3	3							
1.10	Explore options for using wood from young pollards	Whole site		2	3	2	3	2	3	2	3	2
1.11	Dead wood survey	1, 2, 4, 5, 6, 7, 8, 9		3	2	2						
1.12	Create habitat piles and veteranise trees	Whole site	2	2	2	2	2	2	2	2	2	2
1.13	Wood pasture restoration (CSS)f	2, 5, 6, 10	2	1	2	1	2	1	2	1	2	1
1.14	Wood pasture restoration triangle at Victory Cross	10	2	2								
1.15	Burning platform	Whole site	2	2	2	2	2	2	2	2	2	2
1.16	Scrub rotational cutting and review	Whole site	2	2	2	2	2	2	2	2	2	2
1.17	Bracken control	Whole site	2	2	2	2	2	2	2	2	2	2
1.18	Heather regeneration and peat cutting	12	3	2	3	3	33	2	3	3	3	32
1.19	Mowing of wood pasture/scrub	11 (whole site)	1	1	1	1	1	1	1	1	1	1

Work programme years run from 1 April to 31 March. Each numbered row is associated with a detailed work plan. Projects funded by the Countryside Stewardship Scheme grant are marked (CSS); the grant also requires the management of wood pasture and ponds to fulfil specific criteria.

Projects are categorised as: 1 - essential; 2 - highly desirable; 3 - desirable

White numbers show when a project will be focussed on.

OBJECTIVE 1: Conservation			Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	Y9	Y10
Code	Biological monitoring and research	Compartment	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	20228-29	2029-30
1.39	Review of monitoring and handbook	Off site	1				2					2
1.40	Monitoring for Countryside Stewardship Scheme	Whole site	1	1	1	1	1	1	1	1	1	1
1.41	Vegetation plots and annual report	4, 6, 8, 12	2	2	2	2	2	2	2	2	2	2
1.42	Grazing impact assessment	Whole site	2	2	2	2	2	2	2	2	2	2
1.43	Beech tree health	Whole site	2	2	2	2	2	2	2	2	2	2
1.44	Adder assessment	Whole site	2	2	2	2	2	2	2	2	2	2
1.45	Monitoring grazing on rare plants	Whole site	2	2				2	2			
1.46	Fixed point photographs	Whole site	3	3	3	3	3	3	3	3	3	3
Project	Monitoring of local development	Compartment	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	20228-29	2029-30
1.47	Lichen monitoring	6, 12	1	1	2	2						
1.48	Dust monitoring	6, 12	1	1	2	2						
1.49	Traffic counts	5, 9, 12	1	1	1	1	1	1	1	1	1	1
1.50	Hydrology	6, 12	1	1	1	1	1	1	1	1	1	1
Project	Long term monitoring and other national schemes	Compartment	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	20228-29	2029-30
1.51	Diffusion tubes (ammonia)	6, 12	1	1	1	1	1	1	1	1	1	1
1.52	Bird transects	9	3	3	3	3	3	3	3	3	3	3
1.53	Butterfly transects	Whole site	2	2	2	2	2	2	2	2	2	2
1.54	Rothamsted light trap	6h	2	2	2	2	2	2	2	2	2	2
1.55	Weather station	6h	2	2	2	2	2	2	2	2	2	2
1.56	Phenology network	Whole site	3	3	3	3	3	3	3	3	3	3
1.57	Bat transects/survey	Whole site	3	3	3	3	3	3	3	3	3	3
1.58	LTMN surveys (soil and vegetation)	Whole site	3			3	3	3	3	3	3	3

Key to projects:

1 - essential;

2 - highly desirable;

3 - desirable

when a project will be focussed on

	OBJECTIVE 2: People		Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	Y9	Y10
Project	<i>People and access contd.</i>	Compartment	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	20228-29	2029-30
2.36	Byelaws - clarification	Off site	2	2	3	3	3	3	3	3	3	3
2.37	Byelaws - enforcement protocol	Off site	3	2	3							
Project	Interpretation	Compartment	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	20228-29	2029-30
2.38	Rangering	Whole site	1	1	1	1	1	1	1	1	1	1
2.39	Rangers/operational manual	Off site	2	2	2							
2.40	Rangers 1:1 with visitors	Whole site	2	2	2	2	2	2	2	2	2	2
2.41	Out of hours service provision	Off site	1	1	1	1	1	1	1	1	1	1
2.42	Public events - low key	Whole site	2	2	2	2	2	2	2	2	2	2
2.43	Public events - medium/large	Whole site	2	2	2	2	2	2	2	2	2	2
2.44	Investigate new events	Off site	2	2	1	3	3	3	2	2	1	2
2.45	Promote events	Off site	2	2	2	2	2	2	2	2	2	2
2.46	Events policy	Whole site	2	2	1	2	2	2	2	1	2	2
2.47	Talks	Off site	2	2	2	2	2	2	2	2	2	2
2.48	Committee visits/culture board	Whole site	1	1	1	1	1	1	1	1	1	1
2.49	Health walks	Whole site	2	2	2	2	2	2	2	2	2	2
2.50	Map and fact sheets	Off site	2	2	2	2	2	2	2	2	2	2
2.51	Filming trail	Off site		3	2	3						
2.52	Hillforts interpretation	Off site	2	2	3	3	3	3	3	3	3	3
2.53	Conservation self-guided trail	Off site	2	2	1	1	3	3	3	3	3	3
2.54	Investigate guide/comic book	Off site	3	3	2	1	3	3	3	3	3	3

Key to projects:

1 - essential;

2 - highly desirable;

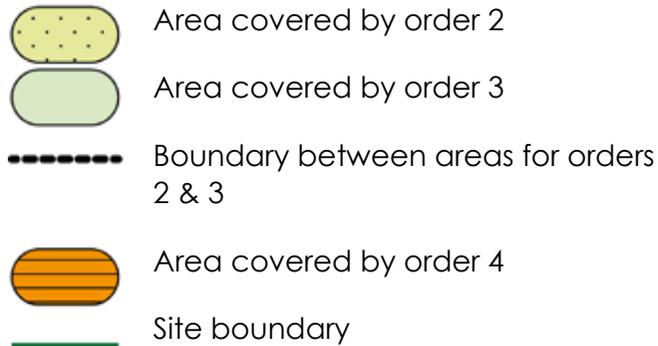
3 - desirable

when a project will be focussed on

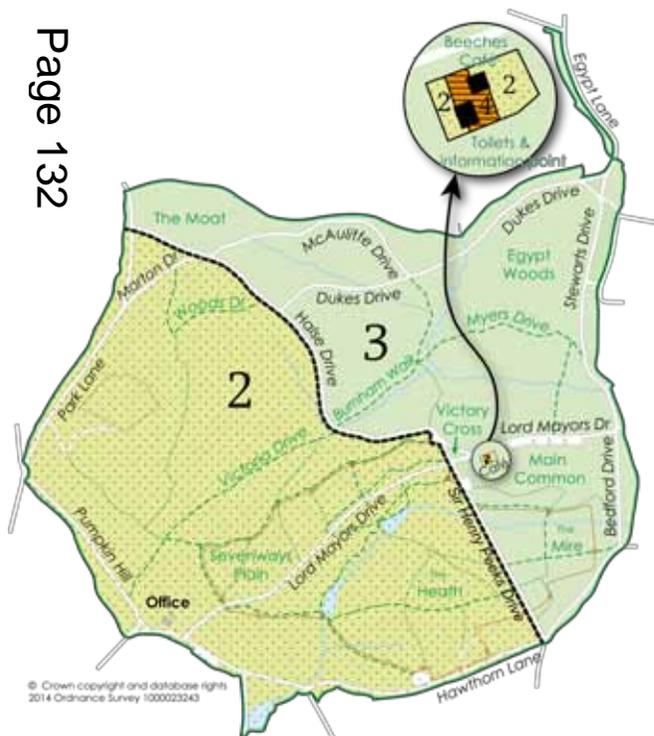
	OBJECTIVE 2: People		Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	Y9	Y10
Project	<i>Interpretation contd.</i>	Compartment	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
2.55	Sensory trail	Off site	2	1	1	2	3	3	3	3	3	3
2.56	Historical/tree trail	Off site	2	2	2	2	2	2	2	2	2	2
2.57	Health trail	Whole site	3	2	1	2	3	3	3	3	3	3
2.58	Social media	Off site	2	2	2	2	2	2	2	2	2	2
2.59	Monthly updates	Off site	2	2	2	2	2	2	2	2	2	2
2.60	Parish magazines	Off site	2	2	2	2	2	2	2	2	2	2
2.61	Videos for social media	Off site	3	3	3	3	3	3	3	3	3	3
2.62	Update website	Off site	1	2	2	2	2	2	2	2	2	2
2.63	Volunteer e-news	Off site	2	2	2	2	2	2	2	2	2	2
2.64	Interpretation boards	Whole site	2	2	2	2	2	2	2	2	2	2
2.65	Enforcement notices	Whole site	1	1	1	1	1	1	1	1	1	1
2.66	Temporary information signs	Whole site	2	2	2	2	2	2	2	2	2	2
2.67	Corporate boards	Whole site	2	2	2	2	2	2	2	2	2	2
2.68	Corporate boards - review	Whole site	1	1								
2.69	Information in café area	11	2	2	2	2	2	2	2	2	2	2
2.70	Information point	11	2	2	2	2	2	2	2	2	2	2
2.71	Pop-up information hub	Whole site	3	2	2	2	3	2	3	3	3	3
2.72	Schools pack	Off site	3	3	2	2	2	2	2	2	2	2
2.73	Booking system and statistics	Off site	2	2	2	2	2	2	2	2	2	2
2.74	Evaluate success of interpretation	Off site	3	3	2	3	3	2	3	3	2	3

	OBJECTIVE 3: Estate assets and legal issues		Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	Y9	Y10
Project	Buildings and utilities	Compartment	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	20228-29	2029-30
3.23	Maintain all buildings and structures	Whole site	1	1	1	1	1	1	1	1	1	1
3.24	Map and protect all utility lines	Whole site	1	1	1	1	1	1	1	1	1	1
Project	External accreditation	Compartment	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	20228-29	2029-30
3.25	Green Flag/Green Heritage	Off site	2	2	2	2	2	2	2	2	2	2
Project	Income generation	Compartment	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	20228-29	2029-30
3.26	Wayleaves/licences - collect	Off site	2	2	2	2	2	2	2	2	2	2
3.27	Wayleaves - annual check	Whole site	2	2	2	2	2	2	2	2	2	2
3.28	Wayleaves - review utilities	Off site	1	2	2	1	1	2	2	2	1	1
3.29	Car parking system	Off site	1	1	2	2	2	2	2	2	2	2
3.30	Filming	Whole site	3	3	3	3	3	3	3	3	3	3
3.31	Encourage donations/legacies	Off site	2	2	2	2	2	2	2	2	2	2
3.32	Ensure financial security	Off site	1	1	1	1	1	1	1	1	1	1
3.33	Apply for grants	Off site	1	1	1	1	1	1	1	1	1	1
3.34	Financial income strategy	Off site	2	2	2	2			1			1
Project	Planning	Compartment	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	20228-29	2029-30
3.35	Emergency plans	Off site	1	1	1	1	1	1	1	1	1	1
3.36	Annual staff planning day	Whole site	1	1	1	1	1	1	1	1	1	1
3.37	Annual work programme	Off site	1	1	1	1	1	1	1	1	1	1
3.38	Management plan/project specification	Off site					1					
Project	Reducing the impact of our work	Compartment	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	20228-29	2029-30
3.39	Biosecurity	Whole site	2	2	2	2	2	2	2	2	2	2
3.40	Reduce environmental footprint	Whole site	2	2	2	2	2	2	2	2	2	2
3.41	Off-road driving policy	Whole site	2	2	2	2	2	2	2	2	2	2

Public Spaces Protection Orders



Orders 1 & 5 apply throughout the site.



Glossary and abbreviations

Ancient woodland: woodland that has existed since at least 1600.

Coppice: a tree or block of trees cut once or more, close to ground level to obtain wood from the branches.

CSS: Countryside Stewardship Scheme. This is a grant which provides financial incentives for farmers and land managers to look after their environment by conserving and restoring wildlife habitats.

Heathland: an area of vegetation characterised by heathers, on impoverished soils that is the result of thousands of years of exploitation by humans.

In favourable condition: a Site of Special Scientific Interest (SSSI) that meets with Natural England conservation objectives.

Mire: a wetland area with peaty soils.

Pollard: a tree that has been cut once or more, at a height of above 1.5m to obtain a crop of branches out of the reach of grazing animals.

Red data book: list (originally a red book) of rare and threatened species of plant and animal.

Scheduled Monument (SM): a structure listed by English Heritage as being of importance and hence protected.

Secondary woodland: woodland that has grown up on previously open land such as heathland or farmland.

Credits

The 2020-30 Burnham Beeches Management Plan has been ratified by Natural England [tbc].

The plan was drawn up by Helen Read and Martin Hartup; editing and design by Feste; illustrations by Dan Powell; photographs by Hannah Carron, Keith French, Jonathan Jones, Dave Lamacraft, Chris Morris, Helen Read, Jamie Smith, Martin Woolner, Jeremy Young and other members of the Burnham Beeches' team.

Thank you to those who commented on the plan, including Burnham Beeches staff and volunteers, Martin Albertini, Jeremy Biggs, Penny Cullington, Dave Lamacraft, Andy McVeigh, Wendy Morrison, Phil Wheeler.

Date of publication: 2020.



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

The City owns and manages almost 4,500 ha of green spaces, parks and gardens in and around London as part of its commitment to sustaining a world class city. Each Open Space is a unique resource managed for the use and enjoyment of the public and for the conservation of wildlife and historic landscape.

The City's Open Spaces are protected under their own Acts of Parliament (Corporation of London (Open Spaces) Act, 1878 and City of London Corporation (Open Spaces) Act 2018). These enable the City to acquire land which, under the terms of the 1878 Act, must remain unenclosed and unbuilt upon as open spaces for the recreation and enjoyment of the public whilst preserving the natural aspect and protecting the trees and ground vegetation.

The 2018 Act clarifies that the City of London can undertake management and husbandry activities such as cutting trees, managing the other vegetation and grazing.

The City of London is required by law to comply with certain duties relating to conservation as set out in section 28G of the Wildlife & Countryside Act (1981, as amended) and the Natural Environment and Rural Communities Act (2006). These require the City of London to take reasonable steps to further the conservation and enhancement of its Open Spaces.



DRAFT

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Burnham Beeches & Stoke Common

Registered Charity

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Burnham Beeches

Site of Special Scientific Interest, National Nature Reserve and Special Area of Conservation

2020-2030 management plan public consultation
Analysis by Professor C. Philip Wheeler

The City of London owns and manages the Burnham Beeches and Stoke Common. The site is a Site of Special Scientific Interest, National Nature Reserve and Special Area of Conservation. The site is a Site of Special Scientific Interest, National Nature Reserve and Special Area of Conservation. The site is a Site of Special Scientific Interest, National Nature Reserve and Special Area of Conservation.

Executive summary

As part of the updating of the Burnham Beeches Management Plan 2020-2030, a public consultation was held from 26th to 28th October 2019. Following a briefing on the background and proposed management, 916 people completed 358 forms answering questions and providing comments. Participants comprised more females (56%), were mainly white (95%), over 45 (67%), without a registered disability (97%).

The results indicated that most visitors came from within 4 miles (62%), visited at least once per week (59%), on both weekdays and weekends (57%), throughout the day (≈50%), for more than 1 hour (80%), arriving by car (69%), in order to walk on the site (66%), and with other people (82%) in groups of less than 5 (89%). Dog walkers were fairly a large constituency at 32% of participants, most of whom brought just one dog (79%).

It was clear that attitudes to the site were positive, with 98% having at least a good opinion of the site and the same percentage at least mainly supporting the vision for the Beeches. Most management proposals were supported strongly (by over 90%) for management of wood pasture, grazing, pollards, ponds, soils, and facilities. Similar positive results were recorded for proposals for working with neighbouring landowners, helping visitors to enjoy the site, and for providing rangers. A smaller number suggested sites for benches (37%) and fewer still had funding ideas (27%) or were willing to volunteer on the site (20%).

Other proposals were less positively supported. Bin removal was only supported by 44%. Extending areas where dogs must be on leads was only supported by 38% (but there were a large number with no opinion), although an extension to those areas where dogs are not allowed was supported by 52%. The supply of bags for dog faeces collection was felt to be the owner's responsibility by 93%, although only 51% thought these should be taken home when full.

In general, the proposed plan seems to be strongly supported, although care may be needed where changes to litter control and the management of dogs is concerned.

Executive summary continued

There are some interesting similarities (and a few differences) in the results from 2019 compared with a similar survey in 2009. NB since some questions changed between surveys, not all aspects can be compared.

In 2019, 916 people completed 358 forms, *cf* 2009 when around 700 people provided 600-700 responses. NB in 2009 responses involved using stickers placed on answer boards. In 2019 a more detailed response through an answer booklet was required, which may have reduced the participation rate but enabled more thorough analysis.

There was a similar dominance of female respondents in both consultations (56% in 2019, *cf* 55% in 2009).

Respondents were older in 2019, with 67% over 45 and only 3% under 20, *cf* in 2009 where 57% were over 45 and 13% were under 17.

The results for 2019 indicated that 71% of visitors came from within 5 miles, compared to 66% in 2009.

Similar percentages visited at least once per week (59% in 2019, *cf* 60% in 2009).

The same proportions came by car (69% in both surveys) although those arriving on foot increased from 23% in 2009 to 29% in 2019, with a drop in cycling from 6% in 2009 to only 1% in 2019 (car park charging may also have influenced this with more people possibly parking off site and walking from there in 2019).

Most visitors came to walk on the site in 2019 (66%). Although this was lower in 2009 (41%), a further 11% came to watch nature, and 7% came for food and drink (responses that were not offered in 2019).

Dog walkers were fairly a large constituency in both surveys (32% of participants in 2019 *cf* 29% in 2009).

It was clear that attitudes to the site were positive, with 98% at least mainly supporting the vision for the Beeches in 2019 *cf* 95% agreeing or strongly agreeing with the vision in 2009.

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The consultation



Bought by the City of London in 1880 to save it from development, Burnham Beeches is protected as a public open space under the City of London Open Spaces Act of 1878. It is further safeguarded by the Corporation (Open Spaces) Act (2018), and by its status as a Site of Special Scientific Interest, National Nature Reserve and Special Area of Conservation.

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Burnham Beeches is one of the most significant and historic places in the UK for wildlife - especially for those species linked to old beech trees. It is also a major public open space and visitors, mostly local, come to the reserve over half a million times each year.

This means the Beeches needs careful management, not only to look after its fragile and threatened habitats, but also to ensure that those who come to enjoy the peace and tranquillity of this ancient landscape, do not damage the things that make it so special.



Our work is guided by a management plan, updated every ten years. We are now preparing the plan for the next decade with the help of experts, interest groups, our visitors and neighbours.

This is your opportunity to tell us what you think about our proposals for looking after the 220 hectares of this amazing and unique open space.



The display explains how we plan to carry out what we believe to be the best possible management for the reserve over the next decade.

There are a series of questions to which we would like your answers.

Please use one of the answer booklets for your responses and the slips of paper if you have anything additional that you would like to say.

Staff and volunteers will be happy to help or answer any questions you have.

An amazing place

Image credit: William Harvey:
noble chater



The mix of habitats and associated wildlife make Burnham Beeches completely unique. A short walk can lead you through ancient trees and wood pasture, grassland, heathland, mire and ponds where you may see deer, woodpeckers, birds of prey, fungi and countless rare invertebrates.



Every year, around 500,000 visits are made to the Beeches, more per hectare than any other similar nature reserve in the UK. Whilst not without issue, low key recreation like walking, is fine. However, more active pursuits (like off-road cycling) can cause problems like erosion and disturbance which can be extremely damaging. Because of the site's special character, and the sheer volume of visitors, careful management is needed to ensure visitors do not damage the very place they value so highly.



Climate change is a growing concern, as is the global decline in bio-diversity. Rising temperatures pose a threat to many species in the Beeches, not least the beech trees themselves. Careful work over the last decades is helping to make Burnham Beeches more resilient to the pressures exerted on it but these pressures will increase as funding gets tighter, more houses are built nearby and the local population rises.

Purple hair streak butterfly



Always popular with visitors, today Burnham Beeches welcomes 70% of its visitors from within 5km of the reserve and 90% from within 10km.

'Wildlife and greenspaces are hugely important for people, providing them with places to exercise, socialise, learn and experience the wonder of the natural world' Mariam Spain, Chief executive Natural England

The Beeches is a charitable trust, run at little cost to the local community. Around 75% of our funding is from the City's private funds, 10-12% from agri-environment grants, 9% from car park charges and up to 10% from donations. Every year it costs around £650k to run the Beeches. However, funding from the City has declined by 30% over the past ten years and is expected to decline further. With limited financial resources, it is important that we prioritise where the funds are spent and maximise sources of income.



Public consultation process

As part of the process of producing the Burnham Beeches Management Plan (2020 to 2030) a public consultation exercise was carried out. This was held in a marquee on the Main Common for three days in autumn 2019. Autumn dates were picked to fit with the management plan timetable and to coincide with the peak visitor period (autumn colours). The consultation event was advertised on site (posters and banners at the entrance), through the Burnham Beeches e-news and on social media. The main part of the consultation involved presenting participants some information, outlining the proposals for the next 10 years, and asking their level of support. Answer booklets were supplied to enable information from each respondent to be collected. In addition, for most questions, a box was available so that extra comments could be added if wished. A final question enabled people to raise issues not covered elsewhere. A couple of respondents took the answer booklet home and brought them back the next day. The consultation was not made available on-line because we wished to obtain views of visitors, rather than those who do not visit.

The consultation was divided into three sections covering:

- [Participant profiles.](#)
- [Visit profiles covering typical visit behavior by the participants.](#)
- [Participant opinions of the management proposals.](#)

A total of 916 people attended resulting in 358 forms being completed: 60 (out of 90 attendees) on Saturday October 26th; 183 (out of 665) on Sunday October 27th; and 115 (out of 161) on Monday October 29th. A number of couples and a few families completed the forms together. It was rainy all day Saturday, on Sunday and Monday it was sunny dry, and relatively warm, although the temperature dropped mid-afternoon on both days.

The consultation results will feed into the plan, along with comments from others, including specialists and staff. This report includes all the information panels presented alongside summaries of the results so that it is possible to fully see the context of the questions.

Participant Profiles

Participant profiles provide a valuable insight into the types of people visiting Burnham Beeches who are willing to offer their opinions on the proposed management of the site.

In addition, this information helps managers to ensure that the services offered by the site are inclusive, welcoming and accessible to all.

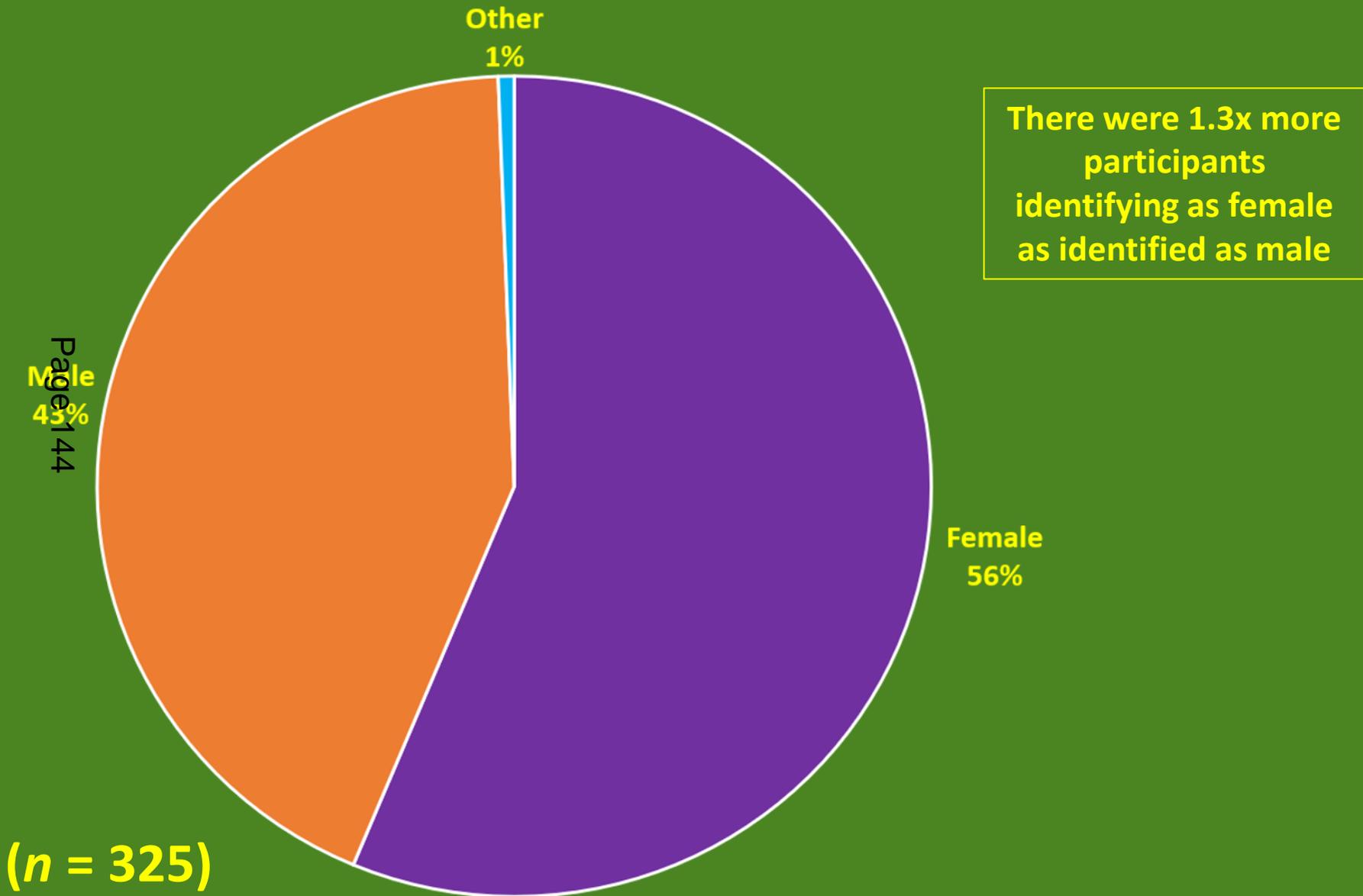
Participants were asked to provide details of their:

1. Gender.
2. Age.
3. Ethnicity.
4. Whether they were registered as disabled or not.

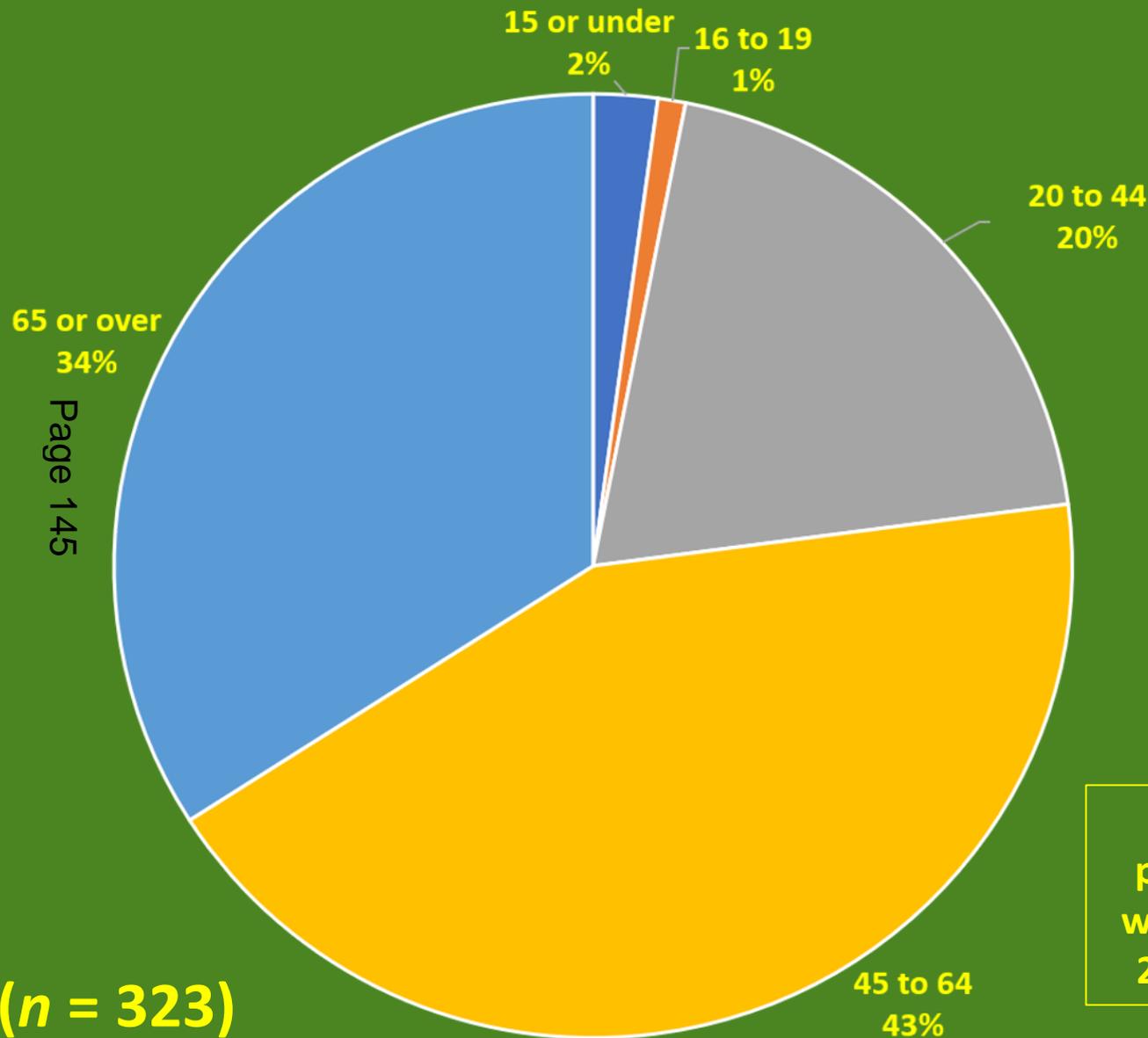
They were informed that these data would assist in meeting obligations under the Equality Act 2010, and that answers would be treated in confidence and all data usage would comply with the Data Protection Act 1998.

The results of this section have been collated in such a way that individuals cannot be recognised.

Question 1: Gender of participants

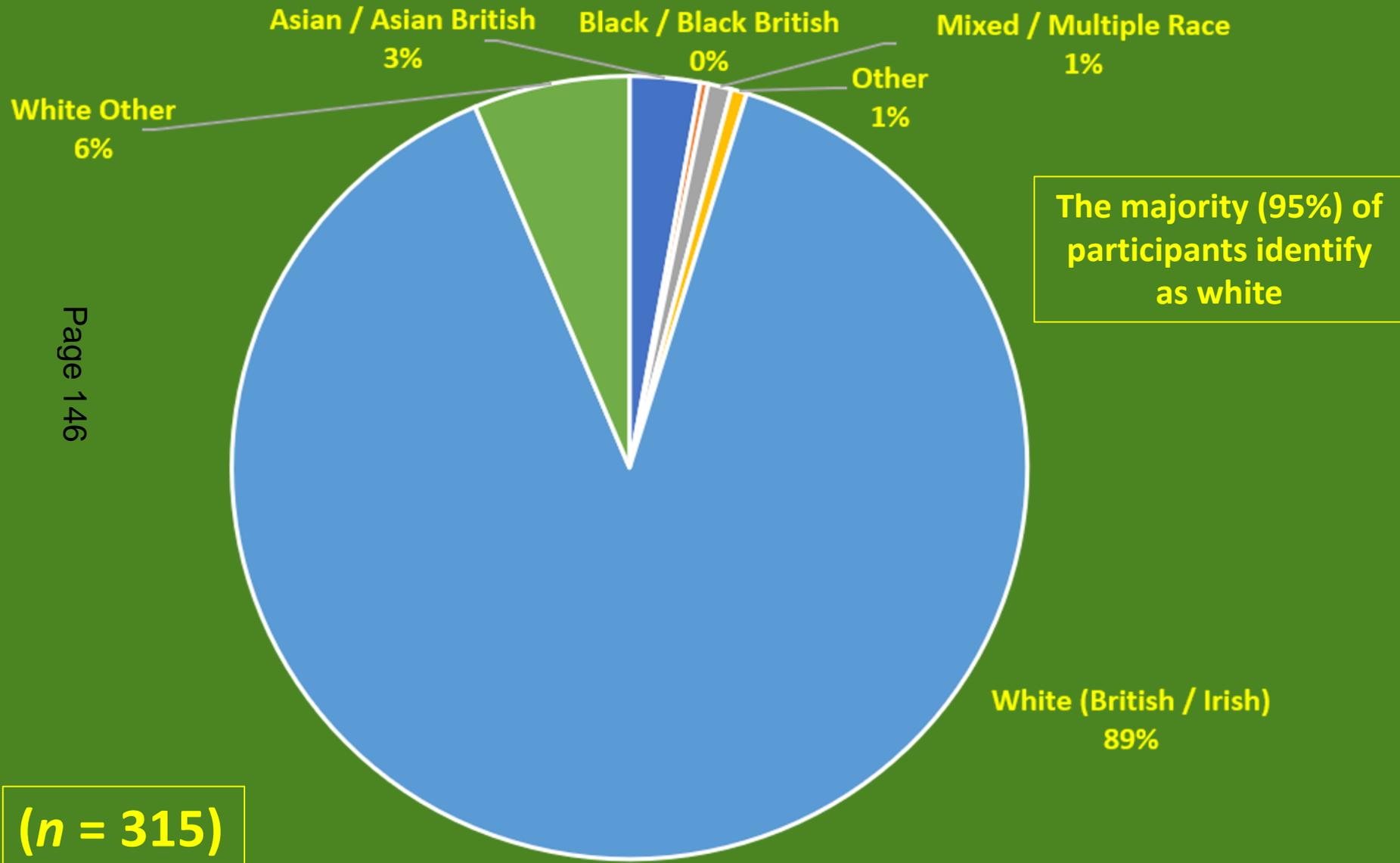


Question 2: Age of participants



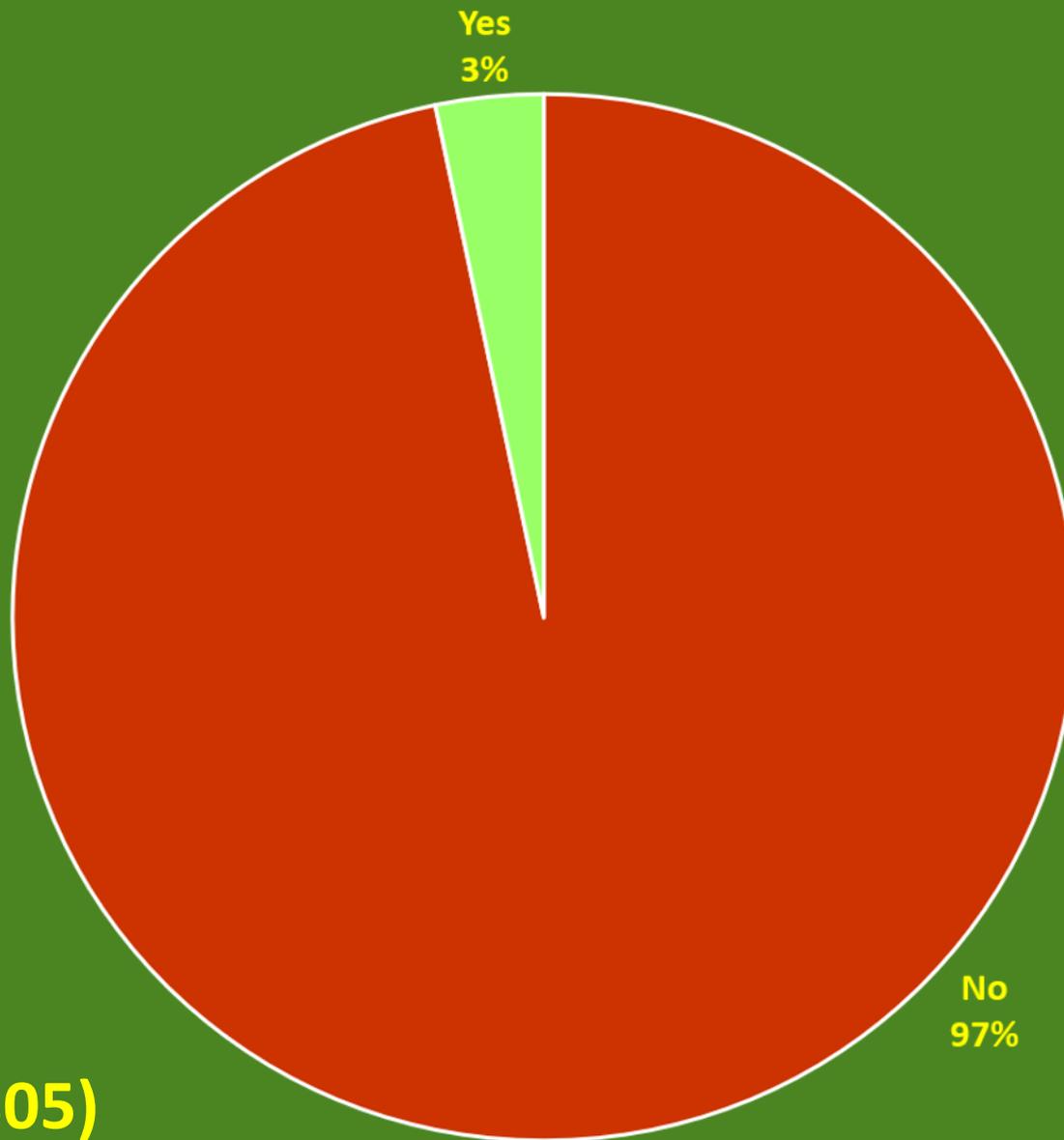
The majority (77% of participants are over 45 with very few (3%) under 20 year olds taking part

Question 3: Ethnicity of participants



Question 4:

Registered disabilities of participants



Relatively few (3%) of participants identified as having a registered disability

Visit Profiles

Information on how, when and for what purpose participants visit Burnham Beeches is important in order to understand their needs and preferences. It can also provide some context for individual answers to particular questions regarding opinions of management proposals.

Participants were asked to provide details of the following:

1. Postcode to identify how far they had travelled.
2. Frequency of visiting the site.
3. Normal day of visiting the site.
4. Normal time of day of visiting the site.
5. Normal length of visit.
6. Mode of transport to the site.
7. Main reason for visiting.
 - a. For dog walkers how many dogs were normally walked.
8. Who they normally visited the site with.
 - a. For those in groups, how many people were normally present.
9. Overall opinion of the site.

1) Please write down your post code. This helps us understand how far people travel to get to the site but does not identify individuals.

Postcode data were supplied by 336 people.

These data were analysed using Free Map Tools software* - an internet based mapping package that allows the distances between postcodes to be generated.

Each postcode was compared to the postcode for Burnham Beeches Office (SL2 3TE) and the following were generated:

- a. Straight line (Crow flight) distance.
- b. Distance by road (Transport distance).
- c. Map of the geographical distribution of participants' postcodes.

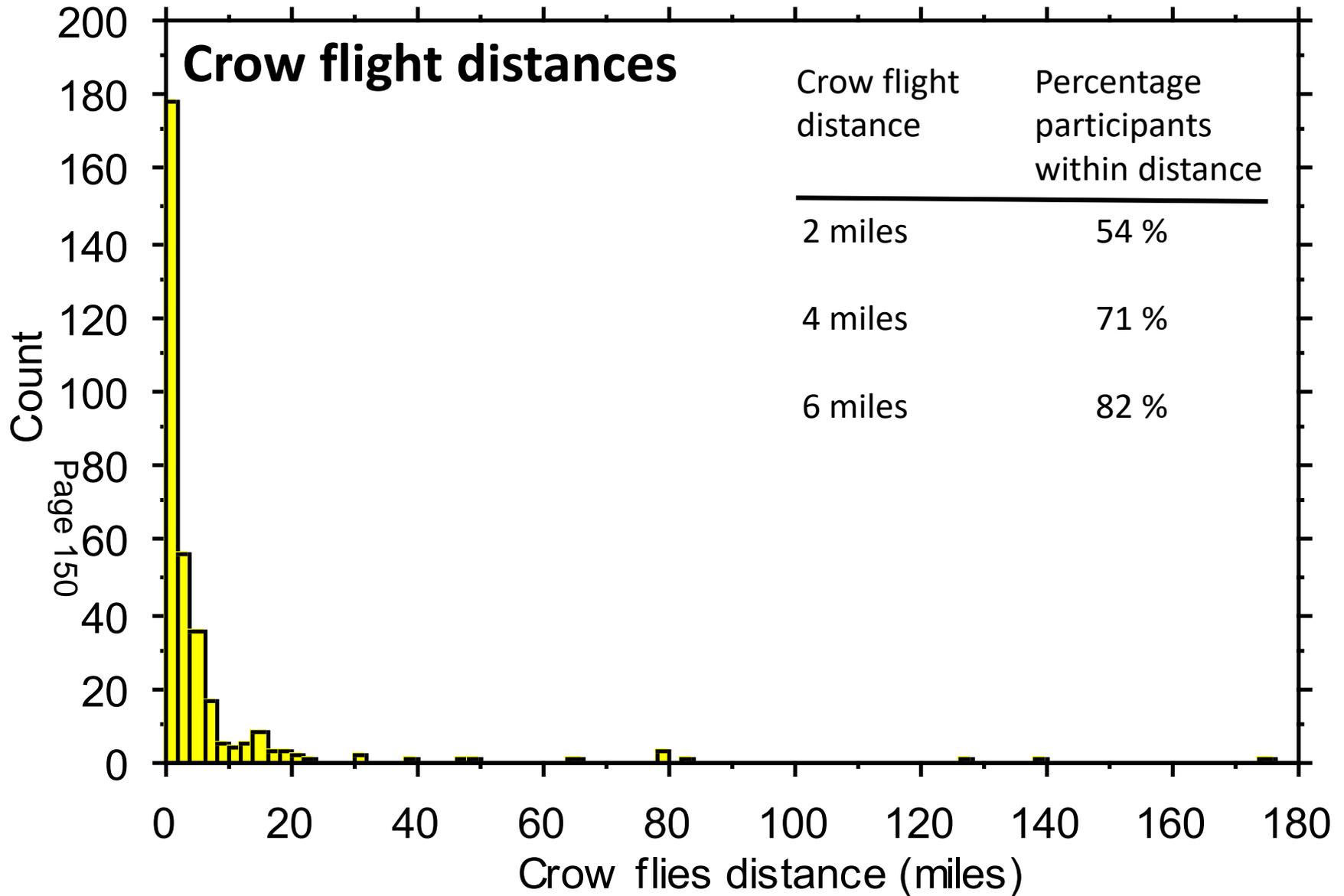
Maximum distances reported were:

Crows flight distance 174.2 miles

Transport distance 207.4 miles

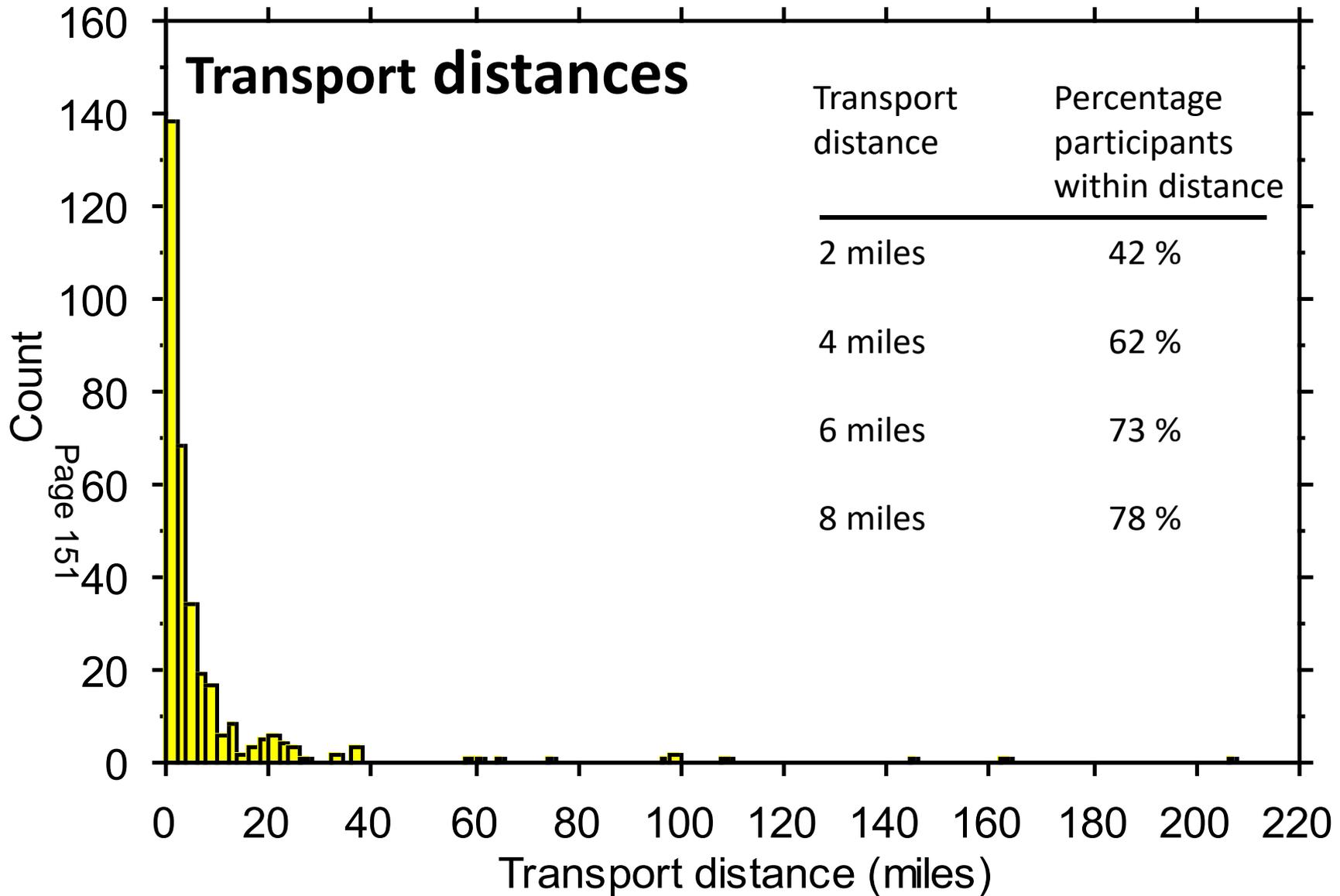
* Source: <https://www.freemaptools.com/distance-between-uk-postcodes.htm>

Crow flight distances



Mean crow flight distance = 6.4 miles

Transport distances



Mean transport distance = 8.6 miles

Geographical distribution

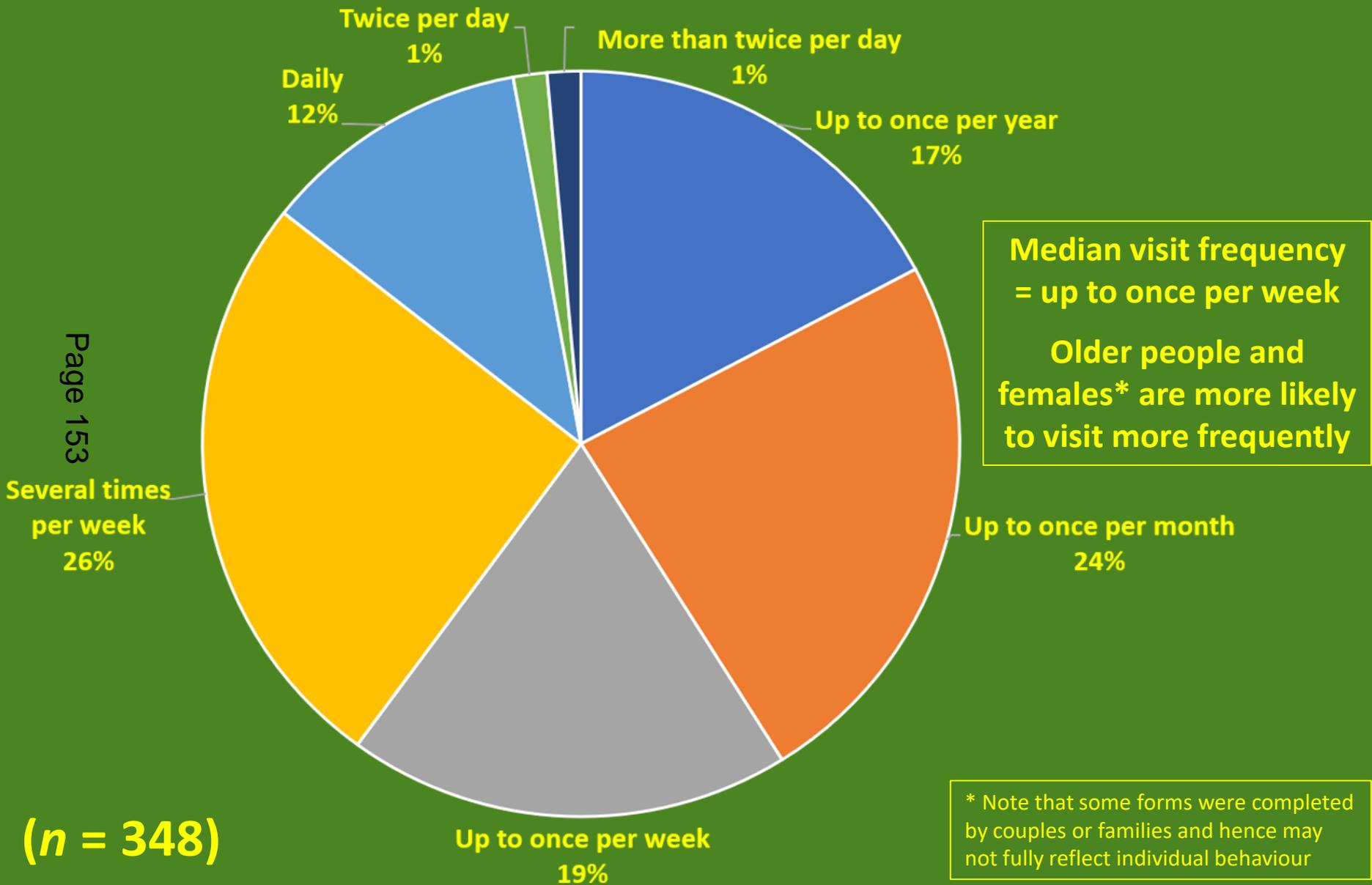


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George's Channel

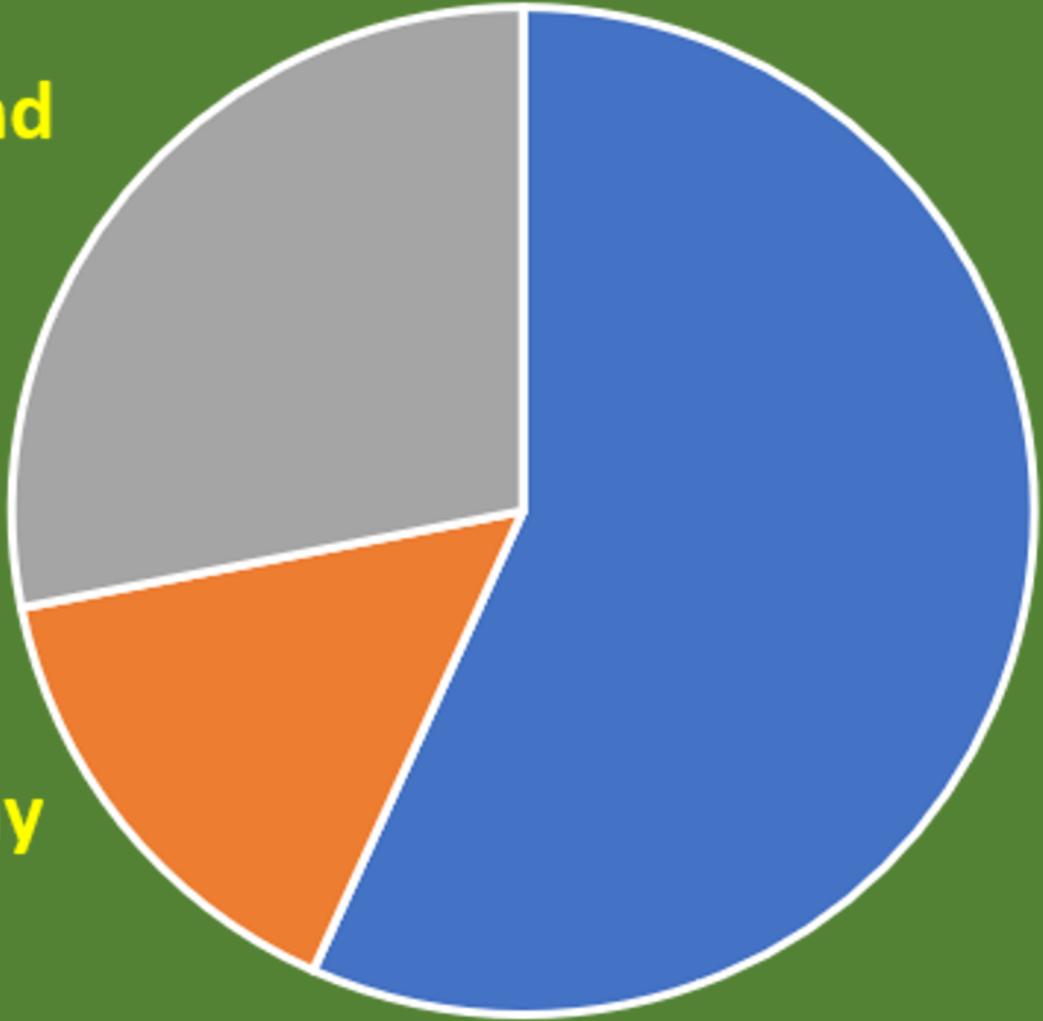
Bristol Channel

2) Please circle the box which best reflects how often you visit the site.



3) Please circle the box which best reflects the day(s) of the week that you normally visit the Beeches?

Weekend
28%



Most participants visit throughout the week

Older people were more likely to visit on weekdays

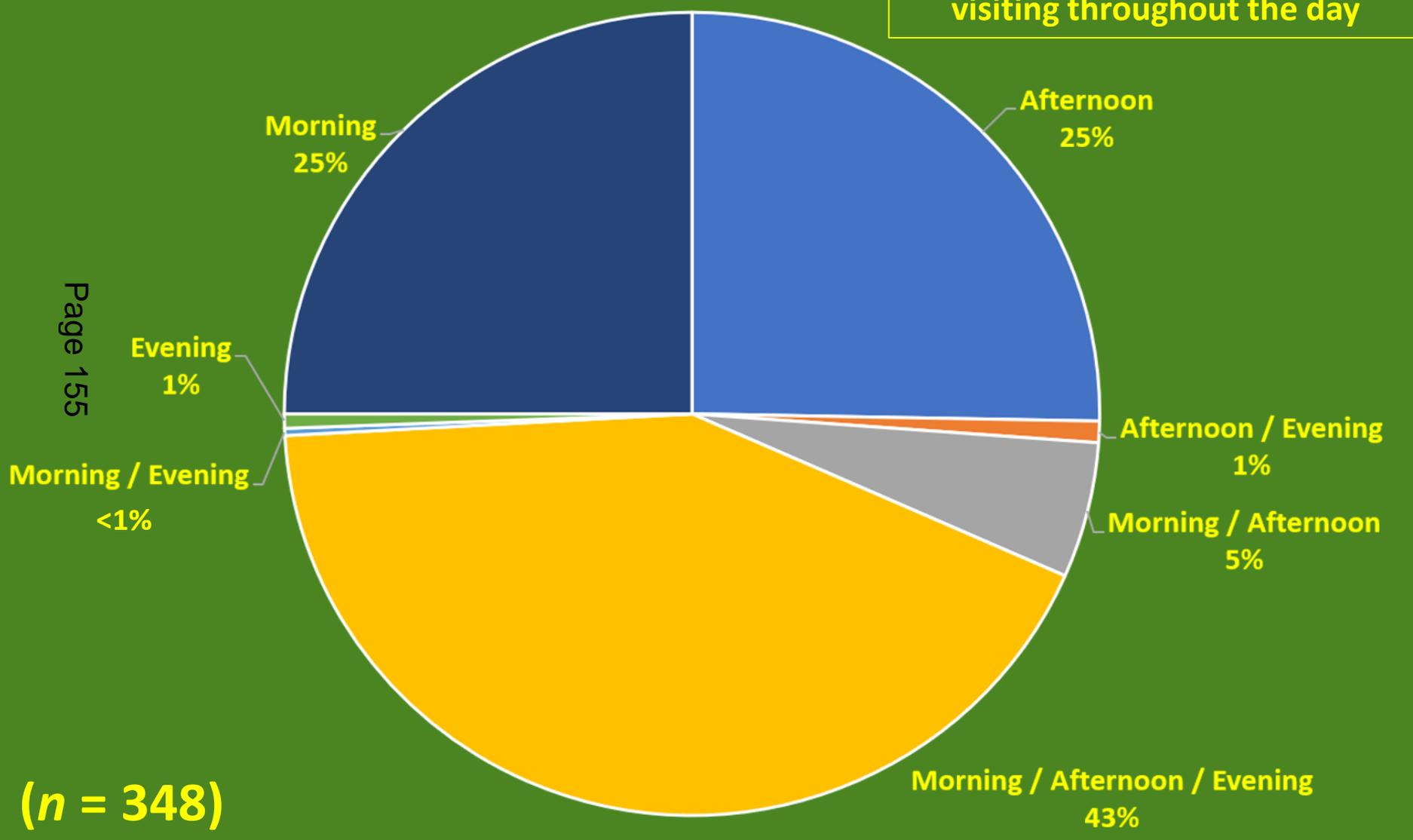
Both
57%

Weekday
15%

(n = 349)

4) Please circle the box which best reflects the time of day that you normally visit the Beeches?

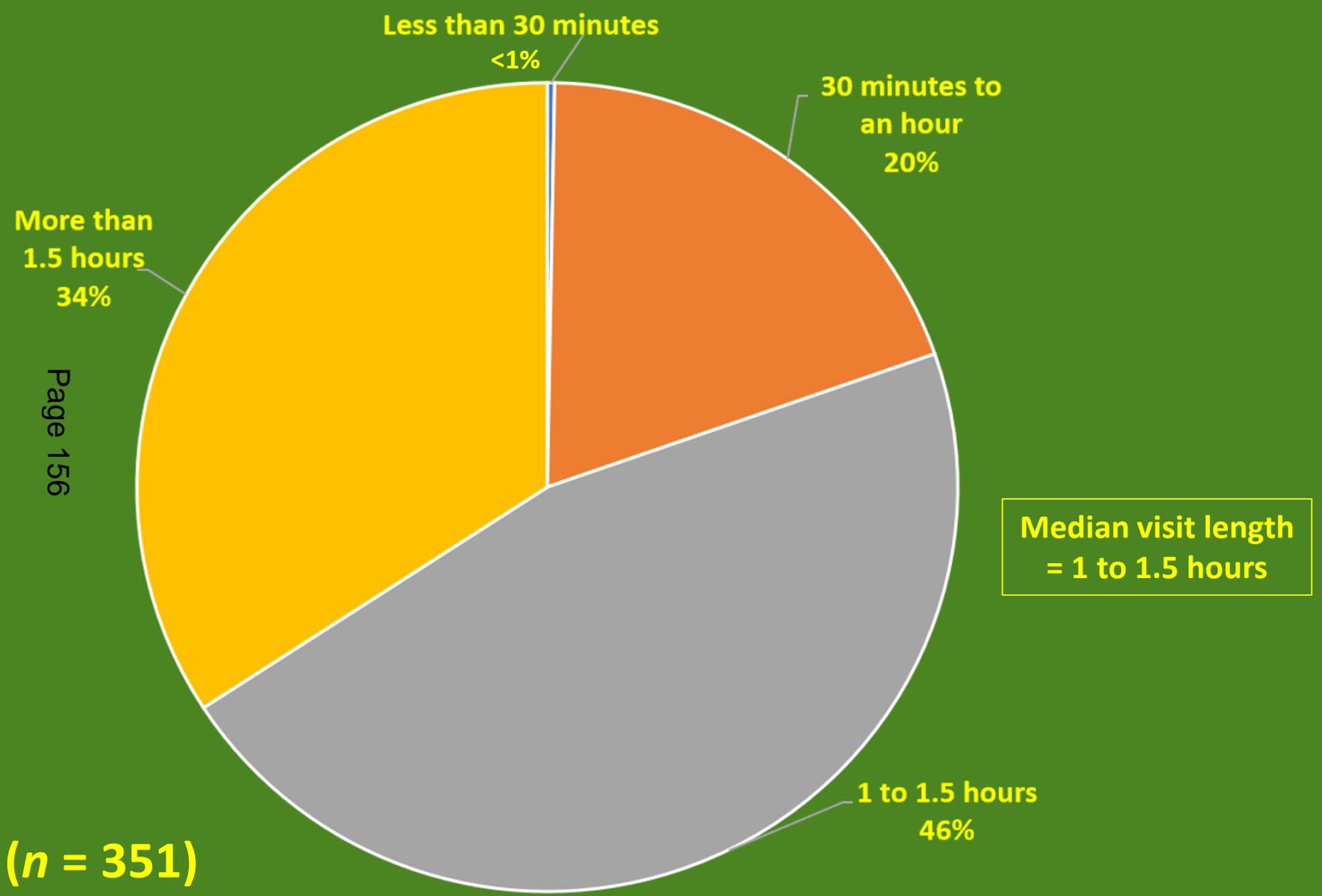
About 50% visit at more than one time of day, with most visiting throughout the day



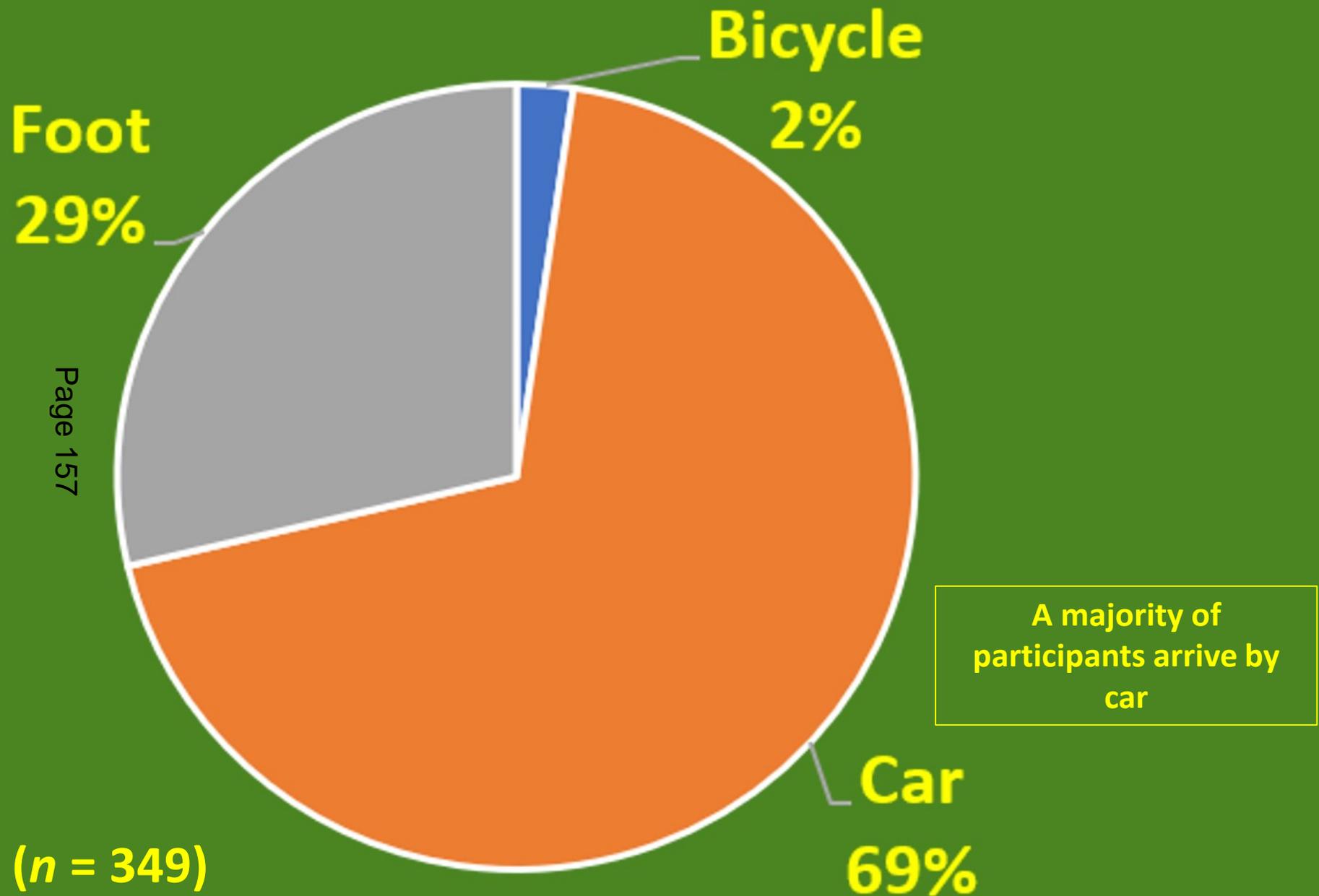
Page 155

(n = 348)

5) Please circle the box which best reflects how long you visit for?

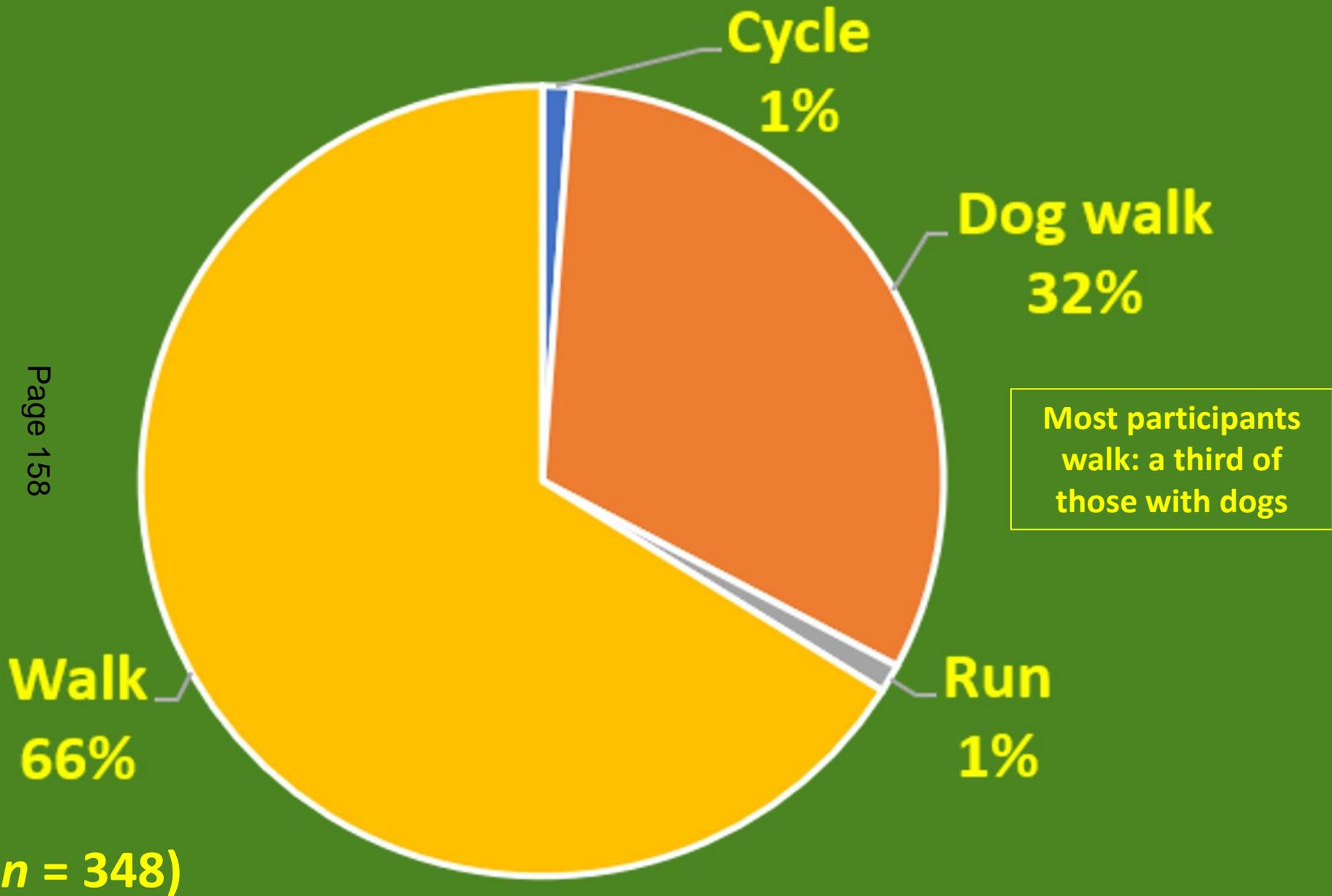


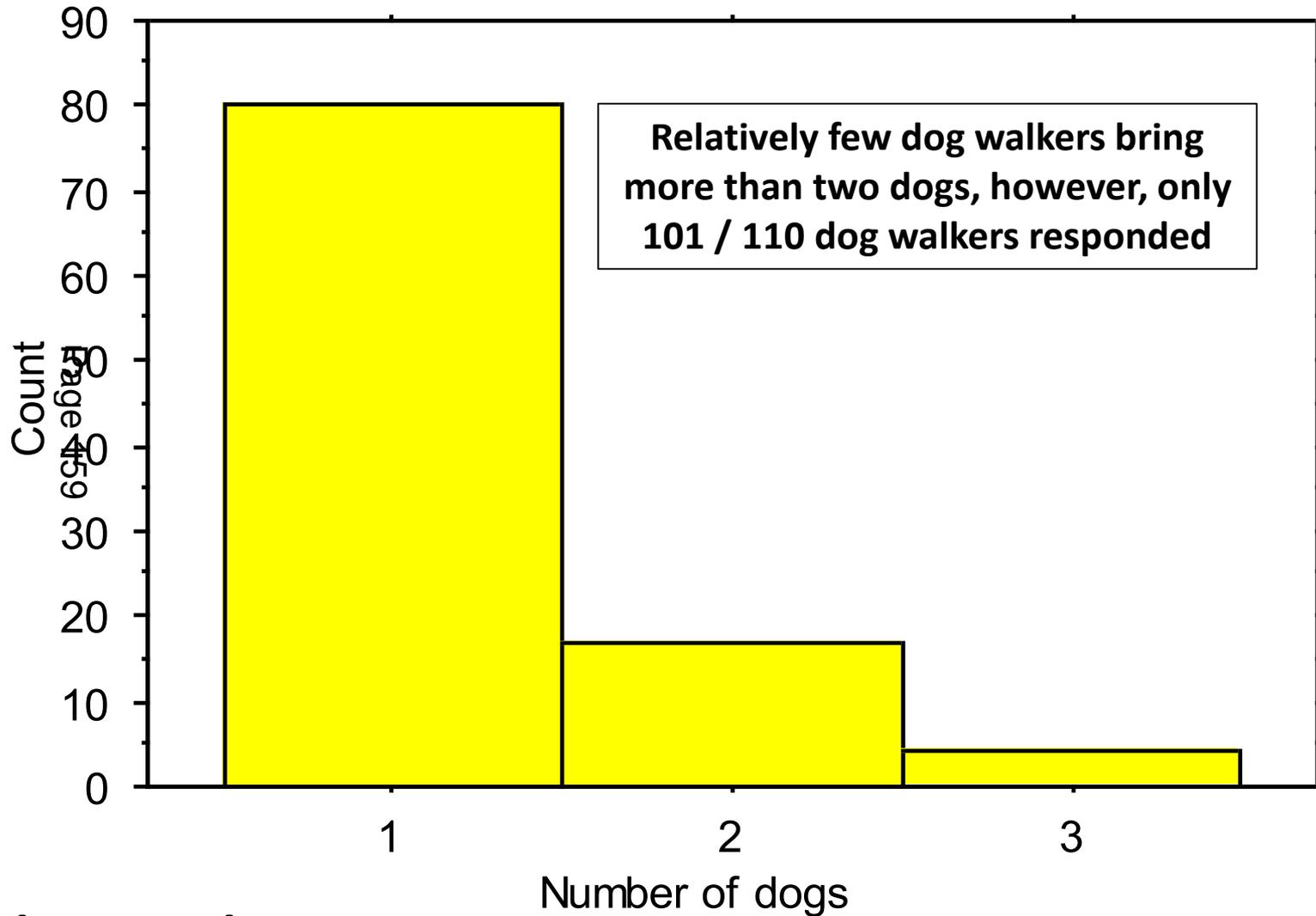
6) Please circle how you normally arrive at Burnham Beeches.



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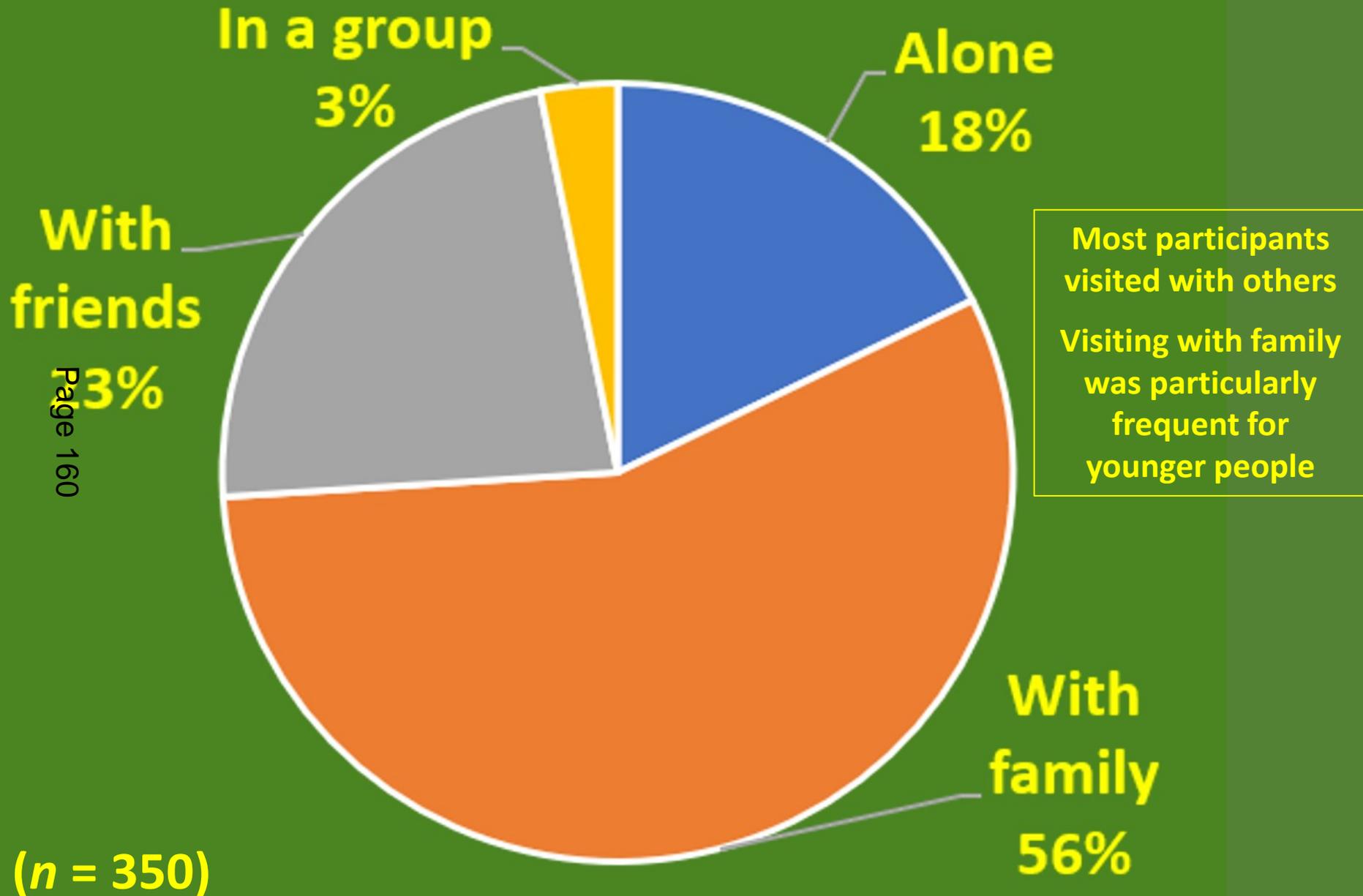
7) Please circle the box which best reflects the main reason for your visit?

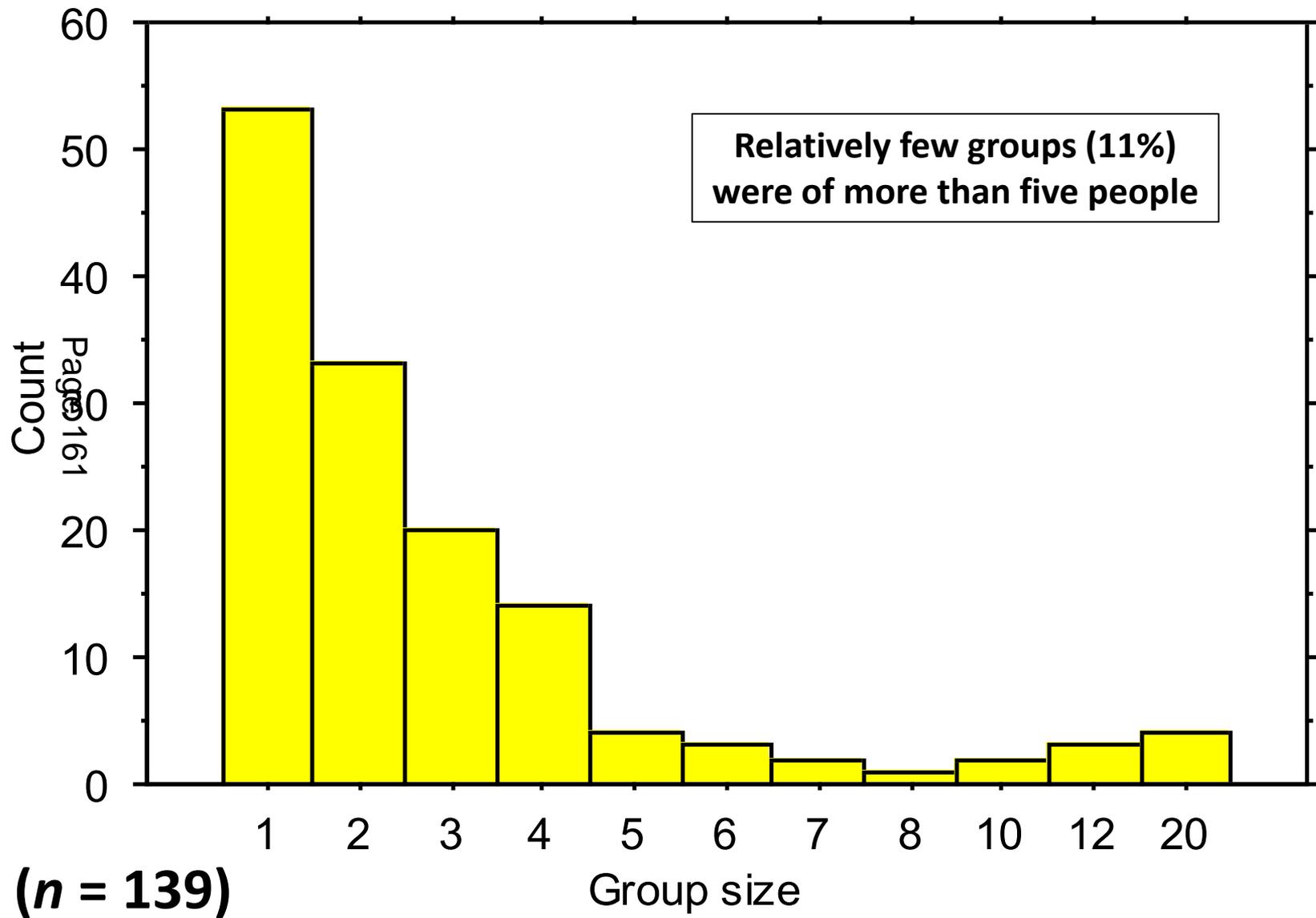




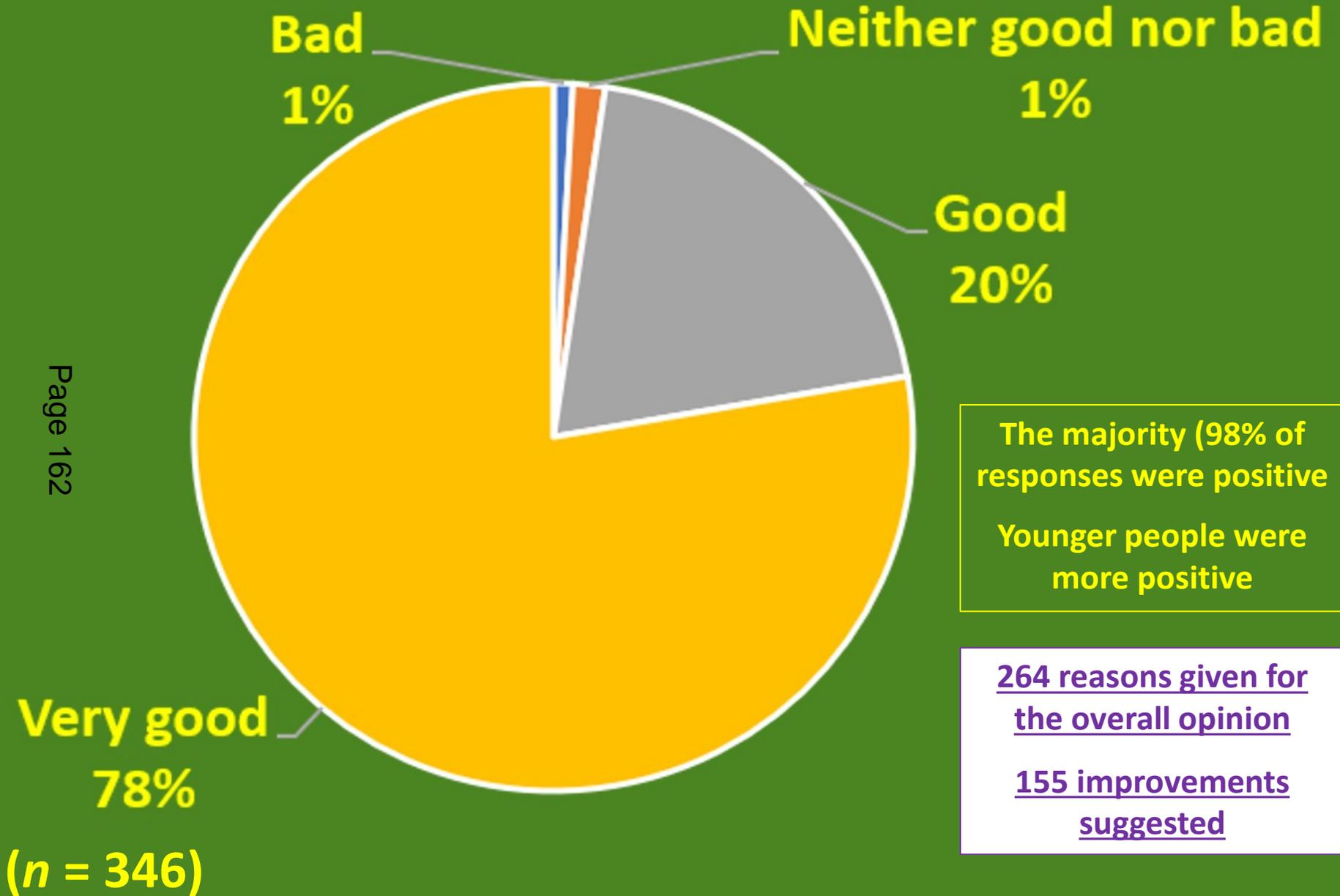
(n = 101)

8) Do you normally visit:





9) What is your overall opinion of Burnham Beeches?



Opinions on management proposals

This section of the consultation involved providing participants with appropriate information about the background to various important aspects of the site and the management proposals for the next 10 years. Participants were asked to complete an answer booklet and were also asked to provide specific feedback on a number of topics by submitting comments separately to the answer booklet.

The questions were organised under three objectives:

1. To restore and maintain the key habitats of Burnham Beeches to favourable condition as part of a landscape scale network.
2. To encourage the sustainable use of Burnham Beeches for the recreation and enjoyment of the public, while promoting public involvement and fostering greater understanding of the nature reserve.
3. Estate assets and legal issues – to fulfil all legal obligations and to maintain estate structures in good condition.

Finally participants were asked for their opinions on the long term vision for Burnham Beeches and to identify anything that they felt had been omitted during the consultation.



Burnham Beeches
& Stoke Common

Registered Charity

Objective 1³⁰

To restore and maintain the key habitats of Burnham Beeches to favourable condition as part of a landscape scale network.

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

Questions relating to objective 1

Participants were asked for their opinions on the following topics:

1. Wood pasture management.
2. Grazing.
3. Ancient tree management.
4. Pond management.
5. Burnham Beeches in the wider landscape.

Slowing the decline in biodiversity



Economic development has meant that globally, and in the UK, biodiversity has plummeted. Burnham Beeches is a small part of the overall picture, but it has an essential part to play in

helping with the challenge of habitat loss. Careful management is needed to maintain healthy habitats, with variety being key.

Wood pasture

Through centuries of management, people have shaped the habitats at the Beeches. We now must continue to manage it to allow its special wildlife to thrive. The main habitat is wood pasture; a mix of grazing land and trees where the trees can be scattered or dense, with grassland or heathland beneath which is grazed by freely roaming livestock. The more open areas are home to particularly special plants like juniper, bog pimpernel and marsh St. John's wort. Around 80% of heathland has been destroyed in the last 150 years so it is very precious; the mix of wood pasture and heathland here is particularly rare.



Wood pasture management

Objective 1

Wood pasture is valuable because the mix of light and shade suits a many different plant and animal species. It includes a wide range of microhabitats which helps to increase diversity.



Cropped lawn



Flowering plants



Prickly bushes



Tuffy grass



Dung



Poached areas



This priceless wildlife refuge was created by people cutting trees for firewood and using the pasture for grazing their animals. Managing it like this stopped open areas from reverting to woodland. We now recreate the historic management with a mix of grazing, scrub cutting, cutting/bruising bracken, and mowing into dense scrub. Scrub is great for wildlife, but if unmanaged, it becomes tall, dense and less biodiverse.



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In the 2020 - 2030 plan, we propose to:

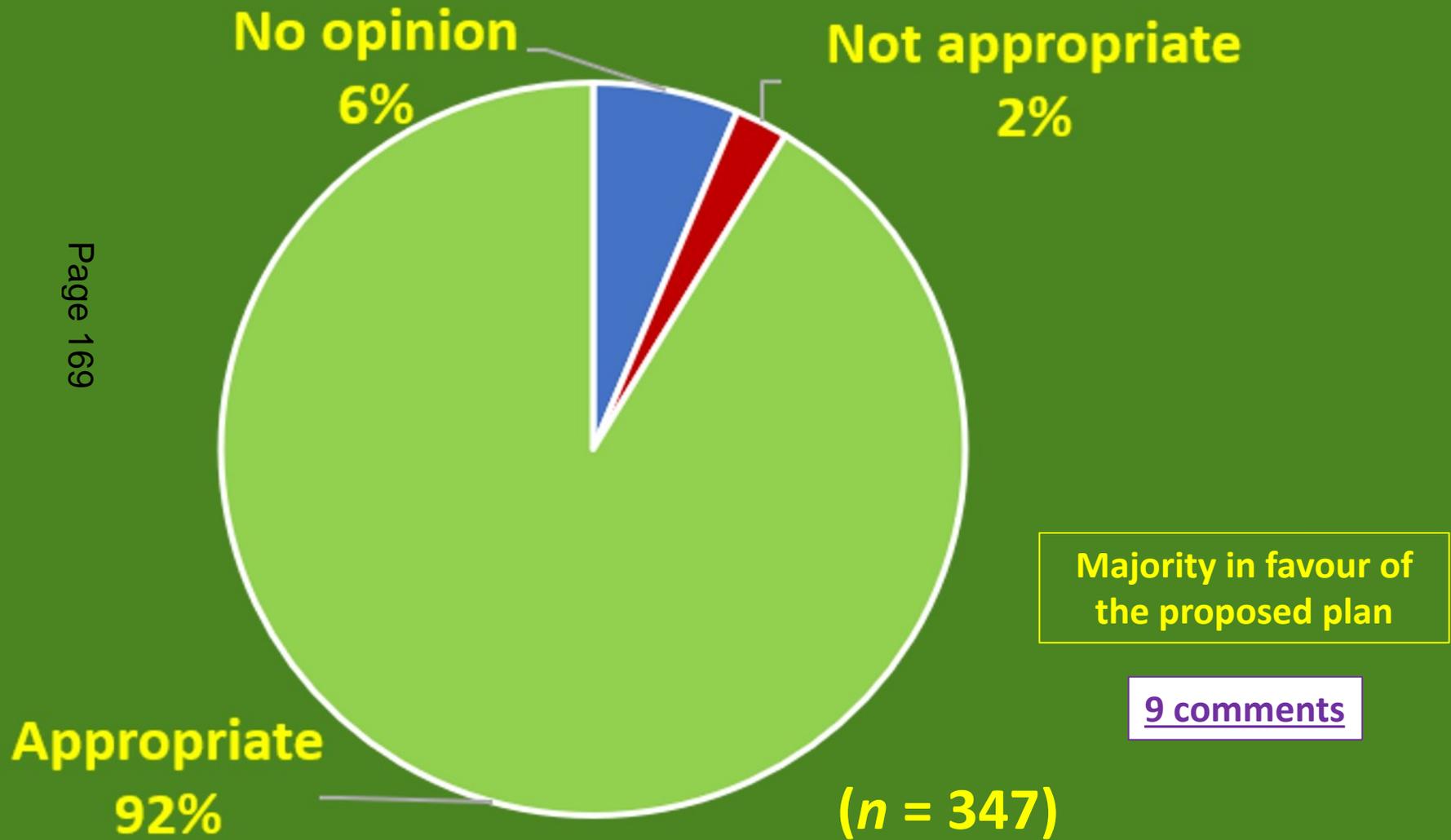
Objective 1

- Continue managing wood pasture through grazing and manual means.
- Make the wood pasture areas at the Beeches more interconnected to enable species to move easily through the nature reserve and beyond, by using links between open and dense habitats.
- Restore small areas of wood pasture to help create the links between the habitats.



Question 1:

Do you feel that the plan for wood pasture management and restoration is appropriate?



Objective 1



Page 170

Grazing

The best option for managing wood pasture and heathland is grazing, with cutting and mowing to supplement where needed. The livestock help keep scrub in check and bring many other benefits.

Cows and ponies eat different plants and graze 'unevenly'. This results in: plants and scrub of different heights and types; footprints creating tiny pools; and dung which supports insects and fungi.

As the vegetation changes, we may increase the numbers of animals by a small amount to optimise biodiversity.



Fences and invisible fences



At the last management plan consultation, 71% of respondents agreed to our proposal to graze as much of the Beeches as possible; this remains our aim. Where possible, we use invisible fences (cows wear collars that receive signals from buried cables) and this helps maintain easy access for visitors. We will continue to use appropriate technology to reduce impacts on people, wildlife and the environment.

In the 2020 - 2030 plan, we propose to:

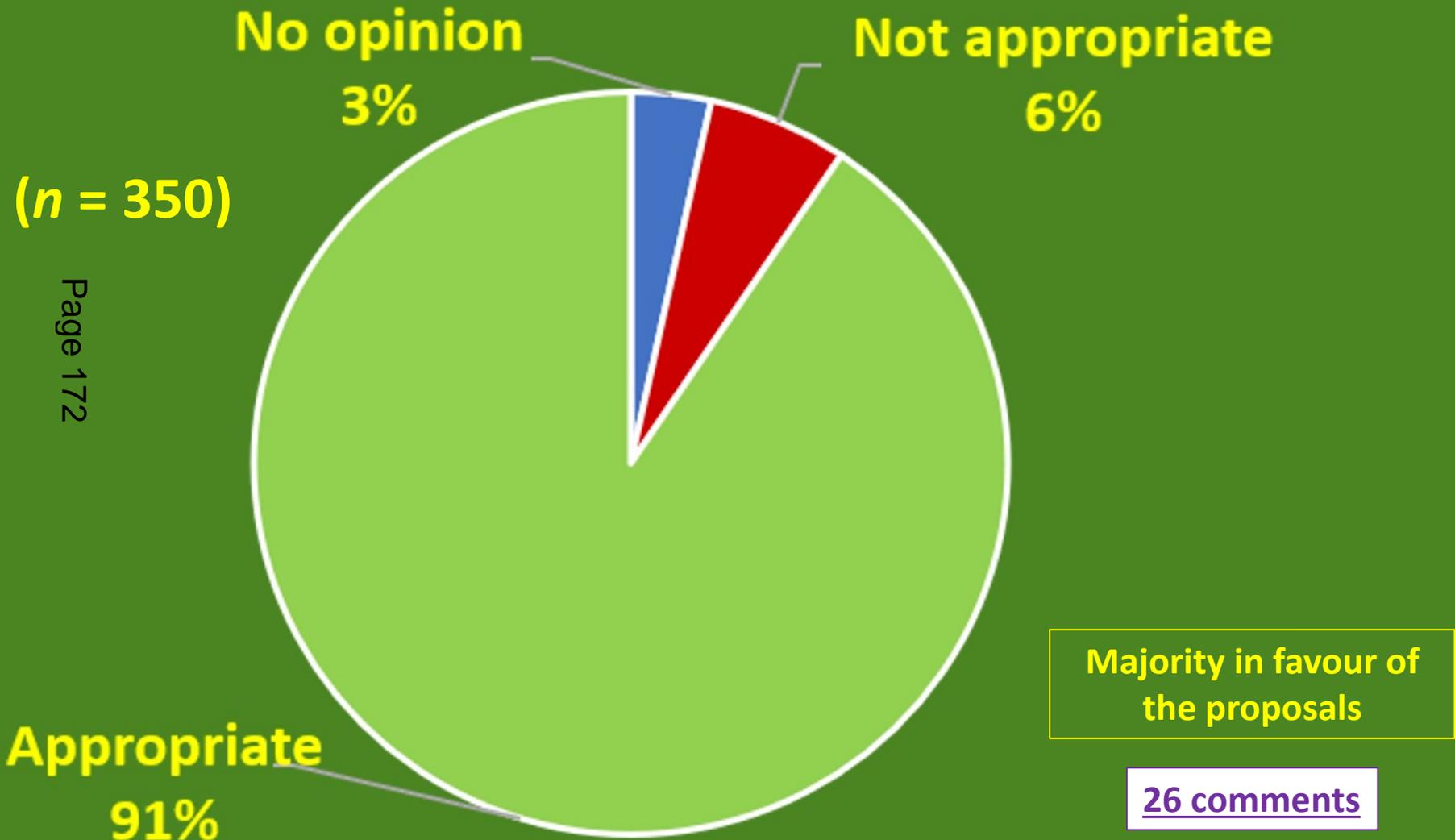
Objective 1



- Continue using grazing livestock to maintain and enhance biodiversity.
- Use a combination of invisible fences, existing fences and temporary fences to secure grazing livestock. As the fences age and are repaired their lines may be altered to expand the area grazed.
- If feasible, replace more physical fences with less obtrusive technological solutions.
- If needed, increase livestock numbers from 9 cows and 3 ponies at present up to around 25 animals.

Question 2:

Do you feel that the proposals for grazing Burnham Beeches are appropriate?



Objective 1

Ancient trees

The ancient trees are the most important feature of the Beeches. Now around 500 years old, there are fewer than 400 left from the original population that may have numbered up to 3,000 in the 17th century. Many rare and threatened species are associated with them, ranging from lichens and mosses to beetles, flies, spiders and birds. Our work has slowed the rate of loss of the old trees but they are extremely fragile and continue to fall apart.

Ancient tree management

The ancient trees only exist because they were managed as pollards. Cut regularly about 2m above the ground, the trunks would then grow a new crop of branches - the cut wood was mostly used for fuel. Regular cutting and regrowth helps pollards live longer than uncut trees and, as they age, they develop pockets of decay. This unusual habitat is very important for a wide range of wildlife; some of the mosses, lichens and specialist invertebrates found here, live only on beech pollards.



Ancient tree management

Objective 1

Every ancient pollard is checked regularly and has an individual work programme to maintain optimal health. This may include branch reduction, propping, bracing or tethering, removal of surrounding trees to increase available light and/or control of bracken or holly. Pruning must be carried out by our team of specialists because the techniques needed are unlike those for 'normal' trees. Our latest ten year plan for these trees began in 2018.



Ancient tree management

These ancient trees will, despite the best possible management, ultimately die and decay. Rather than see these habitats and associated wildlife disappear, we are creating new pollards that will be the veterans of the future. In the last 30 years, we have cut and maintained 1000 new pollards; many of those created 25-30 years ago are already starting to become good habitats for specialist invertebrates. Each must be re-cut approximately every 10 years to maintain the distinctive crown of branches and, where needed, scrub is cleared to ensure the pollards have enough light.



Objective 1

In the 2020 - 2030 plan, we propose to:

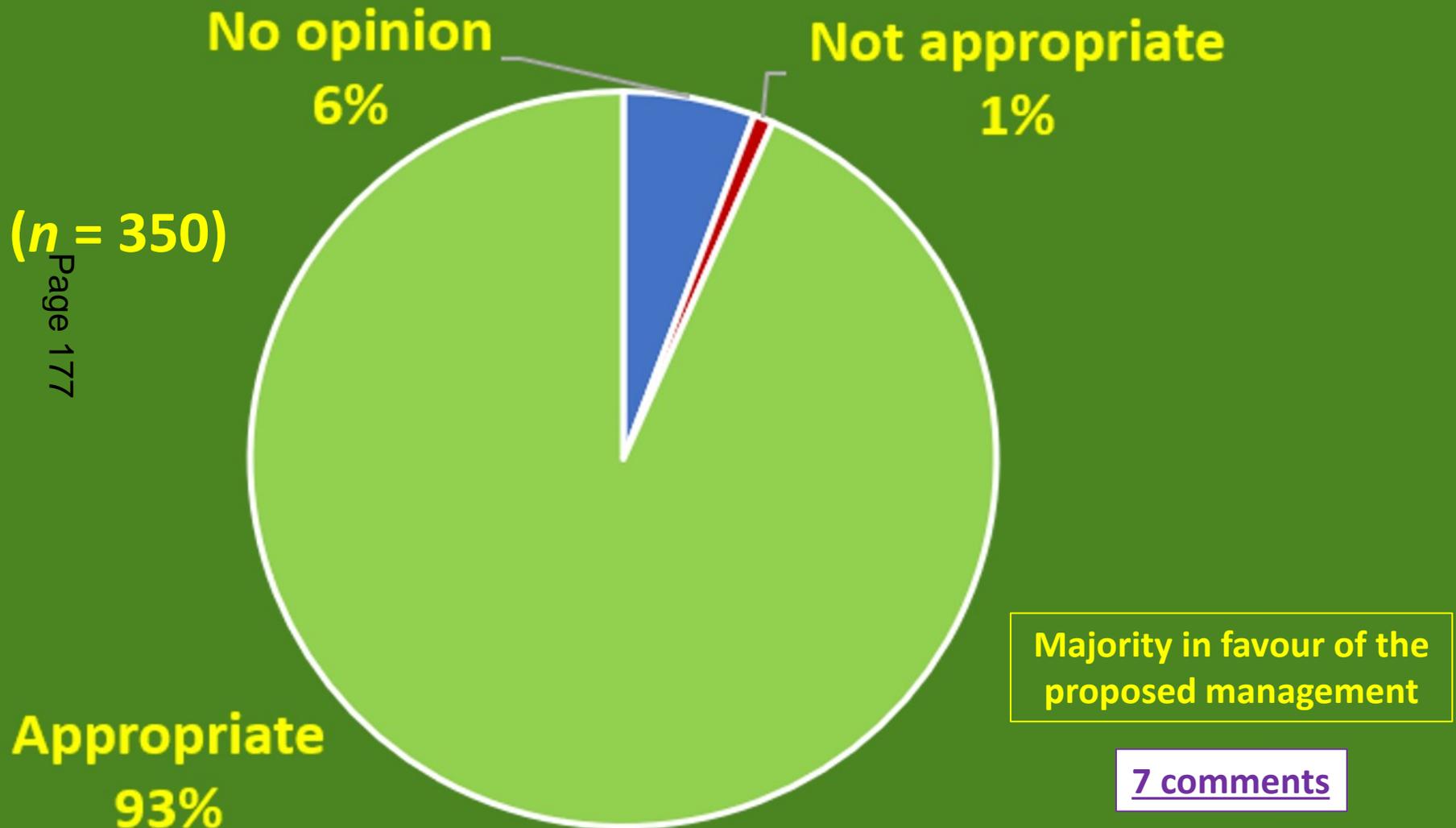
Objective 1



- Continue to use grazing livestock to maintain and enhance biodiversity.
- Maintain the 1000 young pollards that will be veteran trees of the future.
- Continue to create new pollards to ensure that in the future there is a good age range of pollarded trees on the reserve, from new to veteran.

Question 3:

Do you feel that the proposed management of the pollarded trees is appropriate?



Ponds

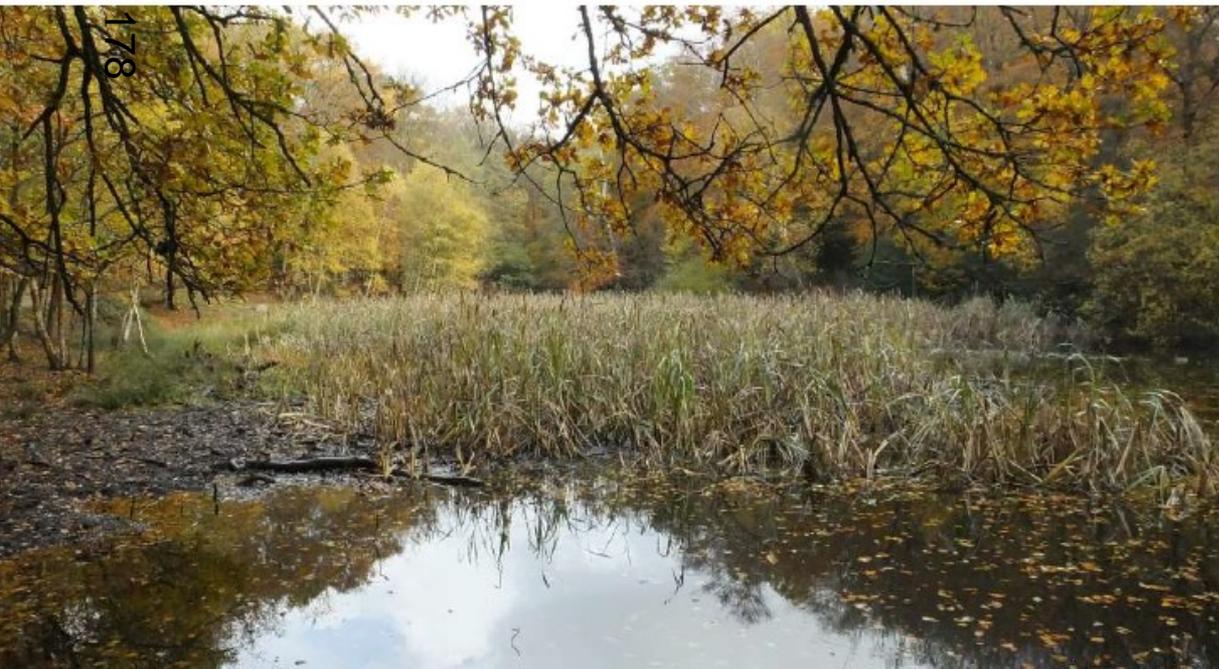
We manage three ponds at the Beeches, each of which adds to the diversity of the wildlife on the reserve. Although volunteers have removed some silt and water plants when they get dense, there hasn't been any major work carried out on the ponds for about 30 years.

The Freshwater Habitats Trust surveyed the ponds in 2018 and have advised that we:

- Remove some bank-side trees to keep dappled shade around the edges at all times - this can help support some specialised and uncommon species.
- Remove some of the built up silt - this can help to improve water quality.

Carrying out some of this work will require some heavy and specialist machinery which will be expensive. Thankfully, the cost of this will mostly be covered by legacies from visitors to the reserve. Work will begin on middle pond once the source of a leak has been identified and resolved.

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Objective 1



Image credit, Martin Woolner: Damselfly



In the 2020 - 2030 plan, we propose to:

Objective 1

- Maintain dappled shade around the ponds by removing bankside trees as required.
- Remove built up silt to create a healthier water environment.

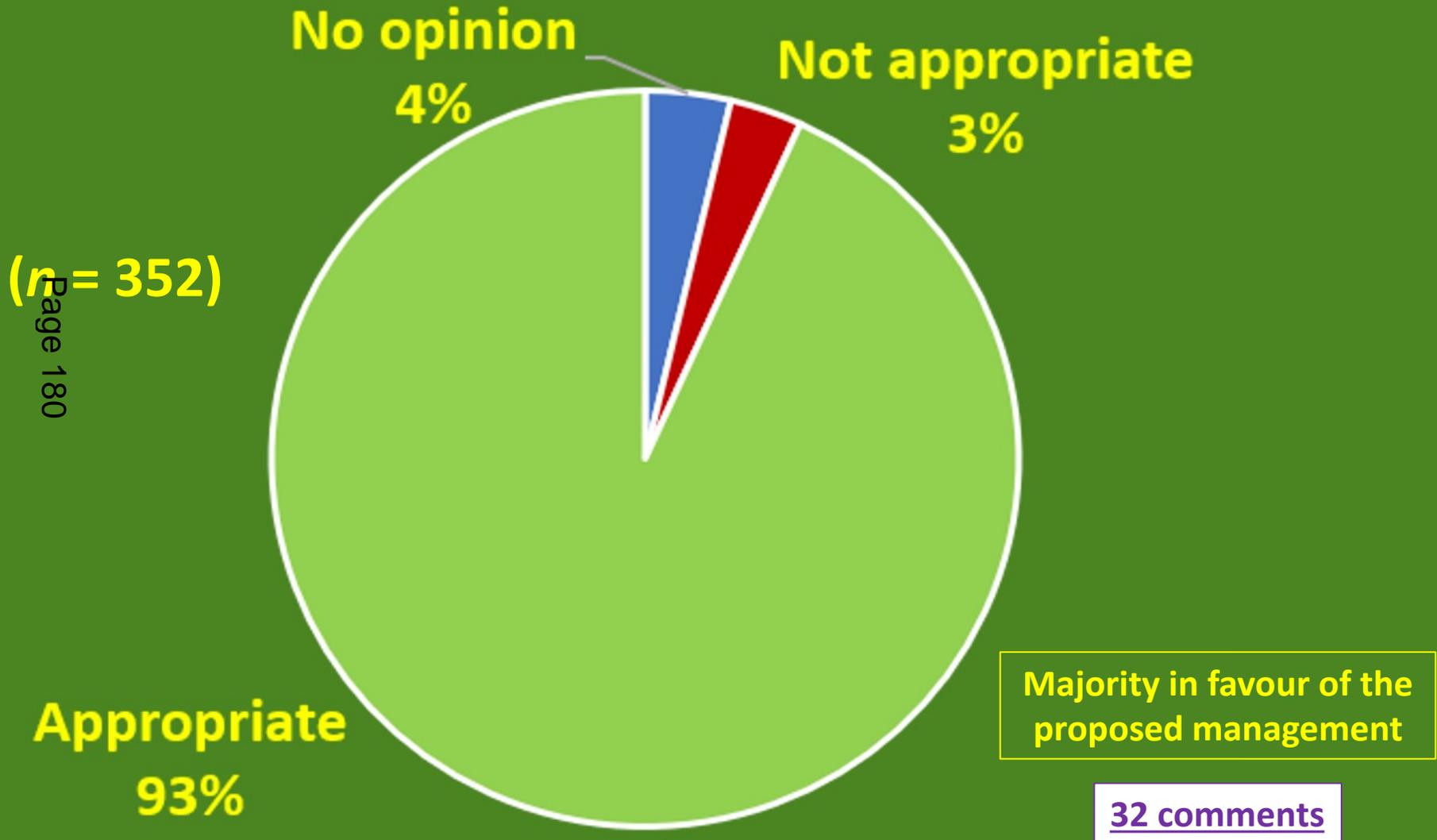


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Question 4:

Do you feel that the proposed management of the ponds is appropriate?



Burnham Beeches in the wider landscape

Burnham Beeches is at risk from climate change, loss of biodiversity and the sheer volume of people living, working and travelling locally. Its legal protections as a nature reserve and public open space are of limited help in the long term if it becomes an isolated nature reserve surrounded by buildings, busy roads and intensively farmed land.



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We want to help strengthen and protect the remaining natural areas around the Beeches and make it easier for plants and animals to disperse between them. Work has already started on this and will continue to involve joint working with other local landowners, to improve and protect the wider environment.

Objective 1



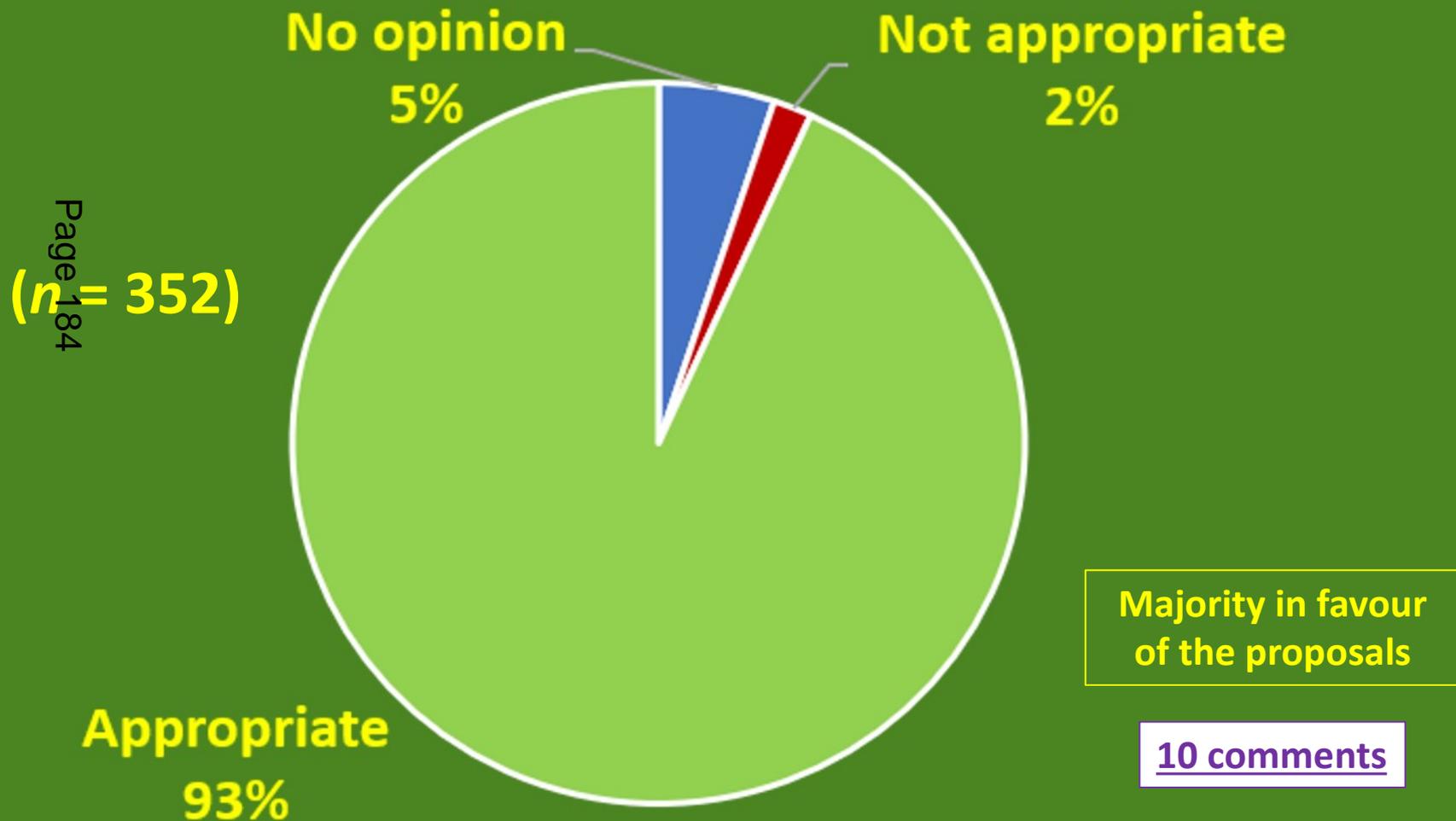
You can help the Beeches and the wider environment by:

- Managing your garden, allotment or even window box with wildlife in mind - try to leave uncultivated areas and some of your grass uncut. Erect bird, insect or bat boxes or create a small pond. Use native plant species that are bee and butterfly friendly.
- Put a bell on your cat's collar - cats are the biggest predator of garden and song birds.
- Reduce light pollution - use directional lights and not flood lights.
- Never dump garden waste on Burnham Beeches; this can not only change soil fertility allowing invasive plants to grow, but it can introduce non-native, and invasive plants, pests and diseases.



Question 5:

Do you feel that the proposal to work with neighbouring landowners to try and reduce the impact of habitat fragmentation around Burnham Beeches is appropriate?





Burnham Beeches
& Stoke Common

Registered Charity

Objective 2

To encourage the sustainable use of Burnham Beeches for the recreation and enjoyment of the public, while promoting public involvement and fostering greater understanding of the nature reserve.

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

Questions relating to objective 2

Participants were asked for their opinions on the following topics:

6. Soil protection.
7. Visitor facilities.
8. Litter and waste disposal.
9. Accessibility.
10. Walks and events.
11. Walking your dog – areas where dogs are on leads.
12. Walking your dog – areas where dogs are not allowed.
13. Walking your dog – dog bag provision.
14. Walking your dog – dog bag bins.
15. The rangers.
16. Volunteers.

Soils

Soils take hundreds of years to form and should therefore be considered a 'non-renewable' resource. They are fundamental to the survival of all plants.

The soil in the Beeches is naturally nutrient poor which provides the right conditions for many of our special plants to grow. Nitrogen from pollution (through cars and domestic heating) as well as from dogs (urine and faeces), changes soil nutrient levels and introduces unwanted chemicals; the impact of this can be seen along the edges of well walked paths.

Image credit, Terry Cork: cow wheat



Page 187

Research* carried out in the Beeches has shown that soils in areas with high visitor pressures have fewer fungi and more bacteria than healthy soils. Note that cow dung does not have the negative effect of dog faeces: it recycles nutrients from within the reserve and encourages native invertebrates such as dung beetles.

*(Treework Environmental Practice, 2014)



Objective 2



The high number of visitors to the Beeches also has an impact on soil and vegetation. Being able to roam freely is attractive to visitors but it can come at a cost to the soils and plants. Desire lines (where corners are cut between paths) create an ever increasing network of trooped areas, degraded habitats, damaged plants and tree roots. Off road cycling and horse riding can cause similar damage.



To manage this damage we try to focus maintenance to the main paths and use fallen trees or dead hedges to block some desire lines.

Soils



Soil erosion and compaction affects the growth of plants, from small plants to large trees, by limiting the way roots can spread and the amount of air in the soil. Trampling, particularly around trees, harms the roots by damaging the soil structure or exposing the roots. We protect vulnerable trees in areas with high visitor numbers by mulching, fencing and/or building dead hedges.

Much of our work on the reserve is in fragile habitats. We aim to ensure the impact of vehicles and equipment does not adversely affect soil health; we walk, cycle or use low impact vehicles wherever possible.



In the 2020 - 2030 plan, we propose to:

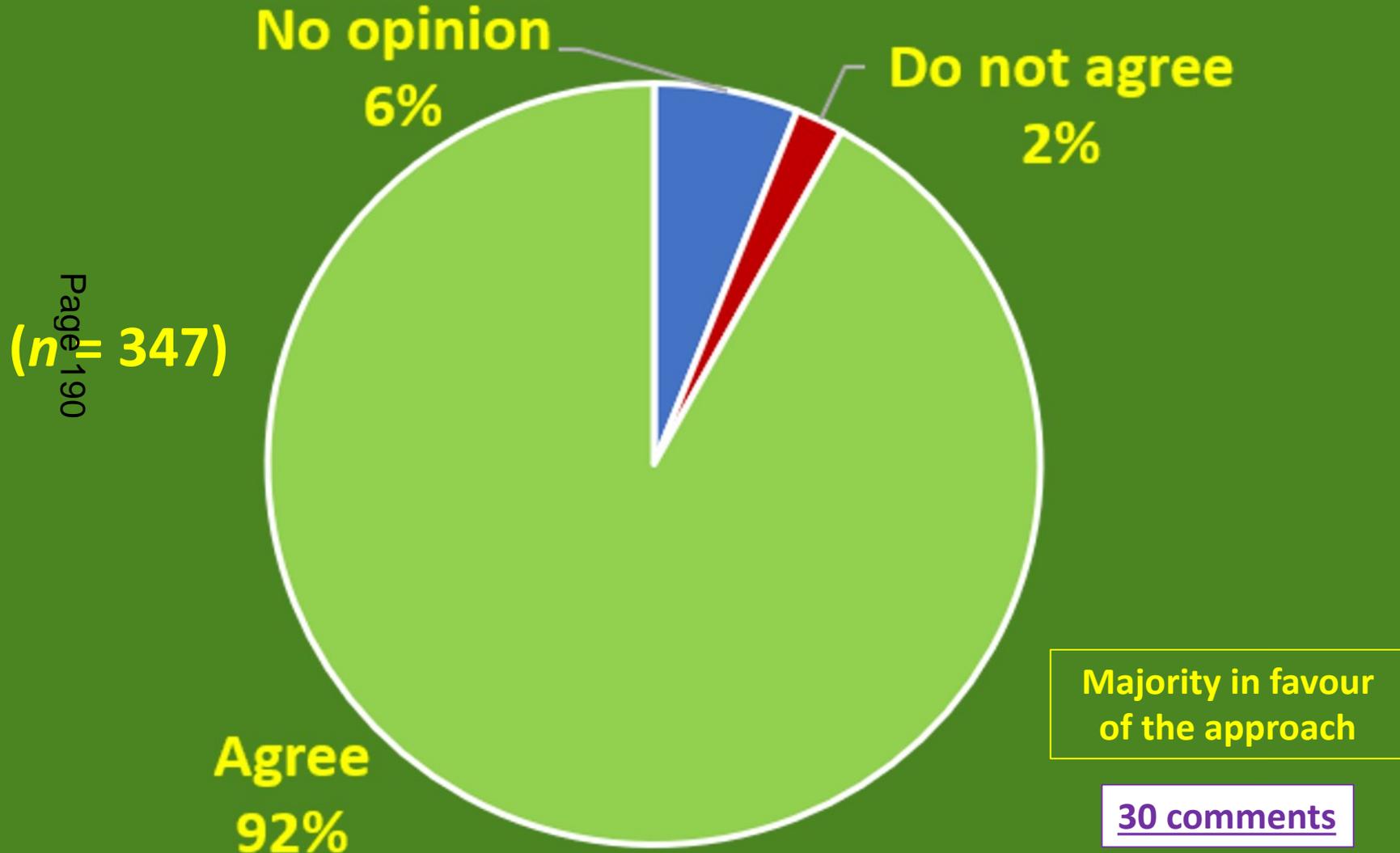
Objective 2

- Maintain low nutrient levels by continuing to expect dog walkers to remove the faeces dropped by any dogs they bring onto the site.
- Encourage visitors to use the main paths.
- Protect vulnerable trees from root damage.
- Reduce path erosion by enforcing the rules regarding off-road cycling and horse riding.
- Ensure minimal affect to soil health through any operations that we carry out.



Question 6:

Do you agree with our approach to protecting the soils in the Beeches from further damage?



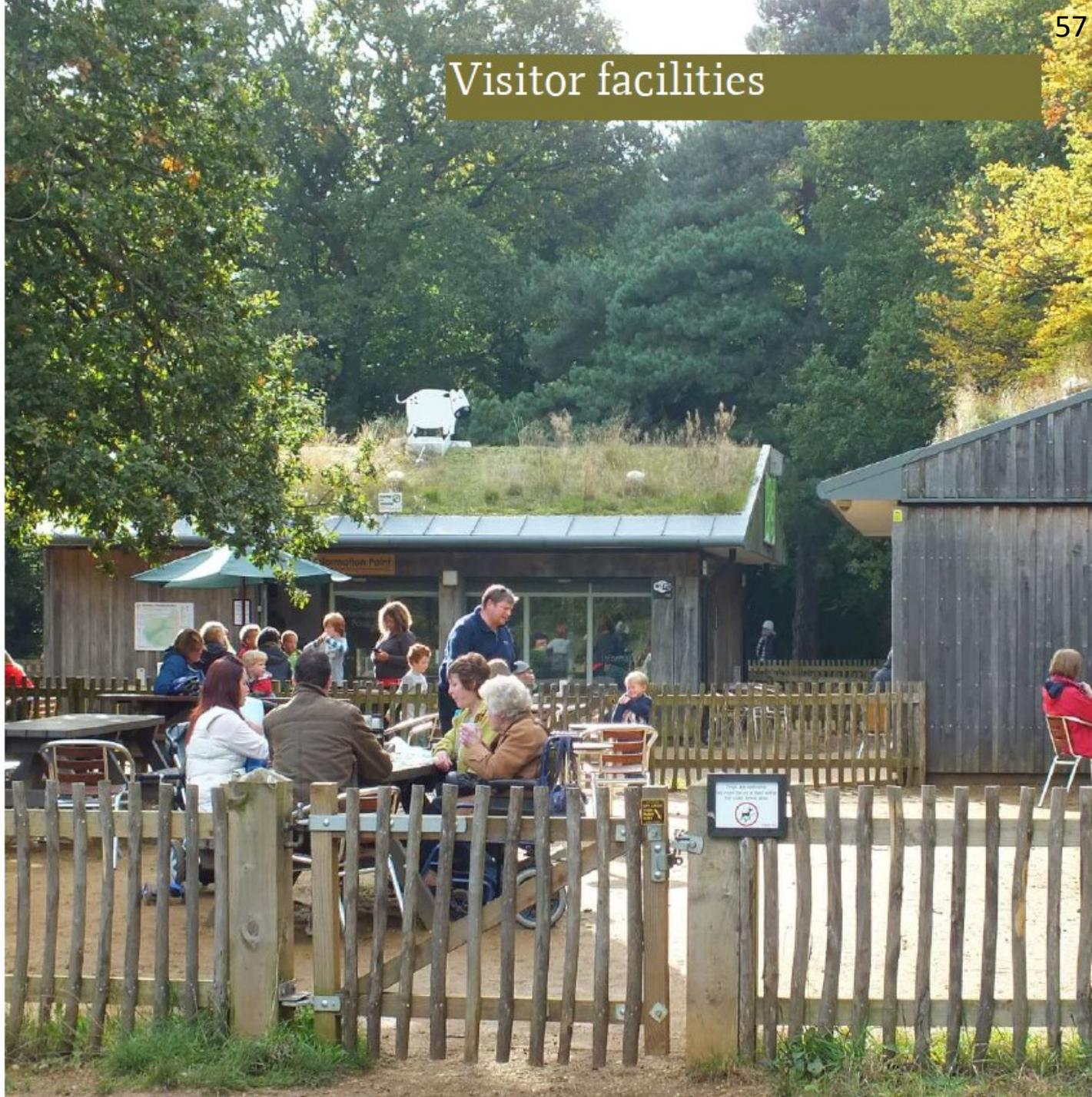
Objective 2

Most visitors come to the site via the car parks on Lord Mayors Drive where the main common and visitor facilities are. Since it's construction in 2007, the café area has proved a very popular place for many visitors: the buildings are owned by the City of London but the café business is private.

The Information Point was designed to be unstaffed and to make use of natural light. It is now over ten years old and we would like to refurbish it to make it more inviting and update the displays but this requires finances that are not currently available. We will continue to seek grants that will enable us to do this.

A major constraint to making changes is the nature reserve status of the Beeches. This means that we cannot expand the café area (e.g. to create a playground). Planning restrictions mean that we cannot enlarge the enclosed area (e.g. to provide indoor seating).

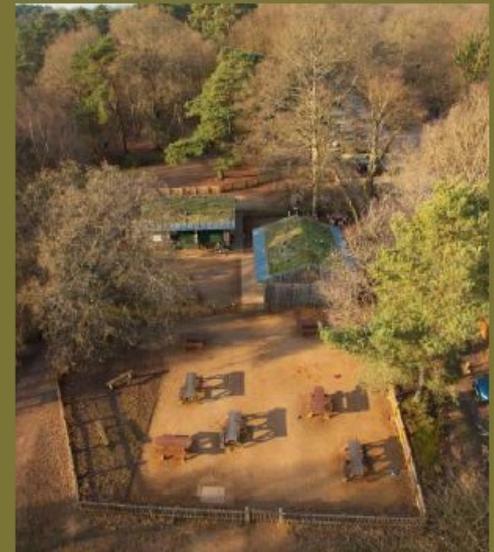
Visitor facilities



In the 2020 - 2030 plan, we propose to:

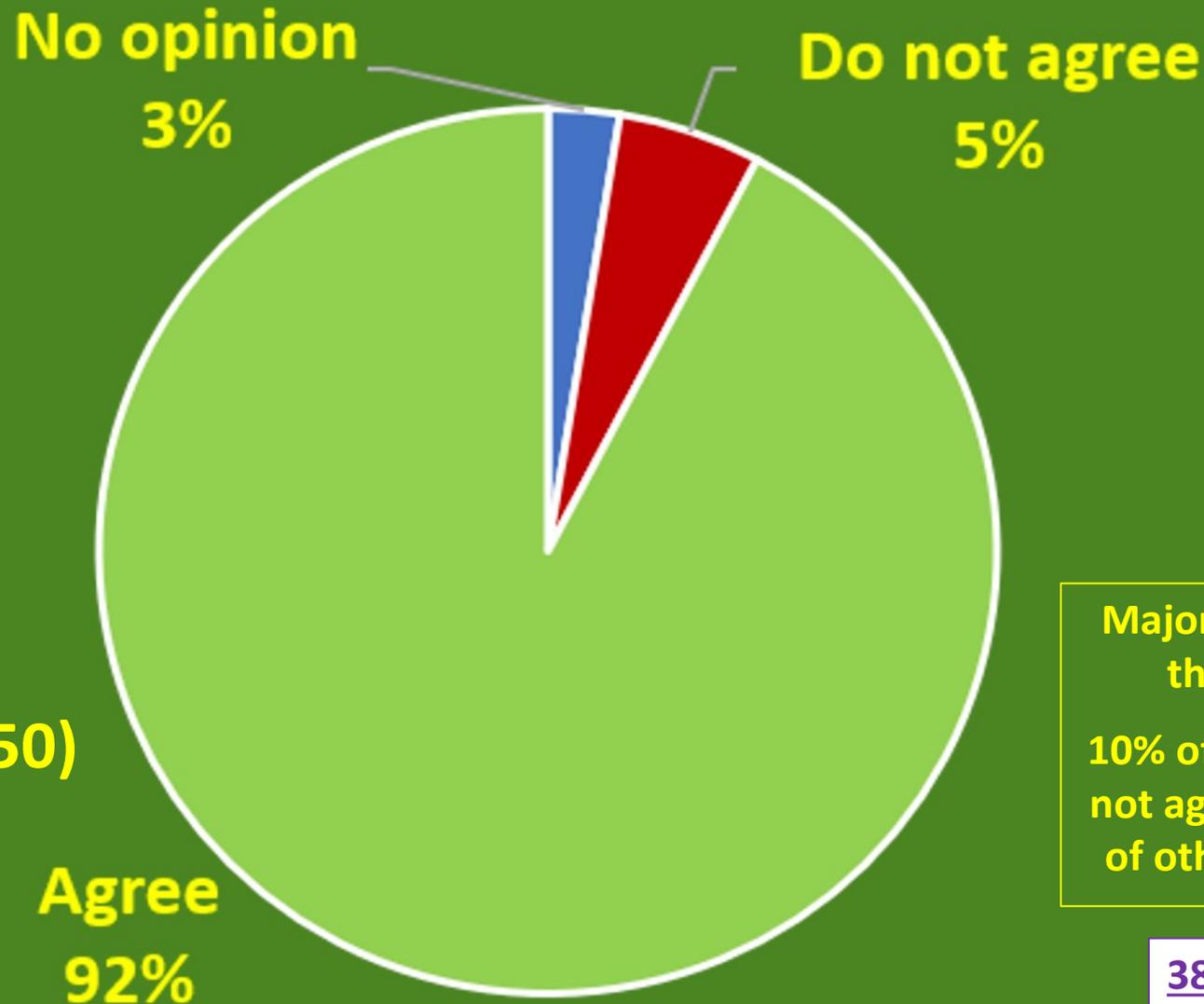
Objective 2

- Continue to provide an Information Point and toilet facilities during café opening hours.
- Explore options to update the Information Point.
- Support the café as needed.



Question 7:

Do you agree with our proposals to maintain the facilities for visitors?



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(n = 350)

Majority in favour of the proposals

10% of older group do not agree (cf up to 3% of other age groups)

[38 comments](#)

Litter and waste disposal

Objective 2

It costs £15,000 - £20,000 per year to provide and empty litter bins and to pick up rubbish left across the reserve. The bins will need replacing before 2030 at an estimated cost of £11,000. Any rubbish left by the bins is often spread by dogs, crows and other animals.

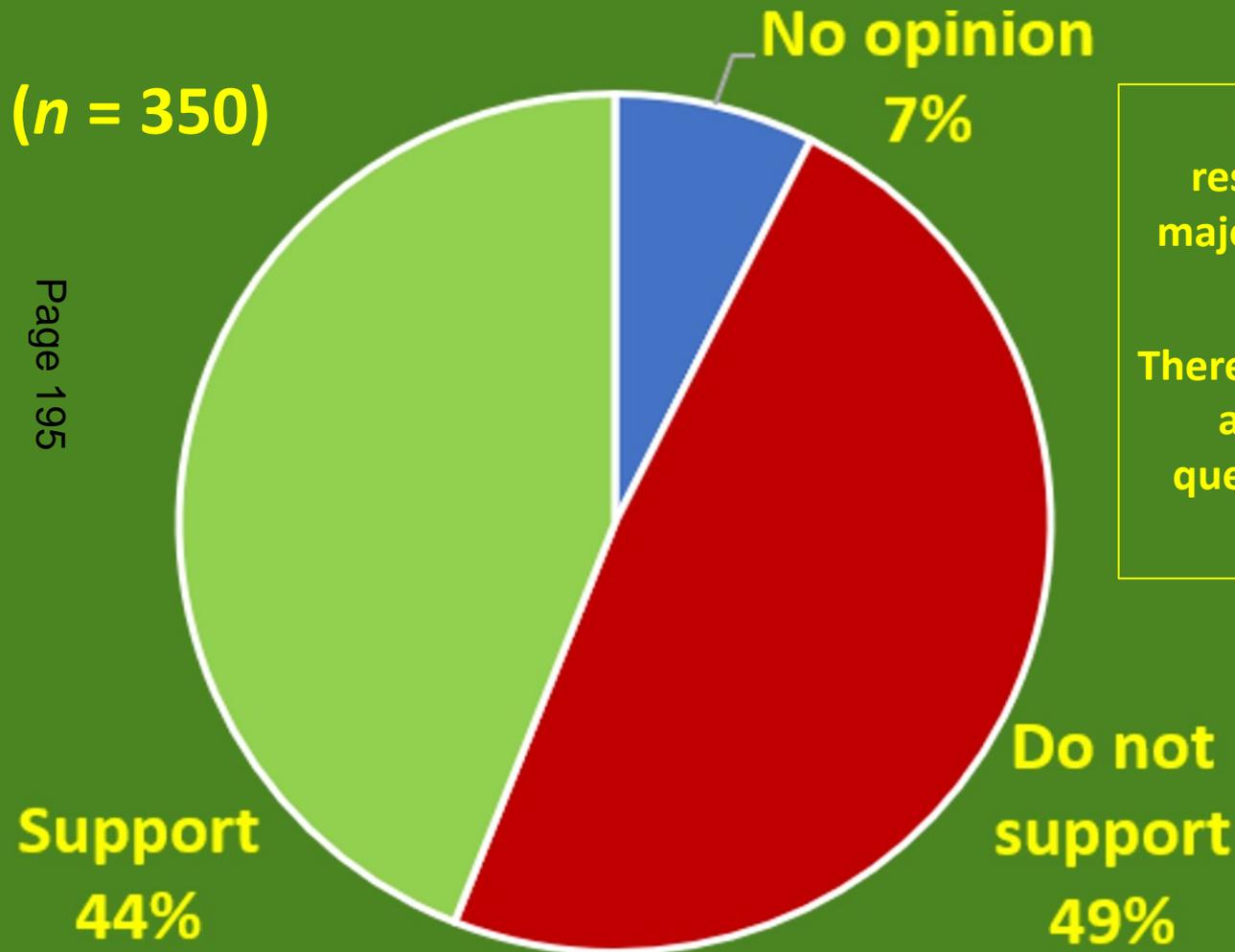
Many nature reserves have a 'no bins' policy, with visitors expected to take all their rubbish home. Bins would be essential where the café provides food and drink in containers that need to be disposed of/recycled, but if we were to remove bins from elsewhere on the reserve, the money saved could be spent on wildlife management, events or interpretation.



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Question 8:

Would you support the removal of most of the bins on the site so that the money saved can be spent on wildlife or interpretation?



Fairly even split of responses with a small majority against removing most of the bins

There were more comments associated with this question than any of the others

76 comments

Objective 2



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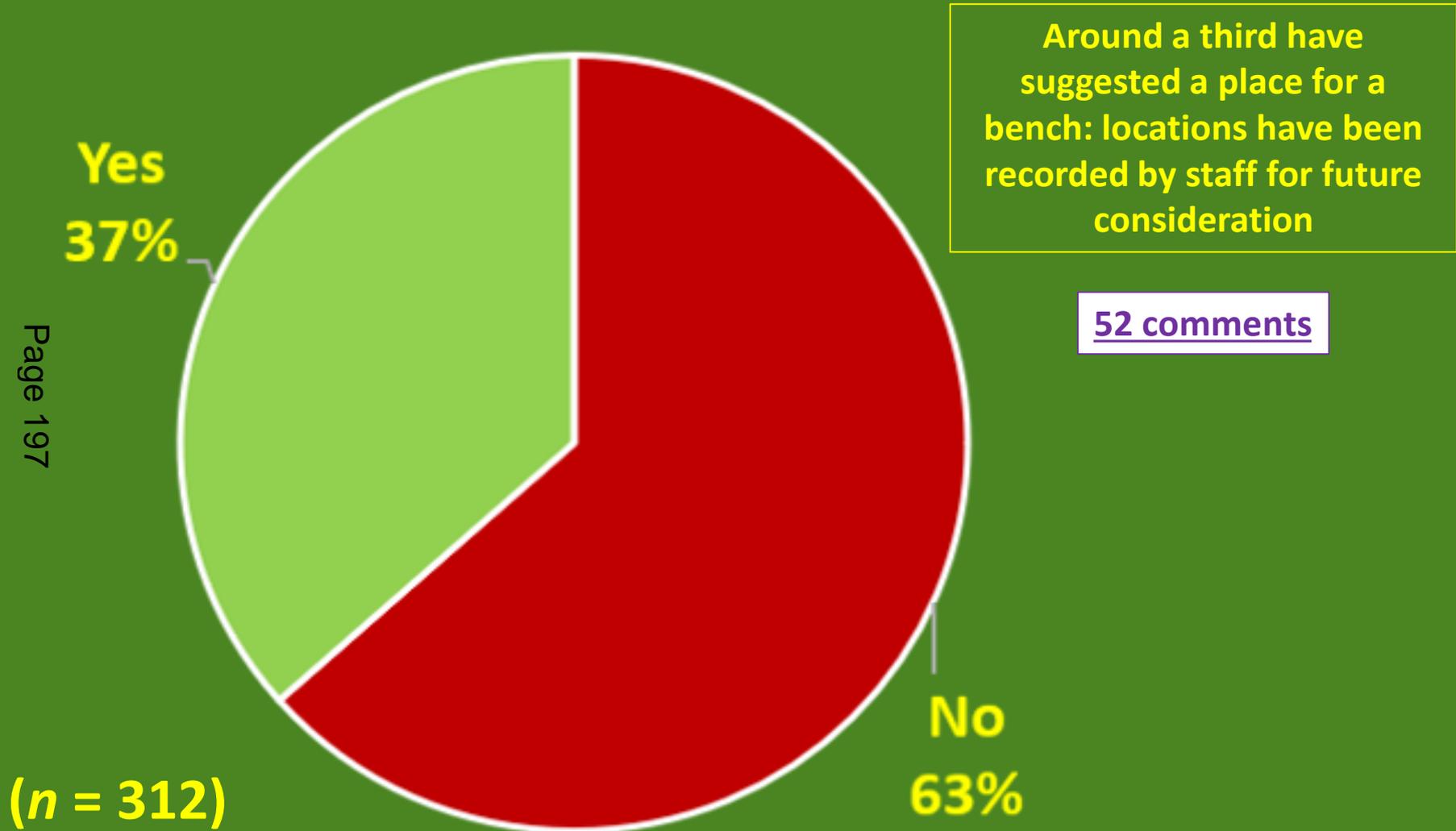
Accessibility

Our 'Easy Access' path network was created to help less able people to gain access deeper into the Beeches. We also have a 'Tramper' (off-road electric buggy) that can be borrowed for free during the week. A variety of benches are located around the reserve, some of which are designed to be more accessible to people with a disability.



Question 9:

Are there any places where you would like a simple bench?



Objective 2



Walks and events

With increasing pressures from climate change, population growth and development, green spaces are becoming more valuable, and more under pressure than ever. As an internationally important wildlife site as well as a place for recreation, it is essential that the recreational use of the Beeches is compatible with its status; 'low key' recreation such as walking or taking light exercise is fine.

While most visitors explore Burnham Beeches on their own or in small groups, Rangers organise a variety of events in the reserve to promote its wildlife, conservation and history. Additionally, a range of fact sheets is available from the Information Point and website to help visitors get the most from their visit.

We also help community groups with their events, such as the community picnics, and provide a fantastic natural learning resource for countless local schools and colleges each year.

We are currently working with the Beacons of the Past project to increase our understanding of Seven Ways Plain hillfort and improve the interpretation of it. One thing being explored is the use of technology to explain the site's history.



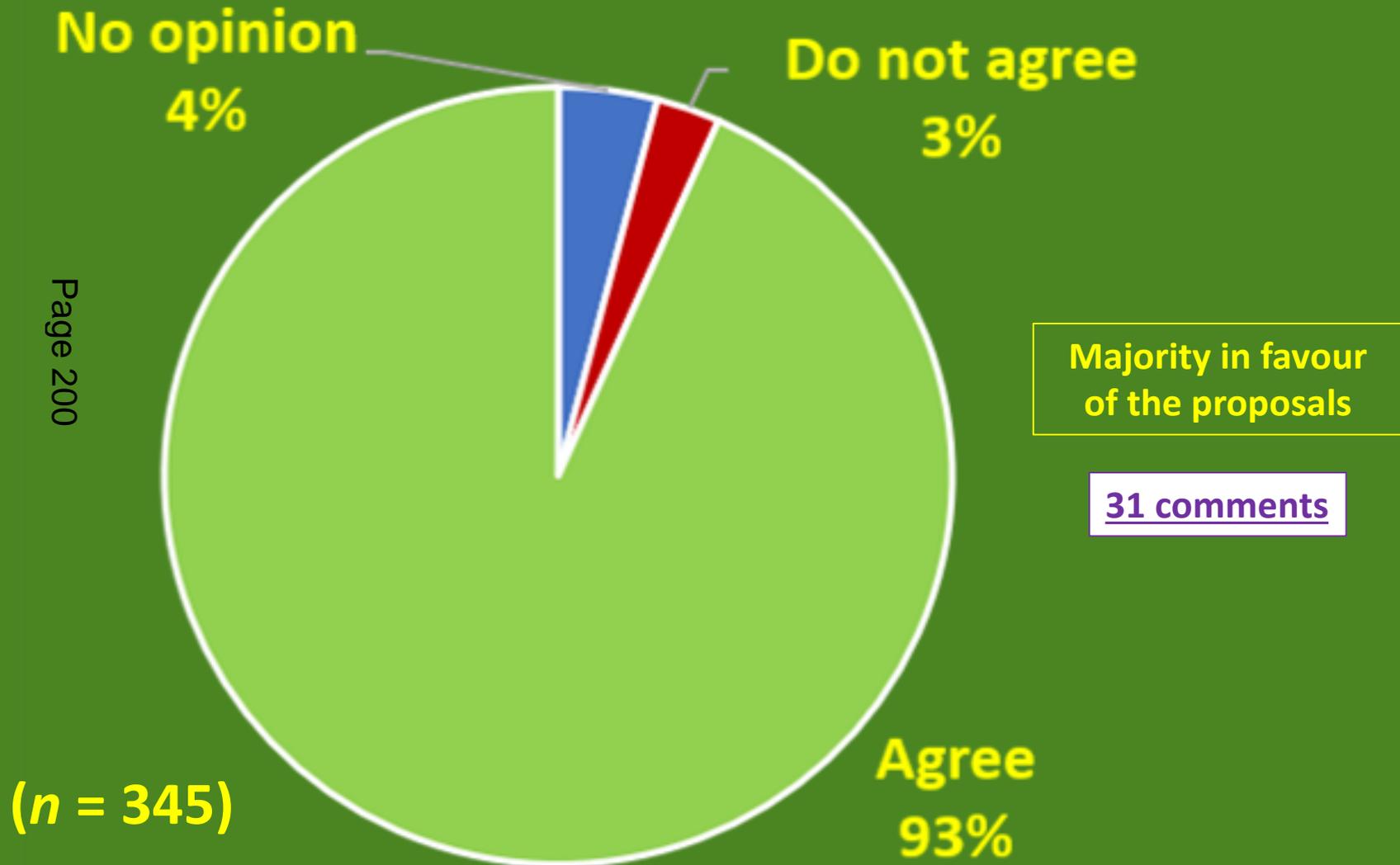


In the 2020 -
2030 plan, we
propose to:

- Continue promoting the features of the reserve by providing a range of walks, and small to large events.
- Work with the local community on suitable community events.
- Continue providing a range of maps, trails and fact sheets.
- Maintain our website and social media pages.
- Investigate the use of technology like virtual reality to help interpret the reserve.

Question 10:

Do you agree with our proposals to help people to enjoy the Beeches?



Walking your dog

The introduction of Dog Control Orders (DCOs) in 2014 and their subsequent conversion to Public Spaces Protection Orders (PSPOs) in 2017 has had very positive results for visitors and the reserve. Visitor numbers, the proportion of children and the number of school visits increased when DCOs were introduced and feedback has indicated that this is related to better dog behaviour. There is now far less dog mess because people are picking it up, and we see more deer and birds in the area where dogs must be on lead; comparisons made before and after the introduction of DCOs in our 'flag the poo' exercises have shown 97% less dog mess in on-lead areas and 70% less in off-lead areas.

Dogs off leads still have access to 90 hectares which is more than all three areas of Stoke Common put together and well above the recommended area for an average dog walk. Dogs are still welcome across the whole of the Beeches, they just need to be put on a lead in some areas. Additionally, we know that many dog walkers prefer to use the on-lead areas.

Objective 2



Walking your dog

Page 202



Objective 2



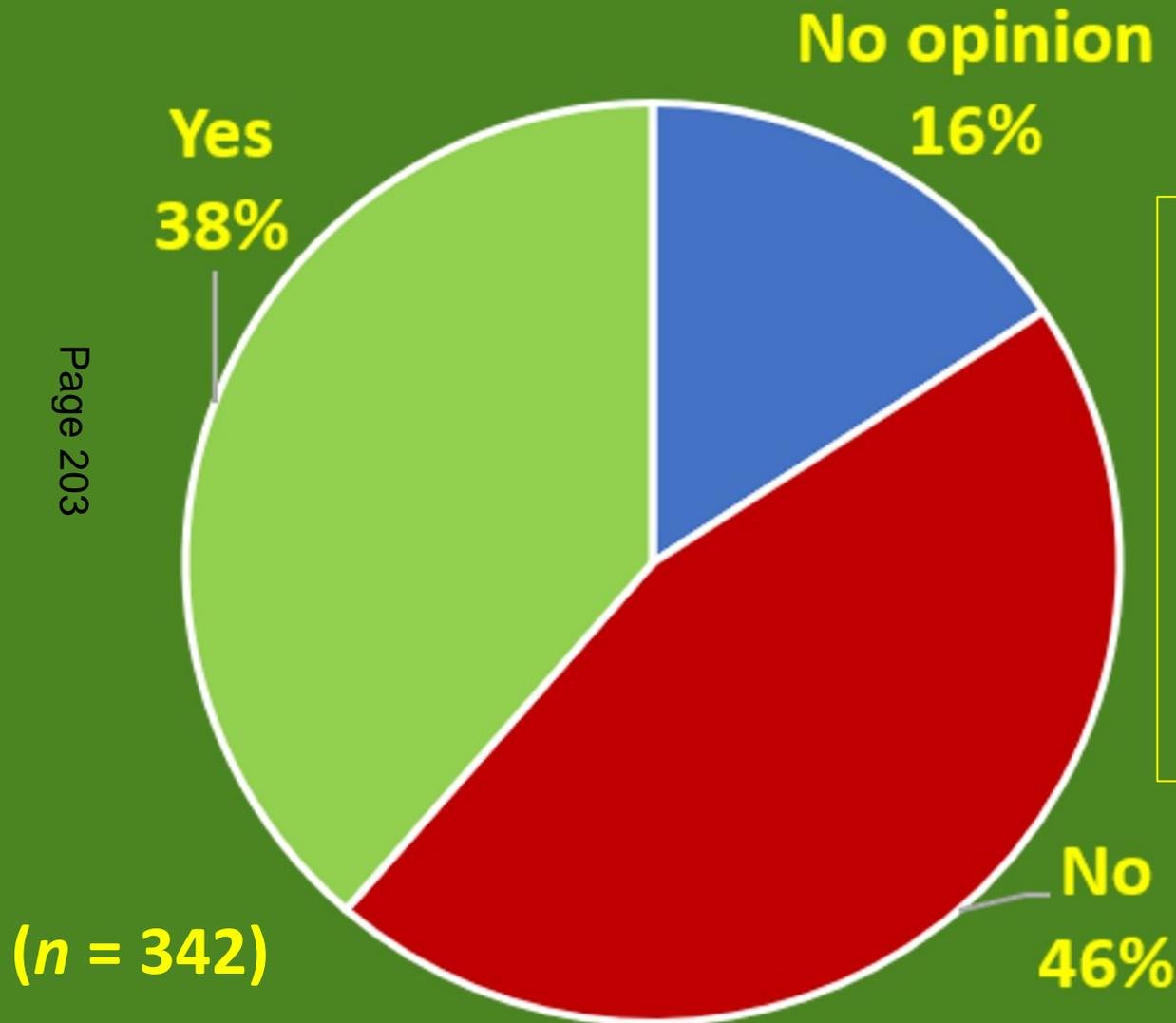
Visitors bring significant numbers of dogs to the reserve each year. They can act as 'top carnivores' and may cause considerable disturbance to wildlife, particularly in the area where dogs can be off-lead.

We currently have no plans to change the area where dogs must be on a lead, or to have dog free areas other than that around the café, but we would like your views.



Question 11:

Do you think we should have more areas where dogs must be on leads?



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Small majority against the proposal

Dog walkers 80% against; non-dog walkers 29% against

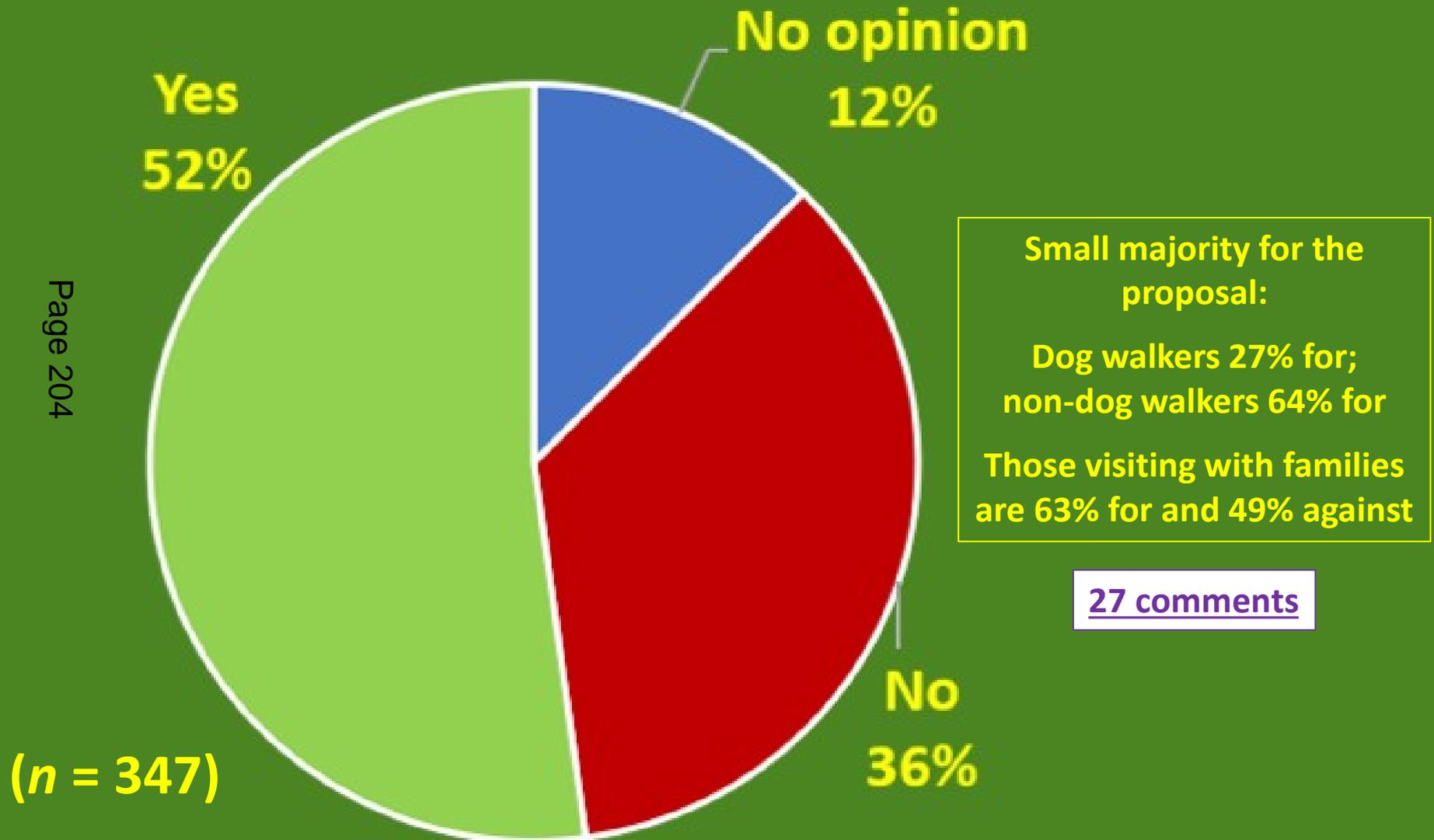
Females slightly less in favour than males

Those visiting alone are twice as likely to be against than for the proposal

[31 comments](#)

Question 12:

Do you think that, to protect the wildlife, there should be additional areas where dogs are not allowed?



Dog bags and bins

Under PSPOs, all dog walkers must clear up any faeces that their dog drops on the site. Currently we provide dog poo bags and also special bins where those faeces can be thrown away.

This service costs £1500 per year to provide dog bags and £5000 to empty the dog bins. This has a substantial impact on resources, and more than the cost of our annual ancient tree management programme. In addition, we will need to spend £6,000 - £8,000 in the next ten years on replacing bins.

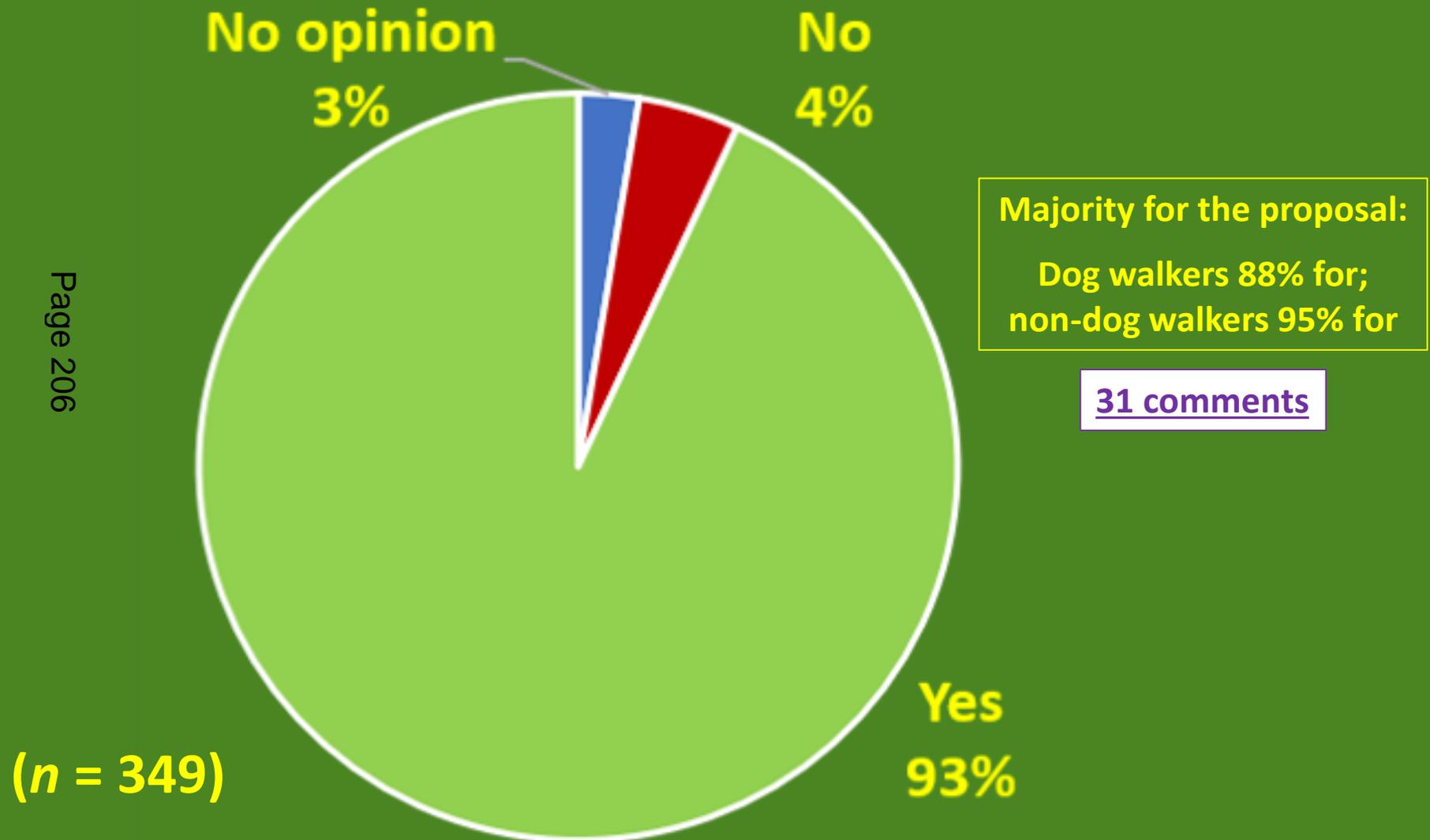
We have no immediate plans to stop providing bags or bins but we would like to know your opinion.

Objective 2



Question 13:

Is it a reasonable expectation that dog walkers should provide their own dog poo bags?



Question 14:

Should dog walkers be expected to take their dog poo home for disposal?

(n = 351)

No opinion

7%

Small majority for the proposal:

Dog walkers 32% for;
non-dog walkers 74% for

55 comments

Yes
51%

No
42%

Objective 2

The Rangers

The Burnham Beeches Rangers have many different roles including:

- Carrying out most of the habitat work, including skilled specialist work like management of the ancient trees.
- Looking after the livestock.
- Maintaining and mending paths, gates, fences benches etc.
- Mowing areas that are not grazed.
- Leading walks and organising events.
- Running the volunteer teams and practical community tasks with schools, scout and guide groups.
- Patrolling to ensure the security and safety of the reserve and its visitors.
- Managing filming.
- Opening and closing the site 365 days per year.

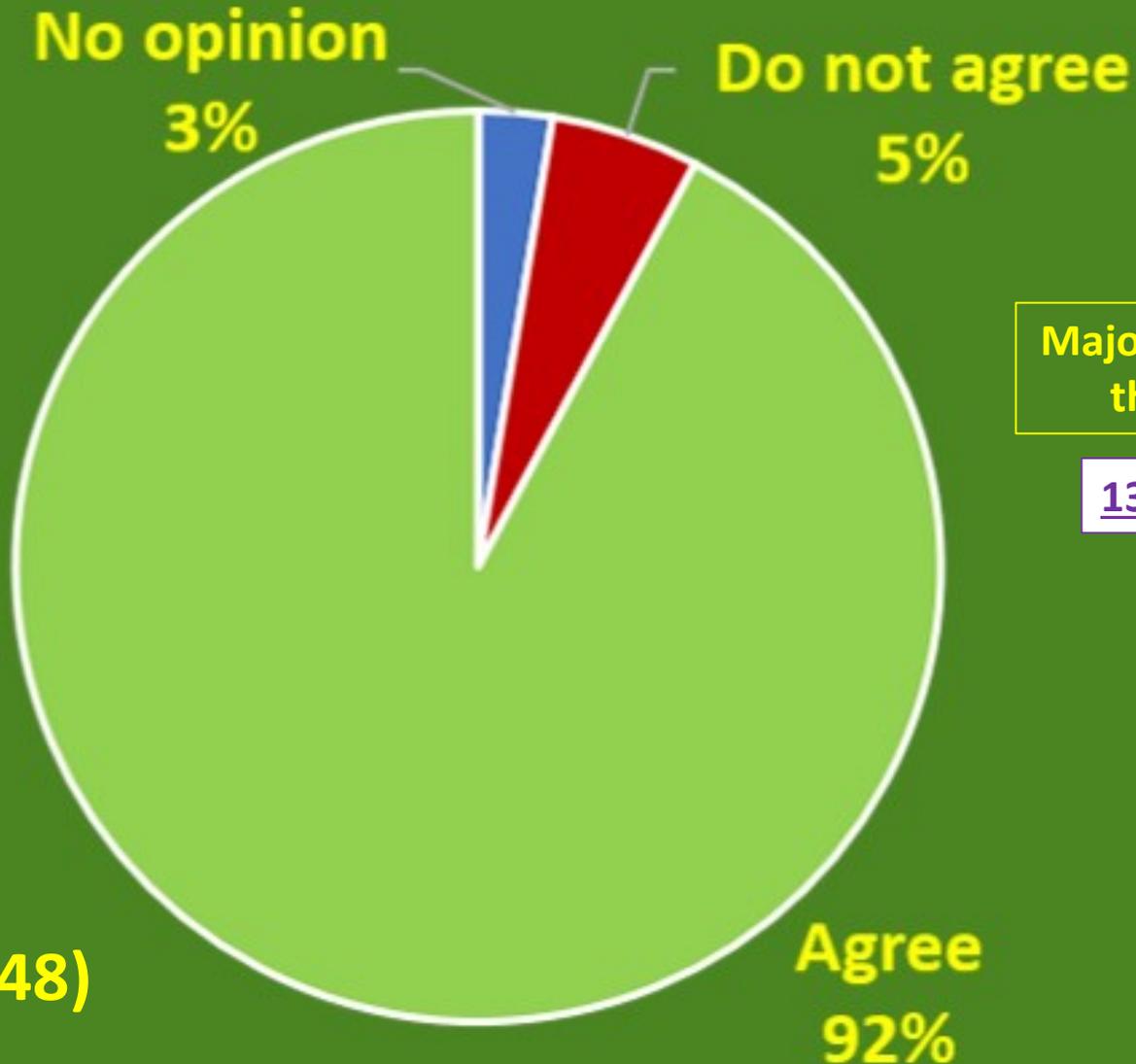
Perhaps the most important job is day-to-day contact with visitors. Although this is mostly positive, with most conversations helping people to enjoy their visit, sometimes the Rangers have to enforce PSPOs, car park charges or byelaw infringements such as fly-tipping, lighting fires or causing damage to the reserve.

We propose to continue to have a Ranger presence on the reserve for the next ten years.



Question 15:

Do you agree with our proposal to continue to have a Ranger presence on the reserve?



Majority agree with the proposal

13 comments

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(n = 348)

Volunteers

Objective 2



We are increasingly reliant on our regular volunteers: their collective hours provide the equivalent of five full-time members of staff each year. They help with practical work like scrub clearance and broken control and also with biological monitoring, checking the livestock, events, office administration and, in a less formal way, as 'eyes and ears' for the Rangers and litter picking.



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Objective 2

In the 2020 - 2030 plan, we would like to expand our volunteer roles. Suggestions so far include:

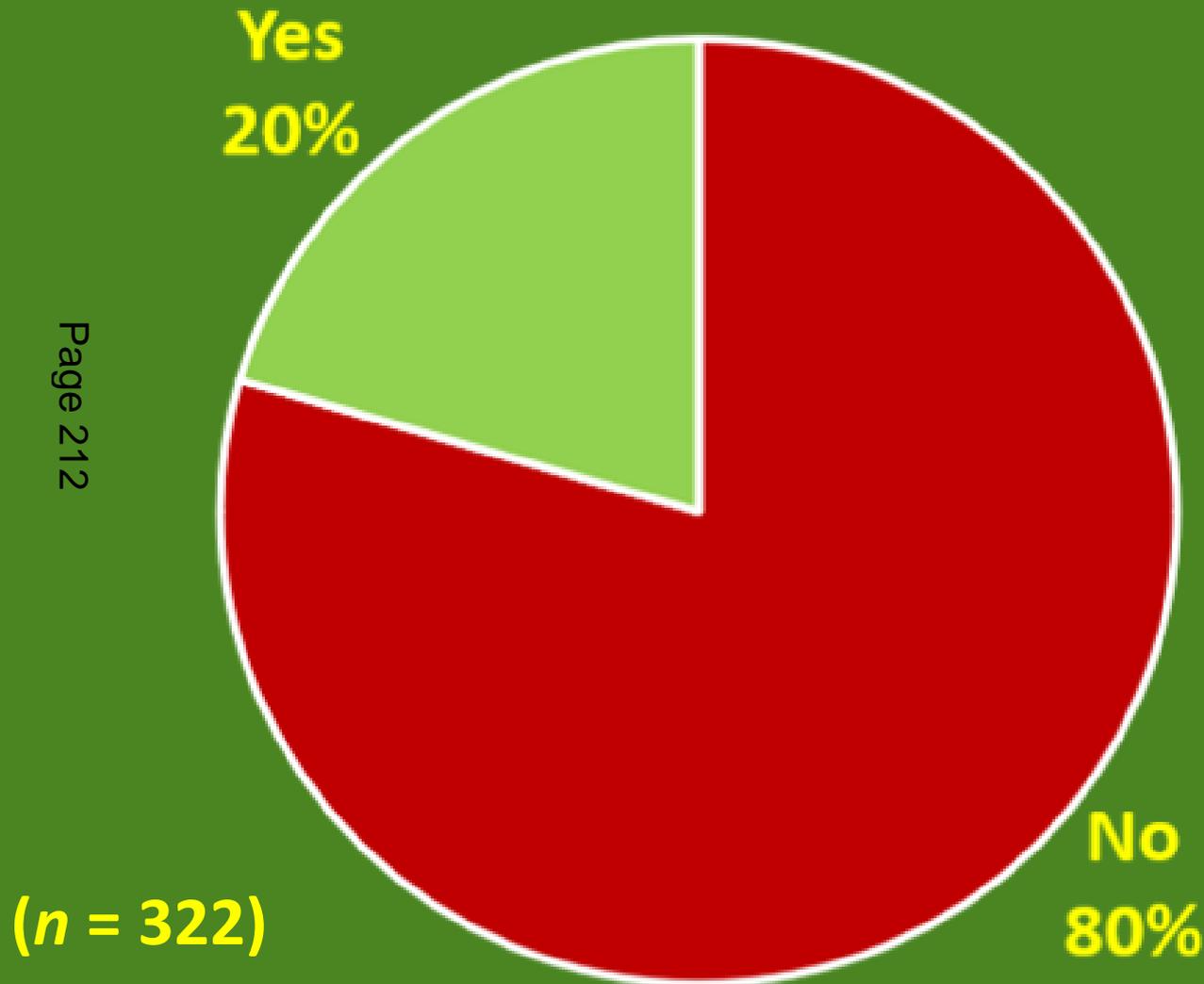
- Livestock lookers - to check the cows and ponies on a daily basis.
- Visitor ambassadors - to welcome visitors on weekends and bank holidays, help them find their way around the reserve and explain the very special nature of Burnham Beeches.
- Organising community events or projects on the Beeches.
- Helping to seek funding or sponsorship from local businesses.



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Question 16:

Would you like to help the reserve by joining the volunteers?



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Around one fifth are willing to become volunteers

Fewer females than males are willing to become volunteers

Under 16 year olds seem to be keen (although the numbers involved are low)

Details have been recorded for future engagement

[10 comments](#)



Burnham Beeches
& Stoke Common

Registered Charity

Objective 3

Estate assets and legal issues - to fulfil all legal obligations and to maintain estate structures in good condition.

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Questions relating to objective 3

Participants were asked for their opinions on the following topics:

17. [Funding.](#)

18. [Helping to protect the site.](#)

Funding

The amount of funding for the reserve is decreasing; we need to increase our income and/or cut services. So far we have reduced operating costs and have raised some additional income by introducing car park charges, charges for event licences and for the hire of our meeting room. However, the options for income generation are limited by the Beeches' status as a nature reserve - 'Go Ape' or other country park style diversification is not an option.



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Hiring the reserve as a film location can be a good source of income but it is unpredictable and, again, the nature reserve status of the Beeches means it is not suitable for some films: e.g. film makers are not allowed to film under the old trees and must keep away from their roots.

Objective 3



Funding

Objective 3

Our main options for dealing with the loss of funding are:

- Reduce some of the services we provide - e.g. hold fewer events, remove litter bins and/or dog bins.
- Reduce the quality of what we provide - e.g. less frequent repairs to paths and internal roads.
- Further raise income within the constraints of the nature reserve.



We have always had the option to charge for car parking daily (i.e. not just weekends and bank holidays as at present). Depending upon the outcome of our spending review, it is likely that we will need to start charging for parking every day.

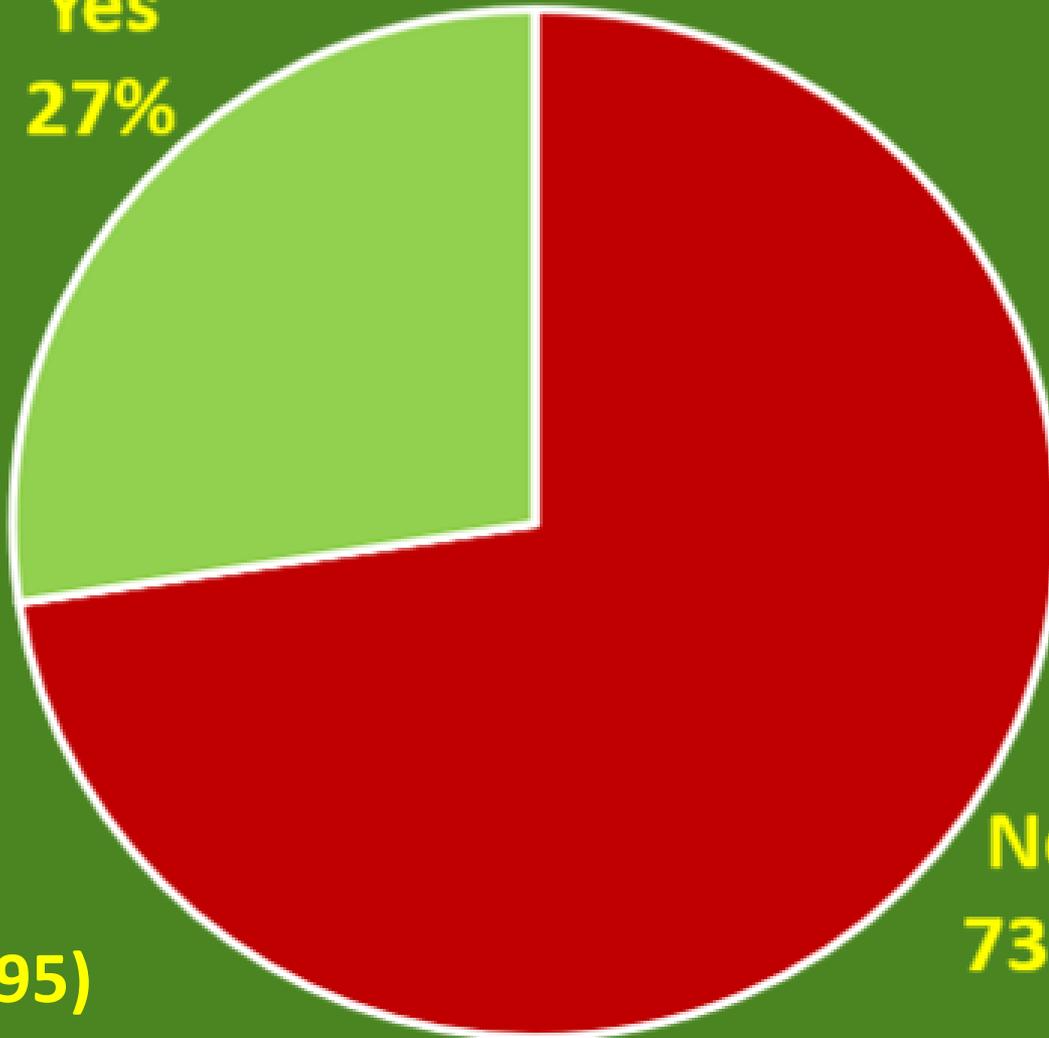
Although this may not be popular, the Beeches is still one of the cheapest open spaces to park at locally and is one of the few that currently doesn't charge daily. Any income would help pay for looking after the site.



Question 17:

Do you have any suggestions on how to help fund the work carried out at Burnham Beeches?

Yes
27%



Around a quarter have some funding ideas: suggestions have been recorded for future consideration

[82 comments](#)

Objective 3

We are mindful that some of our activities (like driving and mowing) are polluting and use non-renewable resources. Wherever possible, we aim to reduce our impact on the environment by:

- Using electric vehicles.
- Cycling or walking wherever possible.
- Having buildings with a low environmental impact - e.g. solar power, wood pellet boilers etc.
- Reducing mowing by increasing the grazing area.
- Increasing the amount of waste that is recycled.

Do you want to help the Beeches? You could:

- Walk or cycle to the site instead of driving.
- Minimise your impact by keeping to the main paths and not creating desire lines.
- Take all your rubbish (and dog waste) home with you.
- Park only in the car parks and not on verges in the surrounding countryside.



Reducing the impact of our work



Increased travel and movement of goods around the world is having a huge impact on our landscapes: unfortunately pests and diseases from outside our shores that have the potential to kill some of our most iconic species, have been introduced on imported goods. Ash dieback is devastating the countryside and there are diseases that have the potential to kill both oak and beech, should they reach Burnham Beeches.

We operate a 'biosecurity policy' for contractors and visitors from other sites; tools and boots are disinfected to reduce the risk of infection. You can help protect the Beeches by:

- Cleaning your boots between visits to other sites.
- Not bringing back plant material from other countries.
- Not bringing plants or dumping garden waste on the Beeches.
- Not releasing unwanted pets or other animals on the Beeches (e.g. goldfish, frogspawn, terrapins, trapped vermin etc.)
- Taking any food waste home with you.

Burnham Beeches - an asset for everyone

Objective 3

Having a nature reserve of the international stature and importance of Burnham Beeches on our doorsteps is a real, and rare, privilege. As well as being a refuge for rare and threatened wildlife, it is a place where people can escape the stresses of 21st century life. We recognise the importance of both aspects of the Beeches and want it to be at the heart of the local community, offering:

- Space to walk.
- Somewhere to 're-charge the batteries'.
- A place for children to learn about and experience wildlife, freedom and adventure.
- The sights sounds and smells of nature.
- Clean air.
- Improved mental health.
- A pleasant and attractive neighbourhood.
- Somewhere to relax and unwind, whether that's by: walking alone, with friends or a dog; cycling; running; horse-riding; picnicking; or simply sitting in the shade, enjoying the sounds and smells of the woodland.

Supporters badge

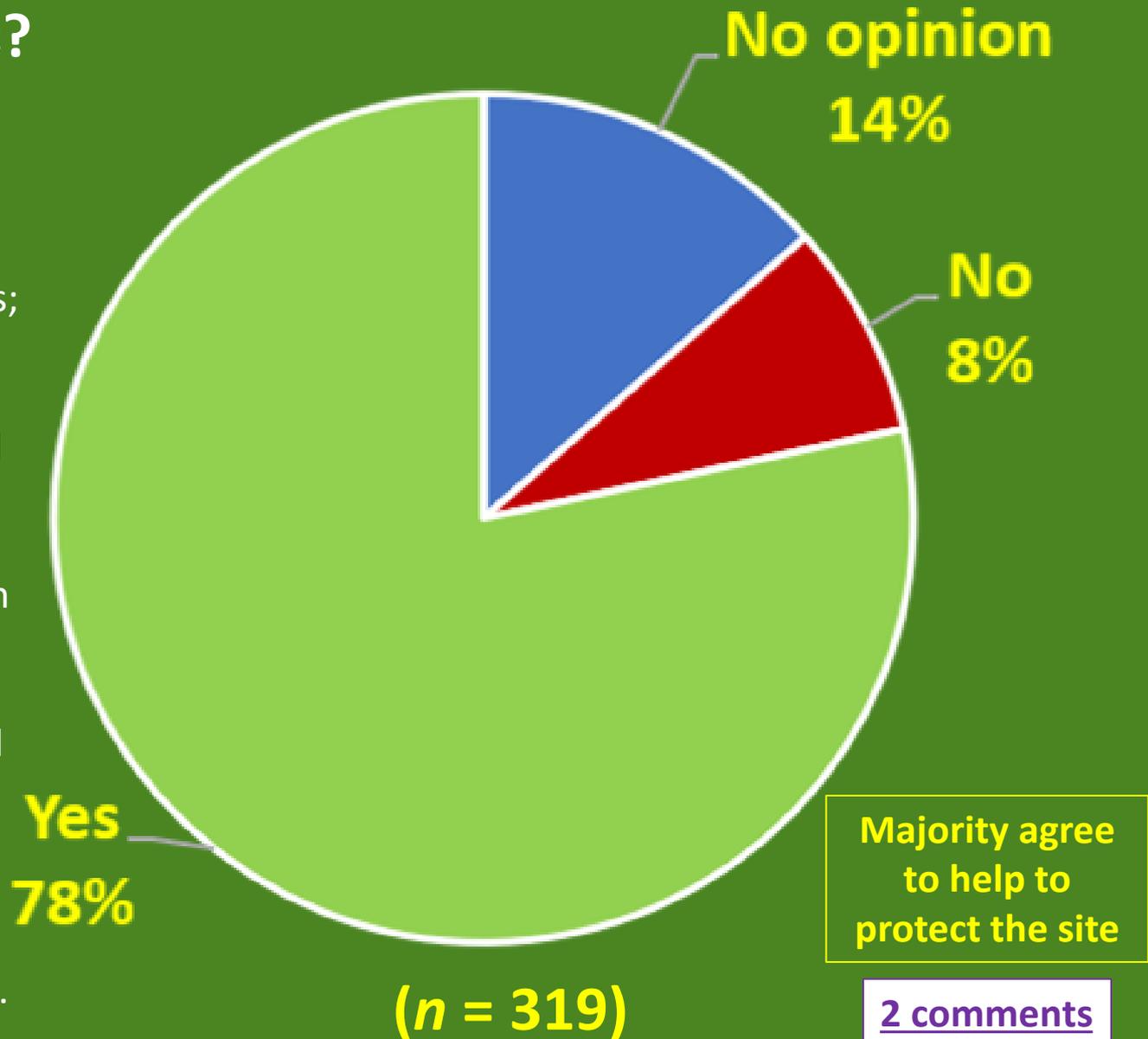
Our vision is for Burnham Beeches to be conserved and protected forever as a first class, sustainable, public open space and site of international conservation importance. We need your help to ensure visitor activities do not damage the site that we have all come to love. But, we also need financial support to ensure we can continue to manage the reserve in the best possible way; please ask one of the team about our annual supporters badge scheme.



Question 18:

Will you do one or more of the following to help protect Burnham Beeches?

- Walk or cycle to the Beeches instead of driving;
- stay on the main paths to avoid creating desire lines;
- take all your rubbish and dog waste home;
- only park in car parks and not on verges or neighbouring roads;
- clean your boots between visits to other sites;
- not bring back plant material from abroad and not dump garden rubbish on the reserve;
- try to reduce your environmental footprint by changing your lifestyle.



Our vision for Burnham Beeches in 2500 is:

Burnham Beeches, conserved and protected for ever, will be a first class, sustainable public open space and a site of international conservation importance.

Burnham Beeches, one part of a larger green landscape:

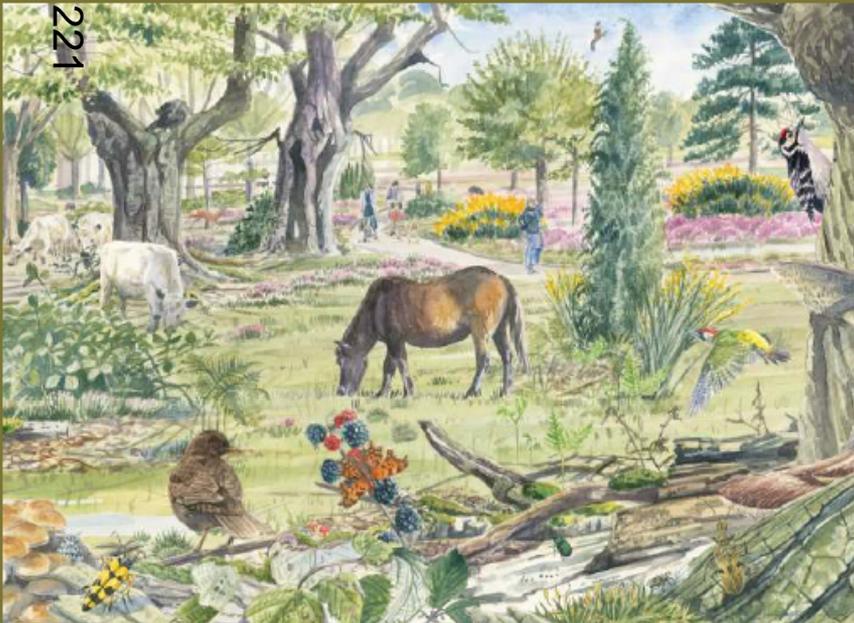
Burnham Beeches is part of a larger landscape, linked by a network of wildlife areas that encircle London and stretch across the country - maintained by organisations and communities that safeguard the environment. Harmful pollution is a thing of the past – all transport systems are sustainable. Quiet roads surround the Beeches, and other local green spaces, so that the local community can walk, cycle or ride safely.

Outstanding habitats maintained by grazing: Burnham Beeches is an attractive and varied landscape, rich in wildlife. It is an intricate mix of open woodland, heathy and grassy areas and dense woodland. Livestock graze across the reserve under pollarded trees of all ages. Neighbouring fields provide additional land when grazing numbers on-site need to be reduced. The wood pasture system has a high conservation value and may also be a sustainable source of fuel and food for the local community if this does not conflict with the needs of wildlife.

A local community working together :

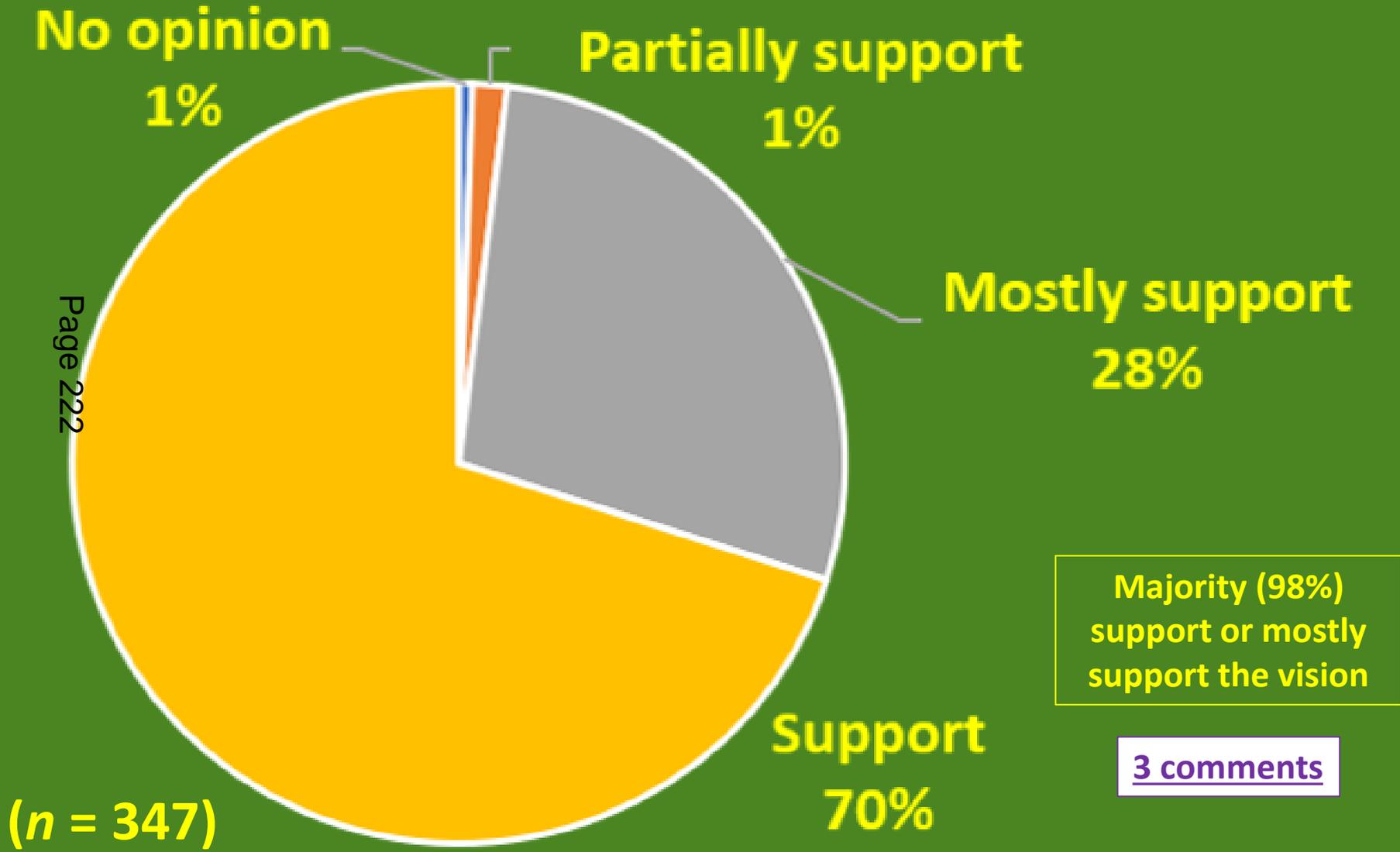
The local community are proud of the Beeches. Visitors work with the City of London to care for 'their' heritage ensuring that access is managed to ensure that people can enjoy the reserve without detracting from its natural character. The Beeches is a safe place for informal recreation and there are opportunities to learn about the past, present and planned future of the Beeches in a variety of different ways.

The future is secured: The Beeches is financially secure, renowned internationally for its work and good practice in conservation management. The site adapts appropriately to external influences such as climate change and continues to contribute to international debate and action on major ecological issues affecting the planet.



Question 19:

Do you support our vision for Burnham Beeches?



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(n = 347)

Question 20: Did we miss anything?

255 stated nothing missed / missing

2 requested car park charging be stopped

2 comments expressed enthusiasm for the site

1 comment targeted littering

1 comment targeted donations

Other comments were attributed to particular themes (including by those stating nothing missed / missing) and are covered under those specific questions

(n = 345)

Appendices – Participants comments

Comments are recorded as written

Those obtained on Saturday 26th October are indicated in **red**

Those obtained on Sunday 27th October are indicated in **blue**

Those obtained on Monday 28th October are indicated in **green**

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[Appendix – Reasons for overall opinion of the site](#)

[Appendix – Suggested improvements for the site](#)

[Appendix – Comments on participant opinions of management proposals](#)

Appendix – Reasons for overall opinion of the site

Comments are recorded as written

Those obtained on Saturday 26th October are indicated in **red**

Those obtained on Sunday 27th October are indicated in **blue**

Those obtained on Monday 28th October are indicated in **green**

1. Beautiful place for our daily dog walk
2. The ethos of the Beeches is excellent in the Beeches
3. Paths are well kept and managed.
4. It's a relaxed, friendly place.
5. We are so privileged to have this site locally and have it maintained in good condition.
6. Plenty of wide footpaths. Café at end of walk.
7. Beautiful trees and landscape
8. Very well preserved and maintained.
9. A natural place without artificial intrusion
10. Lovely café.
11. Used to love it. It has changed.
12. Lovely place to walk in all seasons and weathers.
13. Lovely place for dog walks
14. Great facilities, café, toilets and fantastic open spaces and woodlands.
15. Absolutely beautiful, well cared for by a great team, so appreciative being able to come here
16. A wonderful, beautiful open space on our doorstep.
17. An amazing resource for the district.
18. I love walking in the Beeches but would like to walk dog off lead in a larger area.
19. Lovely place to live and nice place to walk the dog.
20. Lovely environment. A peaceful place and interesting flora, fauna, cows and ponies.
21. Beautiful open space for children/dogs/families (I grew up in New Forrest)
22. More wild animals
23. beautiful, stunning landscape. Interesting nature.
24. Very beautiful colours in Autumn
25. Its great for the dog and family to come here.
26. Excellent
27. Clean fresh air, meet folk.
28. Very good under foot.
29. I have been coming here for 50 years and I Love every minute of it (relax)

continued...

Reasons for overall opinion of the site continued

30. Amazing atmosphere/Stunning scenery
31. Find it hard to navigate. Unclear marked paths
32. Because it is fun
33. I love this area in any weather
34. If BB didn't exist life in this part of the country would be intolerable
35. Beautiful natural space - perfect to escape or discover nature
36. Very important nature reserve.
37. A wonderful reserve, the owners/custodians clearly care for the Beeches . We love it here.
38. Its proximity to London and wonderful country feel
39. Lovely quiet place, loads of wildlife beautifully looked after.
40. A wonderful resource to have on the doorstep.
41. Also open - Rangers keeping an eye on dog walkers and naughty people.
42. Great place to visit and explore seeing the way the environment changes with the seasons.
43. I enjoy my time spent.
44. Local open space well looked after.
45. Very natural environment. Not overly managed. Deadwood left etc...
46. Such a lovely place to walk around.
47. Beeches managed very well to meet an extensive variety of needs.
48. Wonderful space for all to use. Been coming for over 40 years.
49. Pleasant walk see wildlife and enjoy surroundings. Take photos.
50. A place to get away from the grind of the daily commute to London. You can easily get away from crowds - even in the Beeches.
51. I walk for my own health and to walk my dog. I find the countryside v. important to me and my health.
52. Plenty of parking, clearly signposted. Good toilet facilities, Good selection of additional activities for visitors.
53. Beautiful scene all seasons. Many different walks, interesting sculptures
54. Unique
55. Ever changing scenery with the seasons.
56. Well kept/maintained
57. Well maintained
58. Delightful still environment nature at its best
59. Good walkways and paths, interesting feature.
60. Well managed, friendly staff, interesting walks and talks. Like the introduction of animals.
61. Good open space, good paths for buggy/bike/scooter.
62. Variety of trees and pasture etc.
63. Been coming since I was 5 and love it.

continued...

Reasons for overall opinion of the site continued

64. A wonderful natural area varied walks and lots to see.
65. It is a brilliant place
66. Beautiful particularly on a sunny autumn day
67. Great walks for dog. Beautiful in autumn
68. Nature at its best
69. Feels natural and safe
70. Love scenery, natural habitat
71. Delightful woods - well managed
72. Good amenity for the public
73. Lovely to have nature on our doorstep
74. To much management
75. A poo bin especially at Egypt entrance
76. Excellent facility, well managed love the introduction of cows, pigs and horses.
77. Great place for kids to explore and learn about nature. Great to see the changing seasons.
78. Map needs updating. Signage not great
79. Well maintained well
80. It is wonderful facility to have so near to our home
81. Plenty of open space but needs more cycling routes (traffic free)
82. Well maintained, clean, easy to navigate, coffee shop
83. Good walking routes for all abilities
84. Well kept - lots of space
85. Whenever we return to the UK we aim to Visit BB
86. Lovely walk rain or shine, winter or Summer
87. Enjoy countryside and managed environment
88. It is fantastic place for walking in all seasons. Wonderful trees.
89. A pleasure to visit
90. Beautiful natural woodlands
91. A wonderful place to reflect be left alone or meet with friends, pathways and ponds are great
92. Lovely to have open space free for all and for dog walking
93. wonderful to have such a beautiful place on our doorstep
94. Good paths and trees
95. Lots of walks that we can take the dog
96. Well managed
97. Beautiful and untouched

continued...

Reasons for overall opinion of the site continued

98. Relaxing
99. Well managed. Explanation on management clear and precise
100. Great photography
101. Very good under foot.
102. Looks like minimal Mgmt. but recognise a lot is being done in a focused way.
103. Beeches are extremely well maintained and a pleasure to work here
104. Well run overall but dog restrictions need rethinking
105. We are lucky to have Beeches so close to us and its beauty place to be.
106. Lovely place to come for a walk
107. Nice balance of nature vs accessibility
108. Well kept and nice walks
109. Unspoilt/balance of livestock and natural habitat
110. Great place to get out in the country
111. Nice well maintained walks not weather dependant
112. We love it the kids love the animals and birds, paths for walking scooting the café
113. Because there is always a part which you haven't seen
114. Always clean, tidy just a lovely place to walk
115. Wonderful to be in nature and to have a drink/eat after our walks. We so missed the café.
116. We love our Beeches also lucky to live nearby
117. Enjoy the ancient trees
118. Wonderful natural environment
119. Fantastic area to walk, run and explore
120. Lovely place to walk in and have cup of tea. Would be great to have more sheltered area to drink tea.
121. Not all dog friendly. Poor café facilities and long queues.
122. Well managed but too many people and card. Café claims to be eco friendly but sells packaged food that is not properly recyclable
123. Love the beech trees and friendliness of fellow walkers. Well maintained paths.
124. Great local resource
125. Because it is natural and there isn't technology
126. Very well run focus on environmental protection not profits
127. Convenient just to walk to loads of wildlife to see
128. Photography, I feel privileged to have access to this wonderful natural habitat on my doorstep.
129. I haven't visited in 20 years will definitely be visiting more frequently now. Lovely morning.
130. Lovely area of natural beauty
131. Photography, Great place to take pictures. Unspoilt woodland. Nice café.

continued...

Reasons for overall opinion of the site continued

132. Photography, an amazing array of trees - great walks nice café
133. Its just lovely right on the doorstep
134. Lovely facility in heart of village
135. Does not like all the dog restrictions on the lead
136. Tranquil, beautiful setting
137. Woodland habitats, Woodland walks for kids
138. It is very good because you can do lots of activities
139. Well maintained. Large area of green space.
140. Lovely place to walk no litter
141. There's lots of stuff to do
142. Conservation, nice place to walk and explore. Good for the soul.
143. Lots of mature great for the dogs
144. Wonderful woods and wildlife
145. Outdoor well maintained safe coffee shop
146. Beautiful wood and on our doorstep
147. Lots of variation of habitat big enough to get away from the crowds
148. Lovely variety of vistas and walks.
149. Lovely place to walk
150. provides enough time for walking and facilities
151. Lovely quiet place for a walk in the woods.
152. Usually like a well cared for, natural environment, close to our family home.
153. It is wild and natural. There is a café to have a drink. Parking is free during the week.
154. It is an amazing space
155. I love the variety of scenery - it is beautiful of at any time of the year.
156. Always a delight to walk through in all seasons
157. Very near to home so easy to access. Great for families safe environment and good wildlife hunting.
158. Good open spaces help to clear your head on a nice pleasant walk.
159. Burnham Beeches is a great place to relax, walk and have fun.
160. Beautiful place, it would be better if it had an eco-friendly play area.
161. Some very nice quiet walks parking charges at weekend but it's a bit off
162. Clean, lots to see, free space for kids
163. Lovely place to stroll through. Ideal for wearing out young children.
164. It's a magic place
165. Best in autumn, beautiful trees

continued...

Reasons for overall opinion of the site continued

166. Good but there are facilities needing improvement - Public toilets and café
167. Not very busy in terms of people and dogs. Strong conservation ethic.
168. An incredibly important site biologically with many pressures/challenges which CoL work well to provide balance and accommodate.
169. I like that you have the freedom to do what you want
170. Always clean and tidy good facilities. Good for riding horses off road.
171. Nice natural open space
172. Fabulous woodland park that we all love - Especially the kids.
173. Well kept, peaceful, diverse areas/woodland and open space.
174. A wonderful place to walk with a mix of environment - also close to our home.
175. Excellent for cutting edge conservation techniques but over visited by public. I'm concerned about negative effect of public pressure on key features.
176. Lovely large site with variety of different views, different trees, open spaces and water, wildlife habitats.
177. Well kept, no litter and lots of nature
178. A pleasure for mind and body
179. It's a lovely place but very easy to get lost due to sparse/poor signage
180. Enjoyable area to walk with several places of interest
181. It's very useful as we live so close. It is beautiful
182. My enjoyment of the Beeches has been reduced since dogs were required to be on leads on 60% of the site.
183. A beautiful place for walking
184. Good place for a stroll. Not too busy
185. Great place to exercise the dogs and me
186. I love the autumn leaves. Great place for walking and being at one with nature.
187. I find BB a very peaceful place to walking all weathers and the café and toilets are very good and always clean
188. Be kinder to well behaved dogs.
189. Lovely to have somewhere like this to see the lovely nature.
190. Well kept - good balance of event
191. Awesome
192. Good environment
193. Used to be more dog friendly. The dog off the lead area is not where the poo bins are.
194. So many opportunities for exercise learning and general well being, such an important site for conservation
195. Generally the woods are well maintained and a pleasant place to walk
196. Delightful, very colourful, Especially this autumn
197. Like it
198. Hostile attitude to dog walkers. Unnecessary restricted off lead areas. Unfriendly staff, poor upkeep of the oldest trees.
199. Love the trees and great exercise
200. Lovely park, livestock nice

Reasons for overall opinion of the site continued

201. Well maintained. Feels safe environment
202. Brilliant place and good for kids
203. Its stunning and beautifully maintained
204. Pleasant walk, fresh air
205. Nice walk with a cuppa at the end
206. We have always found it very pleasant and the facilities are always well maintained
207. Lots of areas to explore, good for dogs and good café Well looked after
208. Peaceful, wooded relaxing and good toilets, refreshments
208. Fabulous area, just amazing varied and quiet
209. Lovely environment for dog walking
210. Beautiful place
211. I have been coming here for over 70 years and have always enjoyed the environment and staff.
212. Its my local wood. I love it.
213. We and dog love it here
214. Peace tranquillity general, love the nature and facilities
215. Always feels good in the woods
216. Very well looked after and a bit of peace away from hub bub
217. Amazing place which I feel lucky to have practically on my doorstep
218. Beautiful and well maintained woodlands
219. Beautiful and peaceful
220. Been coming here for 40 years an oasis within easy reach
221. Poor provision for dog walkers excluded from parts of the Beeches
222. Peaceful ever changing with the seasons
223. We love coming to explore and climb and we like the ducks on the pond and the animals
224. Feel lucky to be on doorstep. Easy access path. green haven amongst development
225. Lovely natural wooded area, well preserved and easy access
226. Unspoilt, Beautiful and natural
227. Nice place to walk the dog
228. It's a wonderful place. We love seeing the changes through the year. Especially like looking and photographing fungi`
229. Loads of nature for kids to experience and frog spawn
230. Its very peaceful and because its lovely and green
231. Unspoilt and beautiful
232. Clean and beautiful, accessible always something new to see
233. Photography, Nice Woods

continued...

Reasons for overall opinion of the site continued

234. A beautiful location and I am so lucky to experience this on my doorstep.
235. Open space, clean air, rubbish free
236. Appears untidy when felled trees are left to rot
237. Beautiful surrounding, peaceful, well maintained, we are so lucky to have BB on our doorstep
238. Very fortunate to have the area so close and upkeep ongoing so always room for improvement
239. Photography and good fun
240. A beautiful area to spend time any season and much appreciated. Love the animals.
241. Well maintained
242. Think more areas should be open To dogs off leads
243. Parts of site have to walk on lead
244. A great open space
245. Great area for all dogs
246. Lovely place to walk dog. Peaceful, Feeling of safety
247. Varied countryside. Good walks.
248. My fave is Virginia Waters Lake.
249. Seems silly come several times a year. It is a varied and magnificent ancient woodland - magical.
250. Beautiful atmosphere. Quiet uncrowded walkways, interesting growth and wildlife
251. Very well looked after
252. Quiet clean, well maintained, animals, the hut for a drink
253. Permitted dog areas
254. Clear tracks and roads to walk on. Lots of wildlife to see.
255. It is a unique and beautiful green space
256. Lovely areas to walk - Poo bags and bins provided. Gated areas.
257. So peaceful and natural
258. Lovely place to walk and enjoy the peace and quiet.
259. Volunteer here and think it is very well kept.
260. Lovely walks for children, clear paths to follow.
261. It is a beautiful place, very well managed. There is so much to see especially away from the common and the car park.
262. Very safe, lovely scenery and wildlife
263. It's great for the bio-diversity. Sustainability of wildlife.
264. Beautiful nature. Wildlife kept in natural state.

Appendix – Suggested improvements for the site

Comments are recorded as written

Those obtained on Saturday 26th October are indicated in **red**

Those obtained on Sunday 27th October are indicated in **blue**

Those obtained on Monday 28th October are indicated in **green**

1. Have covered area in the dog area for the café. So when it rains you can enjoy your coffee in the dry like the non-doggy people.
2. Reduce area where dogs have to be on a lead
3. A new tramper for the disabled
4. Poo bins in off lead area, apart from the main common
5. Please keep the East Common clear of cows. Lets have one area of kids and families to play and picnic without wadding through cow dung.
6. I am not convinced that the plan adequately explains the impact of climate change. A point may be reached when the existing site can no longer be maintained from discussion I understand that the existing mix can be varied to assist in the longer life.
7. Car park should be cheaper £3 for 90 mins too expensive for walk in nature. Should be cheaper to encourage people to get outside.
8. Playground
9. People picking up their dog poo please!
10. Nothing comes to mind.
11. As is, is fine.
12. As above, Maybe have lead walking at restrictive hours or months.
13. I think people should get involved with volunteer tasks like me.
14. Possibly put some poo bins at other locations in the woods.
15. More children activities
16. Clear the ponds.
17. Maps with recommended good paths and viewpoint.
18. Mark paths better allow phone or card parking
19. Kids trial
20. No other than remove inconsiderate dog owners.
21. More nature information, e.g. what to expect / look for at different times.
22. More cycle paths and less dog poop.
23. Make dogs wear nappies and take the poo home.
24. More cycle paths or segregated roads for cyclist/walking. More fish in the ponds
25. A lovely Café that could become a destination and maybe help with funding. Parking that can be paid with phone. Ann additional shout out you were, your are, different ecological feature, important facts, etc..
26. Extra dog poo bags. Too many owners just dump poo bags anywhere. One rotting tree contains dozens of bags probably left by the same person.
27. Just remind dog users to clear up as needed. Car parking machines that work. Always broken.

continued...

Suggested improvements for the site continued

28. More access for dogs off lead
29. Additional structure support for ancient /vulnerable trees clearing ponds of silt.
30. More pigs, enforcement for dogs on leads and dog doo
31. Drinking water filling stations
32. More wild flowers and bulbs (native) Support vulnerable trees (stakes and supports, Dredge ponds, more dog mess bins.
33. No existing state is great
34. The way it is, is fine. Need more control of dogs on leads.
35. Continue with policy of opening up the beeches. More invasive plants.
36. More play areas, den building, activity trail.
37. Better trail signage (discreet & tasteful) or better map suitable for first timers. Friends get lost sometimes if unaccompanied.
38. A few more signposts (directions)
39. I just watch it evolve
40. It would be lovely to see it tidier - ponds cleared out etc
41. Bring back the pigs. I love seeing them.
42. More seating benches along walks. Possibly more latrines
43. Stop trying to commercialise it
44. Continual management of non native species.
45. No putting cows grazing in the only area dogs should be allowed off lead.
46. More covered/Indoor café area
47. Maybe fallen trees could be cut into logs and sold off for revenue.
48. Like the idea of foraging walks. Guided walks once a month to explore flora and fauna.
49. Plant more trees to replace those destroyed
50. One or Two minor paths e.g. in new coppice could be posted perhaps in a couple of places to help follow path
51. I reckon you already do very well
52. More cattle horses - restore ponds
53. Not sure how but toilets on opposite side of wood from Café
54. Put fish in the river. Grow more trees. Put another lake in and deeper.
55. Have fish pond. Children's activities
56. Improve ageing footpaths. Keep dogs on leads where specified
57. Not that I am currently aware of
58. Roads around the Beeches reduce speed, ban large vehicles.
59. Would be nice to have more cycle routes
60. More conservation areas and explanations.
61. Some dog walkers do not clean the mess afterwards. It would be nice if they do so. Perhaps more notices would help.

continued...

Suggested improvements for the site continued

62. Have dogs on lead in busy areas and at busy times off lead in quiet areas and quiet times.
63. Yes the dogs without the leads are not good as little grandchildren get scared when dogs suddenly jump on them.
64. More efficient prosecution of individuals litter / fly tipping
65. Lack of a play area for children without dogs.
66. We love a natural world structured climbing/playground/Exploration area where they could balance climb, jump and explore without any spiky surprises.`
67. Pleased the dog issue/mess is much better. Not so much treading in dogs mess.
68. Carry on its great
69. More places to lock your bike
70. Area shelter to have tea from rain and wind near tea house.
71. More off lead areas - with terrain shelter at café. Better service at café.
72. More dog control
73. Keep as natural as possible encourage original purpose attract kindness
74. Do more to stop people picking mushrooms. Today some areas off-track looked very foot trampled
75. Add a farm please and an adventure to play in
76. Nice - Perfect as it is.
77. Please allow to make parking payments with debit card.
78. Lower hourly rate car park
79. Heritage boards telling the history of the site/include filming
80. Fine walking more cycle paths
81. Better maps for all the different routes. Got lost a few times when I first started coming
82. Add sign posts/maps
83. Picnic
84. More trees
85. A child friendly visitors centre that continually changes during seasons
86. Improve the car park with marked bays and entrance/exits in each bit. Also machines need to accept cards not just cash.
87. The parking is too expensive for a couple of hours visit.
88. Re-open the car park at the far end that has been closed. This allows different walks to be undertaken by those who can't walk all that far.
89. The café should have teapots. Keep free parking.
90. Make cycling around in a loop more accessible. E.g., access along and up to Lord Mayors drive.
91. Bigger café with indoor seating for winter and soft play area for children - this will bring more income.
92. More animals roaming free please bring back pigs and sheep.
93. Eco friendly play area or trim trail and toilets open before 10aM
94. It would be nice if it had a bit more colour. Perhaps some information on trees and history.

Suggested improvements for the site continued

95. Putting in a wooden play area for kids
96. Enlarge café area or have another somewhere else.
97. The Toilet facilities are poor - adequate in number, Don't flush.
98. Height barriers to stop traveller encampments.
99. Festivals or something that make people come.
100. More access for horses off the main roads.
101. More covered eating area
102. More movie walks, as there is filming there all the time.
103. Limit promotion of events, continue with dog order areas, consider completely closing some areas, Encourage natural England to consider positively expanding your management executors onto adjacent private lands, bigger, better, move joined up.
104. Can't think of anything - except a few more interaction boards, with rangers or wildlife experts.
105. Lower parking fee, faster food service
106. Keep parking to one area only.
107. More and better signage for directions for walkers around the site.
108. Eco friendly unobtrusive children's area.
109. Be more relaxed re dogs. I worry that it's a slippery slope to banning them altogether.
110. I would like to see more about the history of the site. I suggest you excavate the iron age site.
111. I get lost every time as I am hopeless with maps. Clearer signage for designated circular walks would be great
112. Bebebbels in the wood
113. More wildlife boards for toddlers
114. Please don't restrict the dog walking area any further. It is unfair if responsible owners are penalised because of the minority.
115. More educational / experience events in keeping with the nature of the site, like archaeology/pre-history day over the summer. Would love to see that again or something like it.
116. Abolish the dog restrictions areas
117. An indoor seating area for the café
118. Needs greater investment from COL, Staff training in interpersonal skills. Poor upkeep of old trees.
119. Some play for children for example natural assault course would stop kids climbing on the old trees.
120. Keep it as it is
121. Kids playground at café, eco friendly solution
122. Grazing areas should be more clearly defined when temporary fencing which can be moved around the area.
123. Play area
124. More dog poo bins, Fabulous wildlife watching, guided night walks
125. More public toilets, drinking fountain
126. Stop charging for parking, stop dogs off leads areas totally wrong.

continued...

Suggested improvements for the site continued

127. More toilets and water fountains
128. Stay as sweet as you are
129. Less dogs and people
130. Knowing already that plans are now in place but really looking forward to the ponds and water meadows being required
131. A playground for children on the field would be beneficial and some kid friendly forestry activities we can join in.
132. Allow dogs to walk throughout the Beeches
133. Its fantastic the way it is.
134. Better map, all paths and tracks
135. Bike route and more dog areas
136. Season ticket lower in line with Langley Park/Black Park
137. Access to Parking before 8am
138. Clean logs and unblock streams
139. Signage, more litter dog bins on paths in the woods
140. Maybe a small park for children
141. More poo bags, Perhaps more interesting sculptures?
142. Nothing I can think of.
143. A Tea Shop
144. No charge for parking. Toilets during park opening hours. Not just café hours.
145. Open all areas to dogs off lead
146. The little house that explains BB needs to be refurbished.
147. Open up all areas
148. More of lead dog areas
149. Maybe ring off the ancient pollards to protect them.
150. The lakes - bad condition
151. Dog poo box at Egypt entrance. It would stop the number of dog poo bags hanging on the trees in the area.
152. Improve the ponds - surely needs some work to clear old logs and weeds etc.
153. Improve café, Improve toilets, needs a deep clean.
154. It's a shame that so much of the Beeches is dog on lead for the whole year.
155. Glass café somewhere central within woods. Treehouse or tree walkway.

Appendix – Comments on participant opinions of management proposals

Comments are recorded as written

Those obtained on Saturday 26th October are indicated in **red**

Those obtained on Sunday 27th October are indicated in **blue**

Those obtained on Monday 28th October are indicated in **green**

Appendix contents:

[Q1. Wood pasture management](#)

[Q2. Grazing management](#)

[Q3. Ancient tree management](#)

[Q4. Pond management](#)

[Q5. Burnham Beeches in the wider landscape](#)

[Q6. Soil protection](#)

[Q7. Visitor facilities](#)

[Q8. Litter and waste disposal](#)

[Q9. Accessibility](#)

[Q10. Walks and events](#)

[Q11. Walking your dog – areas where dogs are on leads](#)

[Q12. Walking your dog – areas where dogs are not allowed](#)

[Q13. Walking your dog – dog bag provisions](#)

[Q14. Walking your dog – dog bin bags](#)

[Q.15 The rangers](#)

[Q16. Volunteers](#)

[Q17. Funding](#)

[Q18. Helping to protect the site](#)

[Q19. Our vision](#)

[Q20. Did we miss anything?](#)

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Question 1

Comments are recorded as written

Those obtained on Saturday 26th October are indicated in **red**

Those obtained on Sunday 27th October are indicated in **blue**

Those obtained on Monday 28th October are indicated in **green**

1. Depends on how many cattle etc. are introduced. Especially in off-lead dog walking areas. It's ok at the moment
2. Wood pasture is great idea, but try and keep it natural with the animals doing the work naturally
3. Keep natural
4. Less wood pastures, more wood
5. It would be great if there was somewhere that notified you what animals were where and when
6. Increase grazing
7. I wouldn't graze cattle on common. It's the only flat place where dogs can run off lead. My dog can run anywhere, but my mobility is limited so can't get to other off lead areas
8. Planting of native woodland flowers e.g. bluebells - to encourage/support/maintain insect diversity
9. Leave cattle and horses

Question 2

Comments are recorded as written

Those obtained on Saturday 26th October are indicated in **red**

Those obtained on Sunday 27th October are indicated in **blue**

Those obtained on Monday 28th October are indicated in **green**

1. Lovely to see animals in this environment - seems in keeping
2. The removal of physical fencing is a wonderful thing for the appearance of the woodland and the sensed freedom it gives Thank you!
3. We love seeing the cows and ponies everywhere
4. No fences let animals be wild.
5. If kept at low rate.
6. Cows leave messy cow pats!
7. Invisible fencing do not exist
8. More tree support for certain leaning or fragile trees to preserve them for longer (like the one at top of Halse Drive that fell over couple of months ago)
9. Wildlife corridors are essential for species to xxx the whole of the area without exposure to predators - wholly in favour of these
10. A simple bench near to the 800 year old oak - Thank you
11. No - keep the trees
12. While generally in favour I have some concern over the 'invisible fencing' method of containing livestock and would prefer traditional fencing
13. Let it return to 'ancient' woodland of which we have too little
14. Some concerns about existing ponies - very easily startled
15. I think they should get more animals like horses and cows
16. Policy of adopting an animal
17. Yes but it will take a lot of time
18. I don't think anymore cows or ponies are required
19. Would love to see more grazing animals.
20. Grazing the animals on the common this year left masses of cow dung which is still there. No good for children or picnic.
21. If the proposal is to eventually increase livestock - how will this impact dog walkers? Will areas then be further impacted for dogs to be off lead
22. Agree in moderation
23. Love the invisible fence idea
24. More buried cables, good idea. Where are the pigs? Cow dung not ideal on grazed areas
25. But have a concern?
26. Apart from dog control

Question 3

Comments are recorded as written

Those obtained on Saturday 26th October are indicated in **red**

Those obtained on Sunday 27th October are indicated in **blue**

Those obtained on Monday 28th October are indicated in **green**

1. Maybe some signage to help protect the most vulnerable trees from people climbing in/on them for pictures e.g. the hollow shell just up from middle pond
2. Thank you for these wonderful trees and the work you do to maintain them
3. More 'commercial' use of the woodland - selling withies charcoal, logs etc. i.e. woodland farming
4. Benches left in remembrance of people at certain sites with beautiful views
5. Yes because it will help the earth and our environment
6. Tree propping for certain to preserve them for longer
7. Yes to pollard

Question 4

Comments are recorded as written

Those obtained on Saturday 26th October are indicated in **red**

Those obtained on Sunday 27th October are indicated in **blue**

Those obtained on Monday 28th October are indicated in **green**

1. Definitely, the ponds would benefit from the proposed improvements
2. Ponds appreciate costs involved. Ponds could do with more work to open them up if funding were available.
3. Please clear more of the weeds/muck from the ponds
4. Please be careful to maintain the wildlife in and around the pond - when the Isabella Plantation pond in Richmond park was "restored" a lot of the wild birds were lost and so far we do not think they have returned
5. Don't cut too many trees from the pond as the light coming from/through the autumn trees are picturesque
6. Urgent to remove silt from ponds
7. Sort out all overflows of all the ponds so they run smoothly
8. Ponds need regular clearing always overgrown
9. Will the number of water lilies be managed. There are rather a lot covering almost the entire surface of middle pond sometimes ? Thanks
10. Needs major de-silting work
11. Silt removal is very important for a healthy water body
12. Silt needs to be removed from ponds to allow free flow
13. No because I do not like the management of the ponds
14. Ponds - remove a lot of the vegetation in the ponds and introduce some ducks
15. By removing trees may impact ducks
16. If removal of silt and trees limited.
17. Needs clearing
18. Pond stagnant at times
19. Too much rotting trees
20. Plant life - I also think a good amount of the rushes need to go as they multiply so fast and there is not much water surface area for wildlife
21. Yes - Pond Management is good
22. Ponds need extra care
23. Would love to lose the stagnant smell without changing the ecology too much
24. The ponds need cleaning up. Please remove silt, debris, and branches in the pond, also waterlilies are getting out of hand.
25. Please manage the ponds soonest or they will become silted up and die - hence no frogs, toads or newts!!
26. Pond edges are becoming dangerous for small children
27. But keep trees
28. But more could be done subject to funding.
29. But upstream ends need vegetation removal.
30. Pond pollution
31. The sooner the better.
32. Would like to see the pond less silted.

Question 5

Comments are recorded as written

Those obtained on Saturday 26th October are indicated in **red**

Those obtained on Sunday 27th October are indicated in **blue**

Those obtained on Monday 28th October are indicated in **green**

1. Please act to reduce damaging development and associated traffic nearby e.g. cement works etc.
2. But I'm anxious about landfill, building and other issues in the area. E.g. trucks back and forth to BB golf club for practice ground.
3. More effort to control local traffic/aircraft needed.
4. Display educational material on notice boards re. what people can do in their own gardens to protect the natural environment
5. Restrict new development around Burnham Beeches. Restrict car movements around the perimeter and parking
6. Does Bucks County Council manage road verges to aid the spread of wildlife along green corridors? I spoke to a rep from an organisation that supports local councils in setting up such schemes - Plantlife.org.uk saw them at Newbury show
7. Love the walking over boggy land. Great fun with the grand children
8. I think it is good Nightingale Park is part of the regular consultation meetings
9. Work closely with local garden centres to promote planting to encourage wildlife.
10. Take care of the animals

Question 6

Comments are recorded as written

Those obtained on Saturday 26th October are indicated in **red**

Those obtained on Sunday 27th October are indicated in **blue**

Those obtained on Monday 28th October are indicated in **green**

1. Please provide more dog waste bins throughout the Beeches
2. Better path navigation would help i.e. signage and marked paths
3. But paths are becoming very wide.
4. Need to do more to stop erosion caused by horse riding and off road cyclists
5. More opportunities to cycle around the Beeches as a family
6. I would not agree with fencing areas off from public access
7. The beauty of the Beeches is the opportunity to walk 'off road' I would be bitterly disappointed to lose this through more stringent measures to contain visitors to main paths
8. Do not want to be barred from walking in certain areas
9. Soil compaction and protecting around tree bases is very important
10. Having visited the Beeches for 50 years, I did prefer it when it was left to mother nature - however with increasing population I recognise that management is necessary. I do not agree with the destruction of so many trees and would like to see much more new planting - Thank you
11. Maintain the paths but do not stop people going 'off piste' through this wonderful facility
12. What makes this area unique is the different paths that can be taken in any direction. Please do not put too many restrictions in place
13. Reduce cycling etc. off road. More pro-active result required
14. Greater policing of dogwalkers To clear poo and include fines.
15. Partly but I value being able to walk off the paths in the woods.
16. Reduce paths by blocking desired lines as planned.
17. But the land is here for the people and people have always enjoyed
18. I've walked here for 60 years. I still prefer to walk where I always have. To find a path blocked off is annoying.
19. Create rough paths away from main paths - so people can have a wilder walk without causing damage
20. More dog bins (with bags) would encourage people even more to pick up
21. Try to ensure the main paths do not have muddy puddles - people will walk around them and widen the path
22. Yes protect the soils
23. More bins will encourage dog owners
24. Agree with removing dog mess but need more bins in the off lead area and away from the car park.
25. Do not believe in blocking desire line walks as they are often the only ways to see other things and avoid mess, people and dogs. The paths are there because people want to use them but I would not support upgrading them to gravel type paths.
26. Viewing wildlife especially flora and fungi may require leaving main paths
27. More publicity should be given to demonstrate the plants and animals that are being preserved. Ps. Include insects
28. But more poo bins needed around the park
29. But not blocking paths.
30. Purpose built cycle path

Question 7

Comments are recorded as written

Those obtained on Saturday 26th October are indicated in **red**

Those obtained on Sunday 27th October are indicated in **blue**

Those obtained on Monday 28th October are indicated in **green**

1. Make the info point feel friendly and relevant and link to wider nature/climate issues
2. Hope to see café continue to improve
3. Coins for car-parking are annoying (I rarely have £6 in coins every week) Could you introduce a machine that accepts credit cards
4. Could go back to a cheap and mobile coffee van. Its good enough
5. Important to maintain the rustic style of café in a confined area to keep harmful waste to the minimum
6. I would like the café to be more environmentally friendly - with a bigger emphasis on organic/home cooked food and snacks, with a ban on single use plastic
7. Allow café seating in information point area
8. Box other – Work
9. So pleased cafe reopened - hope its successful.
10. Nice to expand,,
11. But is there really no possibility of providing indoor seating?.
12. Please create a horse riding section for kids that want to ride but don't do it often (i.e. me)
13. I think it is important that the focus remains on the environmental elements rather than visitors services, despite this sometimes being unpopular/controversial
14. Could you utilise volunteers more to engage visitors at the info point? Carry out different walks and talks using the knowledge the team and volunteers have and charge a small amount?
15. Can the existing building next to the café be changed to accommodate seating for the café in bad weather? As its very limited on rainy days
16. Should provide shelter for dog walkers umbrellas or pagoda type of thing - doesn't need to be a building as such, see café outside at Black Park
17. Can there be more signposts on the Beeches walkways to give clearer directions on points of interest (including the Blackwood Arms)
18. Need of more public toilets further into the park
19. I would like small car parks at the far ends of the area to allow different walks to be done by people who don't want a long walk from the visitor centre before their new walk starts
20. I think it is great as you can get a hot chocolate when it is cold and sit and look at the trees whilst drinking it
21. I would like somewhere covered to sit under
22. Can the information point be used for indoor seating for the café prior to refurbishment
23. Café is very important. Consider how to better support it e.g. summer evenings - should seek to build a playground and to support on-track cycling
24. More benches and tables all about so families can picnic all over
25. No requirement for a playground children should learn to appreciate the environment around them
26. Do not expand
27. Great photography
28. More facilities would turn it into a town park.
29. Use mobility scooter.
30. Very popular venue and greatly missed when closed for season.

continued...

Question 7 continued

31. Support the café and encourage dog walkers
32. I disagree with the statement that the Beeches does not have a playground. The Beeches IS a playground. It's amazing!
33. SIGNS need more clearer - larger notices eg. No dogs here, No cyclists
34. It is good to have a dog/no dog area, makes the café accessible to everyone
35. I would like to see a kind of rolling display in the information centre. Nothing fancy, just items that are brought out and switched to reflect the changing seasons
36. As stated previously indoor seating for the café - would be a benefit.
37. Could the coffee stop at the stag entrance be restored.
38. Poor café

Question 8

Comments are recorded as written

Those obtained on Saturday 26th October are indicated in **red**

Those obtained on Sunday 27th October are indicated in **blue**

Those obtained on Monday 28th October are indicated in **green**

1. Need to ensure poo bins or tolerate poo bags or poo left lying around
2. I support the idea of removal of bins so long as it doesn't result in littering
3. Please do not remove dog poo bins
4. Sadly I think people are too lazy to remove their rubbish, and if bins were removed there would be more littering
5. I am appalled that you have to spend so much money on removing litter. It's a sad reflection on the value people put on this amazing free resource
6. If you fail to provide bins litter could be a problem as many people don't take it home
7. Bins are important e.g. for the disposal of picnic waste
8. Leave the bins - most litter is then in a few locations and can be dealt with, this is too park-like for the no bins in a reserve feel to work at the moment but could use the bins as info points re. waste/recycling options to help educate people who are already disposed to clear up
9. Need bins.
10. Bins only at cafe.
11. But dog waste bins kept
12. But not poo bins.
13. If to be prepared for poo bags around.
14. Without bins more people would drop litter.
15. But concerned people will just drop rubbish.
16. In principle, but it would need careful monitoring.
17. Not until visitors can remove their litter or dog poo bags.
18. Too much rubbish would be dropped.
19. Definitely NOT would increase litter bugs
20. More dog poo bins!
21. This will just encourage the dropping of litter and will be self defeating
22. Sorry - people will drop litter anywhere especially if no bins
23. Could you somehow put info about rubbish recycling and compostables around to encourage people to take litter home and how to dispose of it
24. Crazy idea! You need to help people to be responsible dog owners by providing bins (not necessarily bags)
25. No bins will make it a lot worse. People will drop not remove litter/dog poo etc. find the money for the bins
26. I would go but the evidence base - what has proved to work in other reserves?
27. Visitors will not take their rubbish home. Neither will dog walkers take their bags of 'rubbish' home. This is an area sadly which requires ongoing management
28. Not in favour as littering especially cigarette butts are one of our biggest environmental problems
29. Most of the visitors are urbanites used to having bins or other means of disposal. Removing bins would lead to excessive litter. A bag of crisps is precious until they are eaten, after that the bag cant be tolerated so out of the window it goes
30. If the bins are removed this may encourage people to drop litter rather than take it home or put in a bin

continued...

Question 8 continued

31. Yes to removing normal bins BUT what about bins for dog owners mess?
32. If you took bins away more rubbish will be left at the Beeches
33. Yes and no because some people just chuck it around anyway
34. No because people will put litter on the floor and then you would have to spend money on picking litter up
35. Do not remove bins please
36. I agree with the plan and would hope that most visitors would be responsible enough to clear up after themselves
37. Litter would be dropped more. Bins encourage people to pick up after their dogs
38. I would suggest any 'no bins' policy should be piloted first. I suspect rubbish may still be left if no bins at all. More dog bins would be helpful as these are often overflowing and un-hygienic. I would support a TEST RUN of no bins before final decision made
39. Need to police litter disposal at what cost?
40. Removal of bins will lead to littering. Recycling bins are a must to prevent this happening
41. I would support the removal of bins as long as by doing so the remaining bin/s are frequently emptied
42. No, people would drop even more rubbish than it would cost more in long run as you would need to employ someone to collect on a permanent basis
43. Because it encourages littering.
44. Because litter will be left.
45. But I think there would be more rubbish dumped that staff would need to collect
46. General public have rubbish
47. Get more volunteers.
48. I fear it might lead to littering
49. I think there will be more litter dropped
50. Need corporate ones - poo bags
51. No because people are litterbugs
52. Only if pilot scheme is run first,
53. People cannot be trusted to remove litter.
54. People drop more litter
55. People won't take their ;litter home with them. They will dump it.
56. Perhaps but wouldn't it lead to people littering.
57. Rubbish would end up on floor.
58. Will increase rubbish
59. I would like to see information on any remaining bins explaining how much it costs to manage rubbish reminding people they are welcome to take it home and dispose of instead (especially if they brought the rubbish with them in the first place) I think most people have no idea
60. No I think it will lead to more litter, definitely no removal of dog waste bins
61. Dog bins and waste bins should be kept, you will end up using more money to maintain the after effect of removing it.
62. If you remove bins especially dog poo bins more rubbish will be left on site

continued...

Question 8 continued

63. A lack of bins will mean far more litter, the Jubilee River is a prime example
64. I think there will be a risk of litter at the café if no bin is provided. The café is recycling all there waste? Maybe just have the bins for the café
65. Mixed feelings as some people are lazy and dirty and would leave their rubbish behind!
66. Keep the bins cos people will throw away their rubbish anywhere.
67. Unfortunately no. I think it will cuase more rubbish needing picking up over a larger area. People might pick up dog waste but not be willing to take it home. As much as I dislike it I think the bins need to be kept.
68. Removal of bins: When walking in Burnham Beeches I often pick up litter. It is difficult though to carry it around with me as I have a young child. Lack of bins must cause more litter?
69. In an unusual place so you can sit down in a secluded area.
70. Unfortunately you will find people just leaving their litter rather than take it home. You need to keep bins you may find you spend more time cleaning up so money and productivity is moved here on busy days with bins you still see evidence of lazy people. Fact of life.
71. As a controlled experiment with option to revert to bins.
72. Because people do unfortunately drop litter, no bins would make the situation worse.
73. But would more money be spent on litter picking than bin box.
74. Debatable as long as the area was kept litter free.
75. Unfortunately would just dump their litter, not take it home with them
76. With 12 month review.

Question 9

Comments are recorded as written

Those obtained on Saturday 26th October are indicated in **red**

Those obtained on Sunday 27th October are indicated in **blue**

Those obtained on Monday 28th October are indicated in **green**

1. Move on the south side of the common (morning sun)
2. Memorial benches plaques could be a way of raising funds, so not sure why not considered?
3. Random simple benches enhance the enjoyment of a visit - nowhere in particular!
4. More seating in dog walking area - North East quadrant from Victory Cross
5. Simple bench - at the moat - at second lower pond
6. A few more benches in the café area and surrounding common
7. Along paths
8. Along Sir Henry Peeks Drive
9. Enough benches on site.
10. More seats.
11. Benches at 150m and 300m radius from the café along the walks for elderly people who still venue 'off piste'
12. Even 500 metres
13. Extra benches by water
14. I don't know it well enough to specify, but certainly where you have removed the far car park, and preferably at each path junction so you can wait for the rest of your party in comfort. Also some shelters would be good?
15. More benches on the open grass area
16. A simple bench, you could make natural seating out of fallen trees
17. More on the lesser used north and west
18. By the monuments
19. Benches - put additional benches wherever you feel appropriate. We're strollers, not walkers and a chance to stop and just enjoy the Beeches is always welcome
20. More guided walks including far aspects of Beeches
21. Bench on the steep hills
22. Simple seat by the moat. More seats by the ponds
23. More benches at the far end of the Beeches
24. Near the playground so grown ups can watch their kids
25. Near the playground so grown ups can watch their kids
26. Please put benches in the shelters around the site - we miss them!
27. On the perimeters so elderly can sit and watch without walking to far for a sit down
28. A few more benches would be good especially on the green areas
29. More seats by the water
30. More benches are needed to be able to sit down for a rest when out for a long walk
31. Orchard thing
32. Charged for remembrance benches would be great at picturesque spots

continued...

Question 9 continued

33. More benches just scattered around
34. Half way up Halse Drive hill, lower than the existing bench
35. On path between Stag CP and Pigloo Plaza
36. At the moat, near the sign board
37. Benches encourage littering
38. The Nile stream by Ingleglen
39. Junction of McAuliffe Drive and Dukes Drive
40. Happy but no suggestions
41. Perhaps near the ponds and on the common.
42. More benches along the main paths
43. By the ponds
44. Mendelssohn's Walk
45. Why stop memorial benches as they are a 'no cost' addition - provided you control locations.
46. A few benches I feel around the McAuliff Drive, Dukes Drive, Halse Drive
47. Up near the moat
48. Shelter near Halse and Victoria Drive
49. By the pond
50. Victoria Drive - Junction with sledge run
51. Hawthorn Lane between SHP - Bedford Drive, near Crossways entrance - see map
52. If possible more please.

Question 10

Comments are recorded as written

Those obtained on Saturday 26th October are indicated in **red**

Those obtained on Sunday 27th October are indicated in **blue**

Those obtained on Monday 28th October are indicated in **green**

1. Dog controls are good idea. Still people walking 'packs' at one time, would like a more visible warden presence
2. Self-guided 1000 pace trail in dogs on lead area - forest bathing walk/trail linked to mental health support at local GPs
3. I think you do not make enough noise about what you do for people here. The National Trust sing their own praises very loudly and often without cause.
4. As a dog walker - I appreciate the proposals. It is difficult to quantify the dog poo statistics as there are more dogs in the off lead areas. I do agree with removing dog poo and bins
5. Park for children
6. Excellent for promoting fitness and enabling people to enjoy the environment.
7. Within reason
8. It would be nicer if you had two cafes altogether !!
9. People still do not clear up dog mess in main common
10. I walk a lot in the Beeches and notice that many people seem disengaged with nature/surroundings. Please no café expansion, no playground. Help people and in particular children to engage with the Beeches - using their imaginations - not relying on pre-prescribed activities
11. I would love some more activities and trails and playground
12. Same the site doesn't/can't include some sort of childrens activity playground near the car park - could be timber based and sympathetic to the surroundings (compare with Speke Hall in Liverpool)
13. Events - running middle distance - orienteering - treasure hunts
14. Craft fayres, holiday camps
15. Well publicised (posters around Burnham Beeches) regular PAID-FOR by PARTICIPANTS events such as Fungi Forays or other e.g. wildflower ID walks etc. would raise funds and increase peoples understanding of the place (and enjoyment)
16. The more you restrict dogs the better it will be
17. Bring back Burnham Beeches at war event
18. Dogs should be allowed on more events
19. Organised timed walks around the Beeches by a ranger
20. I think they should do craft activities at Christmas and Halloween and have days with forest-themed craft throughout the year
21. Have more events here (advertise them more)
22. Your maps and trails are very useful!
23. Please publicise activities e.g. on Facebook so that we who are not local know about them and can sign up. Half term holiday activities that can be booked as we have quite a journey to get here and don't want to be disappointed
24. Maps need updating as not easy you follow in certain areas.
25. Still dog fouling in main common
26. I would love to see a repeat of the pre-history day, or something like it. I would also love to see The Beeches host craft workshops using materials naturally occurring on site (willow weaving, for example). These could be charged for (with a small number of free spaces for which volunteers could apply please)!
27. Why not consider doing children's birthday parties. A nature walk followed by the café for cake, not all the time but set times.
28. Huge bias against dog walkers. Do not agree with proposals to continue to limit where dogs can walk off lead.
29. Family/Kid friendly forestry activities
30. To encourage education and awareness.
31. Virtual reality.

Question 11

Comments are recorded as written

Those obtained on Saturday 26th October are indicated in **red**

Those obtained on Sunday 27th October are indicated in **blue**

Those obtained on Monday 28th October are indicated in **green**

1. I love the dogs on lead areas - please extend it. There is more wildlife, less poo and noise and more opportunity to have a peaceful, positive woodland experience.
2. Yes - people do not show respect with their dogs off lead
3. Yes - on the main green in summertime only, for people to enjoy picnics etc.
4. Dogs need freedom
5. More dogs on leads areas, if you do I'll be very annoyed and so will my dogs!
6. If it aids wildlife put dogs on leads.
7. No already restrictive and dog walkers are important exempt.
8. Some dog owners are not in control of their dogs.
9. Very much so.
10. Lord Mayors Drive an open area.
11. As a dog owner NO
12. An opportunity to raise additional funds from professional dog walkers by introducing small parking charge for weekday parking or permit scheme
13. No because a dog should be on a lead
14. There should only be one area where dogs should be allowed off leads
15. If dogs weren't allowed on leads then they wouldn't enjoy themselves as much
16. No, my dogs well behaved and trained (not like a lot encountered here)
17. As long as people clean the dog mess up and responsible.
18. Figures speak for themselves re pick up of dog poo
19. It is already quite limiting but good
20. Owners have enough choice
21. There is more than enough.
22. Too many dogs.
23. Dogs should be well behaved everywhere
24. No already illogical and restrictive
25. There should be no more reduction in areas, the area is now a popular route so reducing further will compact what routes are left.
26. I know this is extremely unlikely but would you please consider deregulating the on-lead areas in the winter, when there's nobody around say after 6.00 pm - when its cold and dark and dogs can explore new and different areas? Please?
27. Yes
28. We feel that dogs should be on leads on the common. As children play more on this area. Also we feel dogs should be allowed off lead top area around Wood Drive especially during winter period when fewer walkers around.
29. Limit number of dogs per person. No person can effectively control a dozen dogs a pack mentality can cause problems.
30. I walk with my dog once or twice a day and I am well past retirement age and I feel these walks are an important part of my health and well being. I walk a different route each day and act as a pair of rangers and would report anything untoward. I also train my dogs which means I increase control and obedience but this is not possible with my dogs on lead my dogs are trained to be around stock and wildlife.
31. As they poo and people don't always pick it up.

Question 12

Comments are recorded as written

Those obtained on Saturday 26th October are indicated in **red**

Those obtained on Sunday 27th October are indicated in **blue**

Those obtained on Monday 28th October are indicated in **green**

1. Depends where they are e.g. temporary areas in nesting season on the Mire/Moat but decent signage if you do re. timing and reason
2. Green field in summer to allow for picnics.
3. Dogs can be a pain to horses.
4. Absolutely,
5. Pond areas,
6. Most dogs well trained here
7. Kept on lead.
8. As a dog owner NO
9. I think there should be wildlife only areas, no dogs or people. A completely protected area
10. Yes because dogs should be protected
11. Allow dogs but still stipulate that they should be on leads
12. Yes, because they might scare away the wildlife
13. Dogs on leads on main roadways
14. Yes to no dogs. Their faeces can lead to illnesses which children may pick up. It is also 'high concentration' poo - not suitable to sustaining wildlife. Many owners are also selfish with no regard for others
15. Yes, because there are certain areas where I don't think there should be dogs. Maybe there could be a specific place only for dogs and their owners
16. But people forget
17. I have been coming now for 55 years feel like a dog park now.
18. If really necessary or maybe on a rotational basis
19. Rather restrict to lead rather than not allowed.
20. Absolutely NO - The Beeches should be for everyone
21. NO - already restrictive, why not in main questionnaire
22. I think wildlife safety is paramount - dog walking secondary. Therefore if there is any risk to wildlife, nesting, cattle etc. Dogs have to be banned from that area.
23. Dogs I feel should be leaved on common and water meadows
24. This is a great place for my dog to run free
25. On rotation.
26. Only near ponds as scare the ducks.
27. Unless obvious damage.

Question 13

Comments are recorded as written

Those obtained on Saturday 26th October are indicated in **red**

Those obtained on Sunday 27th October are indicated in **blue**

Those obtained on Monday 28th October are indicated in **green**

1. In the same way we should all be happy to take all of our rubbish home. It's not your responsibility to clear up after anyone - shame on them !
2. Poo bags, we bring our own.
3. Absolutely and take your poo home with you.
4. Of course they should.
5. But some people wouldn't.
6. But hard to enforce.
7. I think it is better to provide bags to make it easy for dog walkers.
8. But that don't more bins might help.
9. Yes - to owners bringing own bags and taking it home
10. People should remove their dog litter, but bags provided would encourage more to pick it up!
11. Yes because it would cost more money to buy poo bags
12. Dog poo bags should be decorated even have a competition for best bag so they look better hanging in the Trees!
13. More dog mess bins around the site. Some places they are doubled up or too close together
14. Yes because poo is not very nice
15. Yes because a poo bag should go in the bin after it's full of poo
16. I feel many will leave bags lying in places regardless of signs asking them to remove it. Better to provide bins
17. I think there should be kids places without dogs so children can have fun on rides
18. Although v useful to have a dispenser may be charge only used with own bags have been forgotten,
19. But you cannot guarantee they will
20. However to provide bags on site leaves no excuse.
21. It helps keep it clean.
22. People should provide own bags
23. The majority would pick up as usual a lot wouldn't or leave on branches.
24. I feel being a dog owner you are personally responsible for clearing up after your pet and disposing of their waste at home as we do with our children.
25. Poo bags should be available in case people get caught out. Ordinary plastic bags usually have air holes making them unsuitable
26. Unfortunately if you do not provide poo bags or bins dog owners will just throw the filled bag (if they pick it up in the first place) into the woods evidence - go to Virginia Waters
27. Maybe move notices needed to educate the dog owners to 1) provide their own bags, 2) To take home poo bags.
28. Thinks it reasonable but people will not and then end up with more dog mess. Responsible dog owners will (especially local regulars)
29. But people don't always bring their own or run out.
30. Emergency bags could be made available with an honesty box for payment
31. Yes but only the regular local walkers will do this. It will return to the status quo with the strangers

Question 14

Comments are recorded as written

Those obtained on Saturday 26th October are indicated in **red**

Those obtained on Sunday 27th October are indicated in **blue**

Those obtained on Monday 28th October are indicated in **green**

1. Dog walkers should take home their dog poo
2. I would pick up poo, provide my own bags and dispose of it, but many wouldn't and I feel it would increase the amount of soiling
3. Dog owners "should" be expected to pick up/use bags but sadly they wont all do so - unfortunately I feel it has to be the Beeches responsibility, otherwise the alternative is more dog poo on areas where families play
4. Yes - I think people should bring dog poo home because if you put it in a bin outside it could blow away
5. No - nor should they hang the bags from trees !!
6. Poo bins should be available.
7. Poo bags take home. That will not happen. Safe disposal important.
8. Absolutely its your dog!
9. They do elsewhere,
10. I would but many people would not
11. Only if no bins nearby.
12. I wouldn't mind if I had to take it home.
13. I would but lots wouldn't.
14. Provide bin.
15. If bins are removed then yes.
16. Yes and no because some people chuck it or hang it up in the trees when nobody is looking!
17. I agree that dog walkers should take their dog poo home, however in practice many owners won't. Dog poo bags will litter the site and present a risk to wildlife
18. Yes to taking dog poo home and not leaving it hanging in the trees etc.
19. Absolutely
20. No, there should be plenty of disposal bins
21. No, people will then just leave their poo bags indiscriminately on the fields
22. No, because if a dog walker lives far away and have to drive here they wouldn't want a stinky poo in their car
23. Notice of "where dog poo bins are" would help locate them
24. Yes definitely as they will only either leave it on benches or hanging from trees otherwise
25. It would make the people stink and people would stop coming to Burnham Beeches as there are other woods that provide bins
26. Most responsible dog owners carry these bags
27. There should be a dog poo bin in areas where dogs are aloud
28. This won't happen. There have to be bins for poo! They won't take it home - they will just dump it
29. Many would end up hanging from the trees
30. Dog owners should take their dog poo home with them. But the question is will they? Or will they just dump it somewhere or tie to a tree!
31. No, because dog poo should not go home but in the bin
32. Yes, because I don't like dog poo
33. If bins are not provided visitors will just leave poo bags on trees. They do it now so it would only get worse

continued...

Question 14 continued

34. Whilst this would be great I don't believe dog walkers will do this and I would be worried they either wouldn't use bags or leave them in the car park etc. So I think they should continue to be provided
35. Again without the bins unpicked or even worse, bags left around.
36. Better for bins otherwise people won't they will just leave it.
37. But only because I suspect mine would be dumped.
38. But to have bins for disposal leaves no excuse.
39. I think it would lead to littering.
40. Ideally yes but some owners will either leave or throw bags in woods
41. Keeping it in one area it can be disposed of properly they will just leave it anywhere if no bins.
42. Please provide bins
43. Some will but many won't
44. There should be a bin.
45. They may visit less if you require this. Tricky if with children or wanting to visit cafe.
46. I would like to see information on the dog poo bins regarding the management costs, especially in comparison to the ancient trees as I think most people have no idea and might want to help/be encouraged to help if they knew.
47. Poo bins should be available weekend visitors come by car and rather than take home in a hot car you could find increase of left bags. I agree we pick up and bag, but carrying this around for over an hour is not pleasant.
48. Think this is unreasonable and people won't then pick up.
49. More practical for you to provide bins, rather than take home.
50. More bins in areas where dogs are allowed off the lead.
51. But they don't. We have to be realistic.
52. Compostable bins available,
53. Dog bins essential.
54. It will be left behind.
55. It would be better, but I'm sure that a lot of people will abandon bags.

Question 15

Comments are recorded as written

Those obtained on Saturday 26th October are indicated in **red**

Those obtained on Sunday 27th October are indicated in **blue**

Those obtained on Monday 28th October are indicated in **green**

1. Thank you all for the work you do
2. Yes more of them
3. How about creating the "Friends of Burnham Beeches"? Annual donation, gift aided, maybe a newsletter a couple of times a year and free parking?
4. No waste of money
5. Not necessarily a waste of money
6. Very important
7. I think if possible a higher ranger presence should be here
8. Make it easy to register/keep enforced. Facebook? Email?
9. Ranger also provides 1st line defense - anti social behaviour and undesirable temporary residents
10. If the Ranger is available usually at the cafe.
11. Rangers should be present and seen. It also gives a sense of security and many occasions you need guidance and assistance.
12. Yes but need training in interpersonal communications
13. Yes if budget allows

Question 16

Comments are recorded as written

Those obtained on Saturday 26th October are indicated in **red**

Those obtained on Sunday 27th October are indicated in **blue**

Those obtained on Monday 28th October are indicated in **green**

1. Fabulous volunteers - very positive.
2. Yes but with other committed volunteers, not time wasters.
3. No time - live too far away
4. No because moving.
5. Local schools should help.
6. We live too far away for this to be possible, we volunteer locally
7. No time at present - but possibly in future.
8. Thinking about it.
9. No - but 18 year old daughter is a conservation student, has waited several weeks for reply to request for work placement
10. Used Community Service People, Duke of Edinburgh Volunteers, Scouts etc. Advertise the need more

Question 17

Comments are recorded as written

Those obtained on Saturday 26th October are indicated in **red**

Those obtained on Sunday 27th October are indicated in **blue**

Those obtained on Monday 28th October are indicated in **green**

1. Car park charges every day the current charge is nominal when compared with surrounding towns and villages
2. Encourage controlled filming - fund raising
3. You could host events and charge for them
4. More film work with funds added to the budget
5. Funding - If you charged a daily parking fee or season ticket (annual charge) I think many would pay - but a reasonable charge e.g. like Black Park
6. Local schools fund raising events or scouts
7. I wouldn't mind paying a smaller amount per day to park say £1 - happy to pay this
8. Small fee for guided walks - have charity functions or Halloween trails etc.
9. Need to reduce car park to encourage people to get out side
10. Local fundraising - schools - businesses - events - all would be supported by the local community
11. Memorial boxes and plaques and tree planting
12. Sponsored benches. More flexible parking payment (monthly rather than annual permit)
13. Perhaps leave a money box in café or surrounding area for donations for upkeep of Burnham Beeches
14. Continue to encourage running races in the Beeches i.e. Burnham 1/2 marathon
15. Bigger café and child soft play, this will generate income to support Burnham Beeches and create jobs in the area
16. Charge for parking daily but not just one fee for all – e.g. up 2hrs 2-4hrs over 4hrs
17. Sponsored walks with contributions for Burnham Beeches. Sell firewood
18. Fundraising events. School stuff and runs in Burnham Beeches. Bake sales
19. Charge daily for parking on a sliding scale for length of time parked
20. Run fundraising events on the common area near the café
21. Have large fundraising events involving the local community
22. More trails and benches
23. Suggestions for funding works on Burnham Beeches - Do some runs to raise money, make it family friendly - Eco-environmental fair
24. We already pay a lot for parking!
25. Direct debit monthly option - advertised via local schools/in café?
26. Agree with implementing weekday parking charge - perhaps a season ticket/permit for professional dog walkers
27. I think car park charges are very reasonable and you should charge daily, not just on weekends. Perhaps a small charge up to 2 hours, then slightly higher charge say £4 or £5 for all day
28. I don't object to paying to park but requiring £3 in cash is irritating - I regularly don't have it. Why not have a 'friends' scheme which allows you to pay, say £30 a year for a permit
29. Sell firewood/kindling?
30. A donation box with a suggested charge for visiting (per churches and cathedrals)
31. Sponsored walk/cycle ride for families
32. Have 'voluntary contribution' boxes for people to financially support the work being undertaken - 'every little helps - even a £1 per visit?'
33. Events - Filming - Dog show

continued...

Question 17 continued

34. Quite a confusing notice re. when you pay or don't pay. Needs clarity - I wouldn't object to a small charge every time I come
35. Charge for weekday parking and dog walking business
36. Funding is easy. Tax the bosses of City of London Corporation a small percentage of their wage should go a long way!
37. Village events. More walks. Rides. Runs. Monitoring dog poo culprits (fine them). Parking on side roads around area should not be permitted
38. Fun run Santa dash fun day. Fetes. Coffee mornings. Hog roast
39. School funding raised by competitions. Village show donation
40. With reluctance I would support car parking fees
41. Local shops and employers to sponsor programmes
42. Ask the City for more money or the Livery companies
43. Please do not consider much extra filming. Its good revenue but is very expensive to manage putting huge pressure on staff to resist increasing and demanding film crews. Damage caused can be long term and unseen often until its too late
44. Corporate volunteers
45. More small events presented by knowledgeable speakers about wildlife - charge small fees. Create 'packs' for kids, charge (things like bird boxes, bug hotels)
46. Yes because we think you should add more animals to look at
47. Yes because we think you should add more animals to look at
48. R u p parking charges
49. Crowd source funding e.g. gofundme.com
50. Organised events which encourage to join - regular Fungi forays - tree id etc.
51. Sponsorship
52. Summer events (fete - BBQ -) etc.
53. I feel the Corporation of London have a social responsibility to increase their own funding for the upkeep of Burnham Beeches
54. Friends of Burnham Beeches
55. Expand the area of the Beeches so that you could charge users of the local roads
56. Think there are lot of young mums and people who cannot easily afford daily parking charges - so not in favour
57. Increase car parkin charges?
58. More events for children
59. I would be happy to join a think group to work on this.
60. More organized running event.
61. Pays £150 wayleave.
62. Voluntary walks - voluntary donation.
63. Craft workshops using natural materials, pick your own events where people can attend and collect materials that are surplus and sale to remove from the site e.g. Gardening poles, flower arranging foliage.
64. Make a small donation every time a car visits e.g. during the week.
65. If you charge for parking we will come much less often we already avoid weekends.

continued...

Question 17 continued

66. I do not support all week car park charges
67. We would support car parking charges but please do not make the motorist a cash cow, how about a £1.00 for morning or afternoon and an annual pass costing say £25.00
68. Sponsorship for projects etc.
69. Make a small charge for using the car park on weekends
70. Voluntary contributions
71. Talks with paying audience
72. Do not agree with daily parking charges hits regular locals mainly
73. Maybe a sponsored walk by school children, maybe cake sale and teas on lawn in front lawn
74. Suggest daily car parking charges
75. Use non violent labour to the work on a voluntary basis, give them something to occupy their time.
76. Maybe have, local crafts, stalls raise a percentage for the Beeches
77. Funding from City based corporations which have made commitments for zero sustainable development goals
78. If funding is decreasing this sounds like corporate greed by the City of London who should be well able to afford some extra funding.
79. Charge for car parking during the week but keeping the cost to a minimum (card payment be made by Ringo or Apps)?
80. Petition for residents only parking on adjacent roads to force cars to use car parks.
81. Charge professional dog walkers for using the park and also exercise groups
82. Charging for schools (Forest school trip)

Question 18

Comments are recorded as written

Those obtained on Saturday 26th October are indicated in **red**

Those obtained on Sunday 27th October are indicated in **blue**

Those obtained on Monday 28th October are indicated in **green**

1. Children like to explore so forcing them to use paths is not good and it doesn't promote well being or exploration. You might as well place Burnham Beeches under a plastic roof if you force people to walk on paths
2. Already do/don't do those that apply and are more feasible. Walking cycling not an option will not keep to main paths as that would defeat object of coming to see particular wildlife.

Question 19

Comments are recorded as written

Those obtained on Saturday 26th October are indicated in **red**

Those obtained on Sunday 27th October are indicated in **blue**

Those obtained on Monday 28th October are indicated in **green**

1. The Beeches has changed to become more formal and managed over the last 70 years. I'm not sure I like it.
2. I would like to see a future where visitors and/or local people could gain from The Beeches in a material way (in addition to all the wonderful things it dearly offers). I mean things like organised foraging, harvesting and kindling, collection of craft materials (as long as this could be done in keeping with the protection of the reserve). I don't say this so people can get free stuff, I hope it would help people have a closer connections to the site and feel some sort of ownership of it and responsibility for it. A kind of modern day equivalent to the right to turn your pigs out on the common!
3. Keep up the extremely good work.

Question 20

Comments are recorded as written

Those obtained on Saturday 26th October are indicated in **red**

Those obtained on Sunday 27th October are indicated in **blue**

Those obtained on Monday 28th October are indicated in **green**

1. Car park charges are high for an hour walk, should be cheaper especially in the winter
2. Need to plant/dig trenches to prevent travellers - consider height restrictions on main access gates - plant more around boundary (travellers) - target drivers, speed camera/solar speed cameras - more visible warden presence - address issues of parking in local roads
3. Make a better path for people to walk or cycle on. Do a couple of cycling routes around the woods. Have a greenhouse to put in all of the models of pictures and memories to put in it. Try to have a tour every once in a while
4. Borders (fences) from Egypt Wood to Burnham Beeches, please have a access point instead of people breaking fencing
5. Reduce the access to Egypt Lane/Stewarts Drive. No lorries
6. Could you have given a range of different options with the objectives or proposals so that people could choose their preferred option
7. There should be more information on the role of the Beeches in WW2
8. Ban professional dog walkers unless they pay an annual licence
9. We understand restrictions but do have a look at making cycling a bit easier and more Joined up. Path at Burnham Walk to Dukes Drive needs fixing
10. Please can we have cycle paths for younger children
11. You could produce your own 2-? book for children
12. It would be great to have a water fountain/tap for people to refill water bottles. It would help prevent single use plastic water bottles. Thanks
13. Ban all plastic bottles. Provide water points for visitors to fill their own bottles
14. Please can we create a small wood playground for toddlers, and children under 7 years old
15. It may make sense to put the disclosure tick box at the front of the form to avoid people spending time to get to it without actually ticking it
16. Ban portable BBQ's and enforce this. Make parking charges more flexible
17. Children shouldn't be playing football or cycling in the café area. They can do that outside the fence!
18. Planting or sowing seeds wildflowers and bulbs (native)
19. More areas people free
20. More events for children
21. I don't know if this is appropriate or feasible but I would like to see natural predators such as pine martens, introduced to control the squirrels.
22. Need more parking spaces for less able to access more of the site.
23. Park run or running group, off road cycling area.
24. The survey should have started earlier in the week - weekend visitors may not visit frequently as local residence who walk with dogs every day.
25. Lottery for Burnham Beeches
26. Provision of play area for children in the wood. Natural one in the trees.
27. Café open earlier so dog walkers can get a coffee
28. "Notices" should be couched in "requests" more than present "dictate" language used. The newsletter should never use a state ??? Manner. This along with the manner of some of the seniors rangers could be improved and would produce a more supportive atmosphere amongst the regular walker
29. "Daily car parking charge" If this is introduced a great many of elderly people will not be able to afford £3.00 daily for hours walk. Machine similar to council car parking stipulates the number of hours and charge accordingly.
30. "Parents responsibilities" parents should be reminded to pick up after their children, cartons, sweet papers plastic bottles etc. and use the bins provided.
31. Well researched

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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
<p>Page 267</p> <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.

The key points about demonstrating compliance with the duty are to:

- 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

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: Burnham Beeches Management plan 2020-2030

2. Brief summary (include main aims, proposed outcomes, recommendations / decisions sought): This is the main document to drive the management of Burnham Beeches Site Of Special Scientific Interest (SSSI) for the next ten years. It covers all aspects of environmental, heritage and recreation management for that period. It has been produced following extensive consultation with Natural England and other conservation, recreation experts, City of London Corporation Members, the Burnham Beeches and Stoke Common Consultation Group, site volunteers and members of local communities.

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"/>	Access remains across the site, as has been the case for the previous 10 years when significant improvements took place. Access furniture now accommodates a wide range of user needs including pedestrians, cyclists, horse riders and wheel chair users. Major paths are user friendly whilst reflecting the need to provide natural surfaces across the SSSI. All Site based literature produced to meet accessibility design guidance. The new management plan will maintain and improve these standards where possible.
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See above.
Gender Reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This equality issue is not significant with regard to the Management Plan Provision of the site is non-specific in terms of gender reassignment. No facilities are provided that would require any form of gender specification.
Marriage and Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This equality issue is not significant with regard to the Management Plan. Provision of the site including the management plan is non-specific in this respect.
Pregnancy and Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This equality issue is not significant with regard to the Management Plan Provision of the site including the management plan is non-specific in this respect See also comments re accessibility.
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Provision of the site is non-specific in this respect
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Provision of the site is non-specific in this respect.
Sex (i.e gender)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Provision of the site via the management plan is non-specific in this respect.
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Provision of the site via the management plan is non-specific in this respect.

4. There are no negative/adverse impact(s)
 Please briefly explain and provide evidence to support this decision:

Consultation undertaken to produce the management plan with none of the above issues raised as being problematic. Site surveys undertaken in recent years that provides a good understanding of our visitor profile that generally reflects the local situation - no issues identified. See below:

Participant profiles
 358 participants took part in the consultation:

56% were female%, 43% were male, and 1% 'other'.
 77% of participants were over 45. 3% were under 16.
 89% identified as White British. 6% as White Other, 3% Asian/Asian British.
 3% identified as having a disability.

Best practice is followed on provision of access furniture, path surfacing. Accessibility design guidance followed for site based information/literature/events etc.

5. Are there positive impacts of the proposal on any equality groups? Please briefly explain how these are in line with the equality aims:
 Maintenance of the current recreation and information standards coupled to an improving environment/ visitor experience. Management of the site and the management plan document, is benign in terms of equality issues. Management plan recommends provision of access furniture and improved path surfacing which would be an improvement that has greatest impact on age and disability equality characteristic groups.

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: No negative issues identified.
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

7. Name of Lead Officer: Andy Barnard **Job title: Superintendent of The Commons** **Date of completion:** 05 December 2019

Signed off by Department Director :	Name:	Date:
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Agenda Item 9

Committee(s): Epping Forest and Commons Committee Digital Services Sub (Finance) Committee	Date(s): 13 th January 2020 24 th January 2020
Subject: Infrastructure – car park charges at Farthing Downs, Riddlesdown and Burnham Beeches	Public
Report of: Director of Open Spaces	For Information
Report author: Andy Barnard	
Summary	
<p>A project to provide infrastructure to enable the introduction of charges for the parking of cars at Riddlesdown and Farthing Downs and to improve the existing infrastructure at Burnham Beeches, was approved by Project Sub Committee (Gateway 2) in March 2019. Funding of £130,000 having been previously secured via the central 'Priorities Investment Pot' in May 2018.</p> <p>Since that approval, a data collection exercise has been completed to inform future income expectations. A soft market test exercise was also undertaken to identify options, clarify technical challenges such as connectivity, software and hardware, explore administration and enforcement options and to provide indicative capital and revenue costs.</p>	
Recommendation	
<p>Members are asked to:</p> <ul style="list-style-type: none">• Note the progress made leading to the current competitive tender process and the steps that will be taken to ensure delivery by late summer 2020.	

Main Report

Background

1. Charges for car parking are a common method of generating income across the City Corporation's Open Spaces. Continuing pressure on budgets led to a review (2018) of car park provision and an examination of the potential to expand charges across The Commons Division. The review concluded that an increase in car parking related income was possible at Burnham Beeches and new income streams could be created at Riddlesdown and Farthing Downs.

Current Position

2. Voluntary car park charges were introduced at Burnham Beeches in 2007. Payments became mandatory in 2011. The solar powered payment terminals are now 13 years and are in urgent need of replacement.

3. Farthing Downs and Riddlesdown provide car-parking facilities to a high presentational standard but do not charge for their use, nor do they have the necessary infrastructure to do so.
4. Funding to provide new car park infrastructure at Burnham Beeches, Riddlesdown and Farthing Downs was approved under the central 'Priorities Investment Pot' (PIP) Scheme in 2018.
5. A more detailed report was submitted as a Gateway 2 report and approved by Project sub Committee in March 2019.
6. Since that time a 6-month data collection period has been completed (at a cost of £5000) that has informed our knowledge of car park usage and will help to set the eventual charging regime.
7. The Gateway process for this project is 'Light' and requires final sign off by the Director of Open Spaces following a competitive tender to design and deliver the necessary works.
8. A soft market test was conducted in November 2019 to minimise risk and ensure appropriate understanding of the technical issues. This exercise has informed the approach taken by the competitive tender exercise.

The Tender Approach – Design, Build, Administer

9. The soft market testing exercise identified several companies that can provide a complete design and build solution tailored to the specific needs of the three geographic locations at a fixed capital cost. Each company can also provide back office administration, enforcement options and associated revenue costs. As follows:
 - a. Ground works as necessary
 - b. ANPR equipment, payment terminals and connectivity
 - c. Web/Cloud based software working independently of the of the City's IS infrastructure whilst remaining compliant with COL policy and procedure
 - d. Back office administration solutions for the management of payments up to and including if necessary automated enforcement of Parking Charge Notices.
10. **From the Soft Market Testing exercise Members are informed that the competitive tender includes:**
 - e. **ANPR.** Automatic Number Plate Recognition Cameras will be used where technically possible and as far as the PIP budget allows, at Burnham Beeches (Lord Mayors Drive), and Farthing Downs and Riddlesdown car parks. Two very small car parks at Burnham Beeches (The Dell and The Stag) are not suitable for ANPR cameras so, as a minimum, may be reliant on alternative options described in paragraph 10.f. & 10.g below.
 - f. **Connectivity.** 4G connectivity and/or remote ADSL connections between hardware and software at ANPR enabled sites

- g. **Cashless Payments.** The opportunity will be taken to avoid cash payments. Physical handling and reconciliation of cash is costly and can be readily avoided by other payment options. Avoidance of cash payments will future proof the system as cash handling agents such as G4S continue to withdraw their services from the market. This 'cashless' approach also matches that taken by the City in the Square Mile. Each site will offer payment solutions from the following suite of options as best suits that location:
- i. **Account payment.** Whereby the user has set up an account with the chosen service provider and ANPR automatically records and bills parking activity to that account
 - ii. **App payment.** Whereby the user pays the fee from an app loaded onto their phone or tablet
 - iii. **Pay by Phone.** Whereby the user calls the service provider to pay the fee using their phone
 - iv. **Payment Terminals.** Whereby the user pays at a terminal using their debit/credit card. Solar powered terminals will be evaluated to reduce ground works/connection costs
 - v. **Delayed Payment.** Whereby those that do not have mobile phones, credit cards etc. have an agreed period to pay by other means, generally within 24 hours.
- h. **Software/hardware.** All software, hardware and back office functions will be Web/Cloud based and independent of the City's IS system. Payment Apps are widely used across the UK and can be downloaded from Apple and Android App Stores. As the City's Current Pay by Phone contract 'RINGO' has been specified although other providers might be considered.
- i. **Back Office processes and costs.** To reduce the impact of introducing car park charges on the small local teams at Riddlesdown and Farthing Downs and to modernise the practice currently used at Burnham Beeches, Back Office administration of car park payment monitoring and enforcement will form part of the tender process as an external service. Back Office activities will accrue annual costs that will be met from the income generated by the parking fees.
- j. **Enforcement options.** To ensure that the cashless approach does not cause problems for visitors who arrive without the means to pay a 'use now pay within 24 hours' system will be trialled. In those instances, Parking Charge Notices will only be sent out after the 24-hour payment window has passed.

The tried and tested enforcement protocol used at Burnham Beeches since 2011 will be adopted across all sites to ensure consistency.

ANPR can automate the enforcement process and reduce the amount of staff time required. However, it is likely that there will be areas

where ANPR is not a viable/affordable option and physical checks will be required, albeit this need not be onerous, including:

- i. **Burnham Beeches. The Dell and Stag Car Parks.** Occasional patrols, passing to carry out other duties will continue to be conducted by Rangers. Non-payment will be entered directly onto the back office set up.
- ii. **All sites. Parking on City Corporation owned roadside verges passing through the open spaces.** Roadside verge parking will be closely monitored across all project sites, as is currently the case at Burnham Beeches. Additional measures will be considered should displacement prove to be a long-term issue.
- iii. **Misuse of disabled parking bays etc.** Rangers will conduct occasional patrols whilst passing to carry out other duties. Bay misuse will be directly entered onto the back office set up.
- k. **Whitelisting, annual passes etc.** Vehicles that require parking access to the site without payment such as deliveries, contractors, staff, volunteers, annual pass and blue badge holders will be 'whitelisted' so that charges do not apply.
- l. **Cost of parking.** Local protocols have yet to be set but will be consistent across the Open Spaces as far as local benchmarking/consultation and income generation requirements allow.

Proposals

11. The outcome of the competitive tender exercise is expected in February 2020. The submission will be assessed, and a recommendation made to the Director of Open Spaces prior to March 31st 2020 seeking authority to proceed to the delivery stage.
12. Project delivery is anticipated for completion across all three sites by September 2020.

Corporate & Strategic Implications.

13. The project supports the following elements of the Corporate Business Plan

Shape outstanding environments

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

In addition, the open Spaces Business plan as follows:

- Open spaces and historic sites are thriving and accessible.
- Business practices are responsible and sustainable

Implications

14. **Finance.** The soft market testing exercise gives confidence that costs should not exceed the remaining £125,000 delivery budget.
15. **Hardware and software** implications are currently being assessed by the IS Architecture team. The project and this draft report have also been communicated to the Director of Transportation and Public Realm.
16. **The Soft Market Testing and Competitive tender process**, including the soft market testing exercise, is being coordinated by the City's Procurement team.
17. **The City Solicitor** advises that Section 9 of the City of London (Various Powers) Act 1977 allows the City Corporation to provide parking places and to make reasonable charges.
18. **Other consultations.** The Human Resources Dept. and City Surveyor have been consulted as part of the drafting of this report.
19. **Equalities statement.** Will be carried out following assessment of the tender process outcome
20. **Partnership implications.** The London Borough of Croydon who manage adjacent car parks are aware of this project and are themselves considering the introduction of car park charges. It is anticipated that this will be discussed as part of the benchmarking process of car park fees.

Conclusion

21. Car park payments and associated infrastructure will be introduced at Farthing Downs and Riddlesdown and updated at Burnham Beeches
22. A competitive tender exercise is underway for the provision of appropriate hardware, and software including installation and annual administration and enforcement costs
23. Funding of £130,000 has been secured from the PIP fund of which £125,000 remains for delivery. Soft market testing suggests that this sum is sufficient. However, each geographic site is likely to require a different variant of the available options shown in paragraph 10 and the available budget will be an influence.
24. As a 'light' project, sign off at Gateway 5 (authority to proceed) can be provided by the Director of Open Spaces and will be sought prior to 31st March 2020.

25. It is anticipated that the project will be delivered and operational by September 2020.

Appendices

None

Background Papers.

- Gateway 2 Project report to Project Sub Committee – March 2019
- Project Priorities bid. March 2018.

Andy Barnard. Superintendent of The Commons

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Committee(s):	Date(s):
Epping Forest and Commons Committee	13 th January 2020
Subject: Timetable for:	Public
<ul style="list-style-type: none"> • Production of new management plans and associated public consultation • Submission of Countryside Stewardship Scheme grant applications and associated Woodland Plans. 	
Report of: Superintendent of The Commons	For Decision
<p>Summary</p> <p>This Committee approved the current versions of the Ashted Common and West Wickham and Coulsdon Commons ten-year management plans in 2011. At that time, the Superintendent consulted a wide audience to guide the development of the plan.</p> <p>New ten-year management plans are now required for all of the above sites i.e. Ashted Common, West Wickham Common, Spring Park, Coulsdon Common, Kenley Common, Farthing Downs & New Hill and Riddlesdown (seven in total) commencing 1st April 2021, to continue the City Corporation's work until 2031. This will require extensive consultation with a wide range of stakeholders, which must be undertaken prior to final draft management plans for submission to your Committee in January 2021. Should your Committee approve the plans they will be sent onwards to Natural England (NE) for ratification.</p> <p>The Environmental Stewardship Scheme (ESS) grant for the seven sites ends on 31st March 2021. 'Expressions of Interest' for the new Countryside Stewardship Scheme Grant (CSSG), including any associated Woodland Plans, must be submitted to Natural England by March 2021. If accepted, final grant applications must be submitted to NE by September 2021 for approval. Each CSSG agreement, if approved, would commence 1st January 2022.</p> <p>Members are asked to:</p> <ol style="list-style-type: none"> i. Approve the necessary actions outlined in the provisional timetable for the various management plans and public consultations. Table 2. ii. Approve the necessary actions outlined in the provisional timetable for the submission of Woodland Plans and CSSG applications. Table 3. 	

Main Report

Background

1. Your Committee approved the current version of the Ashted Common, West Wickham Common, Coulsdon Common, Farthing Downs and New Hill, Riddlesdown, Kenley Common and Spring Park ten-year management plans in March 2011. Community engagement and discourse with conservation experts was key to the successful development of those plans.

2. A brief list of achievements during the period of the last plans include:

Ashtead Common

- i. The careful management and monitoring of the site's cohort of veteran trees and associated species.
- ii. Entry into a ten-year agreement for ESS grant funding for conservation management activity
- iii. Scrub/grassland mosaic rebalanced to a 50:50 split between grassland and scrub
- iv. Grazing areas expanded by 19ha
- v. Management of Oak Processionary Moth across the National Nature Reserve
- vi. Approx. 85,000 volunteer hours contributed to help manage the site

The West Wickham and Coulsdon Commons (WW&CC)

- i. Entry into a ten-year agreement for ESS grant funding for conservation management activity
- ii. The restoration, creation and enhancement of rare chalk grassland habitats and communities on Kenley Common, Farthing Downs and Riddlesdown
- iii. The restoration of a wood-pasture habitat on Coulsdon Common
- iv. Development and ongoing delivery of the Kenley Revival Heritage Lottery project
- vii. The continuing development of heathland areas and other rare habitats and species on West Wickham Common
- viii. The completion of phased cycles of woodland management including that of the internationally rare small leaved lime (*Tilia Cordata*) at Spring Park
- ix. The creation of a new Information Ranger post to promote engagement with local communities and visitors.
- x. The designation of the 4 Coulsdon Commons (Riddlesdown, Farthing Downs, Coulsdon and Kenley) as a part of the new South London Downs National Nature Reserve
- xi. Approx. 60,000 volunteer hours contributed to help manage the sites

Current Position

Management Plans.

3. The management plans for Ashtead Common and the WW&CC bring together all the necessary knowledge and management activities to ensure that their status as Sites of Special Scientific Interest (SSSI), National Nature Reserve (NNR) and Sites of Metropolitan Importance for Nature Conservation (SMINC) are maintained according to the City's twin legal responsibilities for recreation and biodiversity. See **Table 1** for the designation of each site.
4. For the last two decades, each iteration of these plans has been developed in a consultative manner. Once in final form, they must be assessed and approved by this Committee before being passed to Natural England (NE) for ratification.

5. The provision of management plans approved by NE is the best method of ensuring that the City Corporation meets its legal obligations towards the enhancement of biodiversity and to attract funding via their CSSG.
6. The current management plans for each of the seven sites expires on 31st March 2021. Therefore, it is necessary to draft and approve replacement plans to cover the period 2021-2031.

7. Site Designations. Table 1.

Site	NNR	SSSI	SMINC
Ashtead Common	Yes	Yes	
Riddlesdown	Yes	Yes	
Farthing Downs & New Hill	Yes	Yes	
Kenley Common	Yes		Yes
Coulsdon Common	Yes		Yes
West Wickham Common			Yes
Spring Park			Yes

Public Consultation.

8. It is good practice to consult a variety of audiences on the contents of any new Management Plan. Across the seven sites, audiences have traditionally included local communities, the Ashtead Common Consultation Group (ACCG), The WW&CC Consultation Group (WW&CCCG), site users, NE and conservation specialists.

Natural England Grants

9. The ESS grant provided by NE, for each of the above sites ends on 31st March 2021. 'Expressions of Interest' for NE's new CSSG, must be submitted by March 2021. If accepted, submission of the final CSSG applications must be submitted to NE by September 2021. Each CSSG agreement would then commence 1st January 2022.

Woodland Plans

10. Six sites are required to produce woodland plans, to be agreed by the Forestry Commission, as an additional step in the CSSG application process. These sites are:
 - i. Coulsdon Common
 - ii. Farthing Down and New Hill
 - iii. Kenley Common
 - iv. Riddlesdown
 - v. Spring Park
 - vi. West Wickham Common
11. Ashtead Common is not required to produce a Woodland Plan, as it is a 'registered common'.

Staffing levels

12. The WW&CC team are currently in a state of flux with three rangers departing in 2019 including the specialist post of Conservation Ranger that provided much of the ecological support for the team. Business cases have been submitted to the Town Clerk to appoint two, non-specialist, fixed term contract rangers (18 months) to part fill those gaps. It is hoped that these posts will be recruited by April 2020 although they are unlikely to bring with them the background and site based knowledge necessary to assist with the development of the new management plans and grant application process.

Committee Consultation.

13. The Assistant Town Clerk advises against the creation of more working parties and would counsel members were consulted via or at full Committee meetings instead; this is due to the volume of committees already created and the strain on resource.
14. A consultation timetable has been produced to guide the delivery of the aforementioned management plans, woodland plans, CSSG applications and necessary consultations. Your Committee approved a similar format and process for the recent production of management plans for both Stoke Commons and Burnham Beeches.

Proposals

15. To ensure appropriate governance, Members must be satisfied that they have suitable oversight of the development of the management plans and associated grant application procedures. **Table 2** outlines the proposed consultation and approval process for all audiences.

Table 2.

Jan 2020	Agree Governance and Timetable. Epping Forest and Commons Committee
March 2020	ACCG and WW&CCCG. Introduction to the management plan and grant applications process. Set out subsequent consultation timing for each group.
March – May 2020	Produce 1 st draft new Management Plans. See paragraph 23
April/July 2020	Consult conservation specialists
June/July 2020	WW&CCCG and ACCG site visits to assess draft plan
Summer 2020	Review number of plans achievable to this timetable and adjust if required. Committee visit to a ‘management plan site’ to review the draft plan. A detailed ‘issues report’ to be produced prior to the site visit to highlight topics for Members’ consideration.
June/Oct 2020	Public Consultation on draft management plans
Autumn/Winter 2020	Assess consultation feedback and finalise management plan.
December 2020	Assess Equality issues arising from the draft plan process
January 2021	Presentation of draft plans for approval to EFCC
March 2021	Presentation of plans to both Consultation Groups

March 2021	EFCC 'decision report' on all management plans
Feb/March 2021	Submission of approved plans to Natural England for ratification
1 April 2021	Start date of ratified Management Plans
Key	Consultation Phases
	Development Phases

16. The developing management plans will be presented to this Committee for comment and amendment according to **Table 2**.
17. A final version of the management plans will be submitted to this Committee in January 2021 for approval and to Natural England shortly thereafter for ratification.
18. The design and format of the new management plans will closely follow that of the recent Stoke Common and Burnham Beeches management plans.

CSSG Application Timetable

19. The CSSG application and FC Woodland Plan process will run alongside the management plan timetable albeit for a slightly extended period.

Table 3.

April/December 2020	Develop and agree woodland plans for relevant sites with Forestry Commission
Throughout 2020 to April 2021	Develop CSSG 'Expressions of Interest' to NE and submit.
31 March 2021	ESS grant ends for all sites
September 2021	Submit CSSG applications to Natural England for approval
1 st January 2022	New CSSG's commence

Implications

18. A management plan that is at odds with its audience will struggle to achieve the unified support necessary to achieve its central aims and legal obligations. This in turn may lead to difficulties in delivering the plan and subsequent reputational harm.
19. The outcome of **Table 3** will be to ensure, as far as practicable, that the conservation activities contained within the management plan are, in the main, funded by external grant. Should the grant application be unsuccessful then habitat/species management activities would be severely restricted with consequent risk to the condition/conservation status of the sites.
20. The City is obliged 'to have regard for biodiversity conservation' for all of its SSSI's. Natural England aims to achieve a target ensuring that 95% of SSSI's are in 'favourable' or 'improving' condition'. The majority of Ashted Common is currently in 'Favourable Condition'. The WW&CC SSSIs (Farthing Downs and Riddlesdown) are currently in 'Favourable' or Unfavourable Recovering

Condition. In each instance, a management plan approved by Natural England is the most effective way to ensure that the site continues to help them meet their biodiversity targets.

21. Your Superintendent is currently confident that the WW&CC team will have the capacity to prepare all of the Woodland Plans and CSSG submissions as outlined in **Table 3**. However, there is less confidence that the requirements of **Table 2** can be met and it may be necessary, at the midpoint, to review the number of new management plans that can be produced.
22. Given the above uncertainty and should it prove necessary, your Superintendent proposes to provide Members with an amended timetable by September 2020 to outline those plans that will proceed and those whose production might be delayed by 6-12 months. CSSG income will remain unaffected as the grant application process can proceed without the management plan if required.

Financial

23. The cost of producing the management plans will be met from local risk budgets. Costs will include consultation events, additional mapping/surveys and the publication of the final documents. The total cost for the production of all management plans is not expected to exceed £15,000.
24. Having been consulted on the production of this report the Human Resources Department has concluded that there are no likely adverse implications on staffing provided the number of management plans under production is reviewed as shown in Table 2.
25. The ESS grant ends 31st March 2021. The start date for the new CSSG's is 1st January 2022 and cannot run concurrently with ESS nor can the ESS grant be terminated earlier than stated. Assuming that the grant application is successful, there will be an unavoidable grant funding gap of 9 months i.e. 1st April 2021- 21st December 2021 for each site amounting to:
 - a. Ashtead Common - £30,000
 - b. WW&CC - £57,000
26. The total shortfall of £87,000 will have to be met from local risk budgets and implies a potential overspend of that amount for the 2021-2022 financial year. Should the grant applications be unsuccessful this sum would be permanently unavailable.

Corporate & Strategic Implications

27. The proposals in this report support the Corporate Business Plan as follows:

Contribute to a Flourishing Society

- People enjoy good health and wellbeing
- Communities are cohesive and have the facilities they need

Shape outstanding environments

- Our Spaces are secure, resilient and well maintained.
- We have clean air, land and water and a thriving and sustainable environment

28. And the Open Spaces Business Plan outcomes:

- Open Spaces and Historic Sites are thriving and accessible
- Spaces enrich people's lives
- Business practices are responsible and sustainable

Conclusion

29. Seven new management plans and associated public consultation events are required to ensure the continuing management, external funding and community support for the City's management of Ashted Common and the WW&CC.

30. **Table 2** provides the timetable for the production of those plans. Progress on their production will be reviewed at the mid-point and any consequent changes to the timetable reported to this Committee by September 2020.

31. **Table 3** provides the schedule for the submission of Woodland Plan and CSSG Applications.

32. The CSSG is needed to support the conservation works contained within the plans and will replace the ESS grant that provided similar support for 10 years ending 31st March 2021. A decision to alter the management plan timetable (**Table 2**) will not influence negatively on CSSG income.

33. An unavoidable shortfall of grant income will occur across all sites totalling £87,000 during the period 1st April and December 31st 2021.

Appendices

None

Background Papers

None

Author

Andy Barnard

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Committee(s)	Dated:
Epping Forest and Commons – For Information	13/01/2020
Subject: Ashtead Common Trustee’s Annual report and Financial Statements for the Year Ended 31 March 2019	Public
Report of: The Chamberlain	For Information
Report author: Derek Cobbing	

Summary

The Trustee’s Annual Report and Financial Statements for the Year Ended 31 March 2019 for Ashtead Common are presented in the format required by the Charity Commission.

Recommendation(s)

Members are asked to:

- Note the report.

Main Report

1. The Trustee’s Annual Report and Financial Statements, in the format that is required by the Charity Commission, are presented for information. The draft accounts were circulated to your Chairman and Deputy Chairman. Subsequently the accounts have been signed on behalf of the Trust by the Chairman and Deputy Chairman of the Finance Committee and have been audited.
2. Following the review of the charities for which the City is responsible a report to your Committee on 10th May 2010 detailed key reports that should be presented to your Committee in future. The Trustees Annual Report and Financial Statements was one of these reports. Information from these statements will form the Annual return to the Charity Commission.
3. Since this undertaking the City Corporation has recently approved that a further comprehensive review be undertaken across all of its charities, the outcome of which will be reported to this committee in due course.
4. Much of the information contained within the Annual Report and Financial Statements has already been presented to your Committee via budget and outturn reports.

Appendices

- Appendix 1 – Report and Financial Statements for the year ending 31st March 2019 (Ashtead Common)

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ASHTEAD COMMON
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019
Charity Number: 1051510

ASHTEAD COMMON

Trustee Annual Report and Financial Statements for the year ended 31 March 2019

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ASHTEAD COMMON
Trustee Annual Report for the year ended 31 March 2019

1. Reference and Administration Details

Charity Name:	Ashtead Common
Registered Charity Number:	1051510
Principal Address:	PO Box 270, Guildhall, London EC2P 2EJ
Trustee:	The City of London Corporation
Chief Executive:	The Town Clerk of the City of London Corporation
Treasurer:	The Chamberlain of London
Solicitor:	The Comptroller and City Solicitor
Banker:	Lloyds Bank plc City Office, PO Box 72 Bailey Drive Gillingham, Kent ME8 OLS
Auditor:	BDO LLP 55 Baker Street London W1U 7EU

2. Structure, Governance and Management

The Governing Document and constitution of the charity

The Governing Document is the Corporation of London (Open Spaces) Act 1878. The charity is constituted as a charitable trust.

Trustee Selection methods

The City of London Corporation (i.e. the Mayor, Commonalty and Citizens of London) is the Trustee of Ashtead Common. Elected Aldermen and Members of the City of London Corporation are appointed to the Epping Forest and Commons Committee governing Ashtead Common by the Court of Common Council of the City of London Corporation.

Policies and procedures for the induction and training of Trustee

The City of London Corporation makes available to its Members seminars and briefings on various aspects of the City's activities, including those concerning Ashtead Common, as it considers necessary to enable the Members to efficiently carry out their duties.

ASHTEAD COMMON
Trustee Annual Report for the year ended 31 March 2019

2. Structure, Governance and Management (continued)

Organisational structure and decision making process

The Committee governing the charity's activities is noted above. The committee is ultimately responsible to the Court of Common Council of the City of London. The decision making processes of the Court of Common Council are set out in the Standing Orders and Financial Regulations governing all the Court of Common Council's activities. The Standing Orders and Financial Regulations are available from the Town Clerk at the principal address.

The Charity Governance Code was published in July 2017. The charity is supportive of the Code and its aim to assist in the development of high standards of governance throughout the sector. The Trustee is currently considering application of the recommended practice to the work of the Ashtead Common charity.

Details of related parties and wider networks

Details of any related party transactions are disclosed in Note 13 of the Notes to the Financial Statements.

Key management personnel remuneration

The Trust considers its key management personnel comprise of the Trustee and the Director of Open Spaces who manages the seven open spaces funded by the City of London Corporation.

Support is also provided by other chief officers and their departments from across the City of London Corporation, including the Town Clerk and Chief Executive, Chamberlain, Comptroller and City Solicitor and City Surveyor.

The pay of the Director of Open Spaces is reviewed annually in-line with any uplift awarded to employees across the City of London Corporation. The City of London Corporation is committed to attracting, recruiting and retaining skilled people and rewarding employees fairly for their contribution. As part of this commitment, staff are regularly appraised and, subject to performance, eligible for contribution pay and recognition awards. If recruitment or retention of staff proves difficult, consideration is given to the use of market forces supplements in order to increase pay to a level that is competitive relative to similar positions in other organisations.

Risk identification

The Trustee is committed to a programme of risk management as an element of its strategy to preserve the charity's assets, enhance productivity for service users and members of the public and protect the employees.

In order to embed sound practice a Risk Management Group has been established in the City of London Corporation to ensure that risk management policies are applied, that there is an ongoing review of risk management activity and that appropriate advice and support is provided to Members and officers.

The City of London Corporation has approved a strategic risk register for all of its activities. This register helps to formalise existing processes and procedures and enables the City of London Corporation to further embed risk management throughout the organisation.

ASHTEAD COMMON
Trustee Annual Report for the year ended 31 March 2019

2. Structure, Governance and Management (continued)

A key risk register has been prepared for this charity and has been reviewed by the committee acting on behalf of the Trustee. It identifies the potential impact of key risks and the measures which are in place to mitigate such risks.

There are 10 risks which have been identified as affecting all the Open Spaces of which 9 relate to “green spaces”. These are:

- Health and safety;
- Extreme weather and climate change risk;
- Poor repair and maintenance of buildings;
- Impact of development;
- Pests and diseases;
- Maintaining the City’s water bodies;
- Reputational Risk Associated with efficiency improvement arising out of the Open Spaces Act;
- Ultra Low Emission Zone (ULEZ) Fleet Purchase risk; and
- Budget reductions implications

There is a system in place for monitoring each of these risks and mitigating actions are undertaken including training, strengthening controls and plans of action. These risks are then broken down into more site specific risks in each areas own risk register, together with any risks that only relate to that site.

Risks which are specific to Ashtead Common

Rural Payments Agency (RPA) Grants – Revisions to EU Common Agricultural Policy (CAP), transition to Basic Payment Scheme (BPS) and UK interpretation and tightening up of eligibility criteria may lead to a possible reduction in direct funding to deliver agricultural/conservation related services. This could potentially lead to a reduction/loss of biodiversity and grazing. By ensuring that the completion of claims is monitored and that works are carried out in line with guidance from inspections it is hoped to minimise loss of grant. The possible loss of funding post Brexit has been flagged with the City of London.

3. Objectives and Activities for the Public Benefit

The Trustee has due regard to the Charity Commission’s public benefit guidance when setting objectives and planning activities.

The Ashtead Common Charity was established under the Corporation of London (Open Spaces) Act 1878 which provides that the purpose of the charity is the preservation in perpetuity of the common at Ashtead as open space for the recreation and enjoyment of the public.

Almost the entire open space is designated as a National Nature Reserve and Site of Special Scientific Interest.

Past land use has influenced the Common, creating its rich ecological and cultural diversity. Today it is an important amenity resource for local people, who use the site for a variety of informal recreational and educational activities. Local people are actively encouraged to become involved as volunteers in all aspects of managing the Common.

ASHTEAD COMMON

Trustee Annual Report for the year ended 31 March 2019

3. Objectives and Activities for the Public Benefit (continued)

This charity is operated as part of the City of London Corporation's City's Cash. The City Corporation is committed to fund the ongoing net operational costs of the charity in accordance with the purpose which is the preservation in perpetuity of the common at Ashtead as open space for the recreation and enjoyment of the public.

4. Achievements and Performance

Significant developments for 2018/19

Ashtead Common is part of the Burnham Beeches, Stoke Common and City Commons Division of the Open Spaces Department which is collectively known as 'The Commons'. In addition to managing the Ashtead Common charity, the Division is also responsible for the Burnham Beeches and Stoke Common charity, the West Wickham Common and Spring Parks Woods charity and the Coulsdon and Other Commons charity.

The Ashtead team has enjoyed a full complement of staff for most of the year

Volunteering at Ashtead continues to flourish, with a weekly directly managed practical project group meeting every Monday and Thursday. The smaller Monday group tends to focus on infrastructure tasks such as fencing, signage and tool maintenance whilst the larger Thursday group is mainly engaged in habitat and conservation improvement projects.

The volunteers' passion and contribution to the conservation of Ashtead Common culminated this year in over 8,000 volunteer hours, similar figures to last year, and a considerable achievement. These volunteer numbers were, once again, boosted by contributions from the Conservation Volunteers (TCV), Lower Mole Partnership, and various corporate groups.

Oak processionary moth nest infestation dominated events on the Common this year with the number of infected trees now in excess of 250. Nests were removed from the infected trees at a cost of £30,000. It is anticipated that this figure will rise exponentially as further survey work is undertaken, the infestation rises, and further nests are discovered.

Further to the long-term pollution incident affecting the Rye Brook at Two Bridges the South East Rivers Trust have produced a design for a reed bed to filter pollutants from a surface water outlet. The report has not yet been analysed or scoped in detail, but it is envisaged that the scheme could cost up to £250,000 to be achieved.

Following some illegal metal detecting activity on the common bronze artefacts were recovered, from the offender, and they are now with the British Museum for dating and conservation purposes. We will be advised of the conclusions as soon as they are available from the experts conducting the investigations.

Scrub management work continues the lower slopes, and this has aided the return of Grasshopper Warblers after a long absence. This species likes wet grassland habitat and was identified in the Woodlands Road/scrub area which has been subject to habitat restoration.

ASHTEAD COMMON

Trustee Annual Report for the year ended 31 March 2019

4. Achievements and Performance (continued)

The livestock from our partners at Surrey Wildlife Trust were returned to the newly extend Birch grazing area before moving on to Phoenix field. Originally 12 in number the herd was reduced in size prior to being moved down to the lower slopes to graze the scrub grassland area. The partnership continues to be very successful as the Belted Galloway cattle supplied by the Trust proved well suited to conditions on the Common. Surrey Wildlife Trust use a robust safety system to match animals to differing environments, and they helped with movements on site, advised on welfare and assisted with health checks.

The combined Entry Level and Higher-Level Stewardship Scheme continues to advance the capacity of the Ashtead team to deliver an effective and sustainable program of conservation management projects. Referred to as the Environmental Stewardship Scheme (ESS), the agreement with Natural England was signed on 21 March 2011 for implementation from April 2011 onwards and covering a period of 10 years. ESS provides incentive payments to manage land to conserve or restore habitats.

The veteran tree management program is now established using a district zoning method, rather than a whole site approach. This has made the task quicker and more sustainable financially, meaning that more of the ground's maintenance budget is available to fund other priorities on the Common such as bracken management.

The Ashtead team have invested some time in looking ahead to the introduction of the next management plan in 2021 and the long-term vision for the site. A new vision for Ashtead Common, complete with a commissioned illustration was presented to local people at the Ashtead Village day and the Ashtead Consultation Group in September and again with further detail in February this year.

Several interpretive events were provided during the year to enrich the visitor experience. These included guided walks on subjects such as woodland management, site ecology and bats. Further community events included pumpkin carving, bird box making and Christmas wreath making.

Key targets for 2018/19 and review of achievement

The key targets for 2018/19 together with their outcomes were:

- ***Veteran trees*** – complete year nine of the programme and the dead or alive survey. Publish results of a study into the response of veteran trees to management work. Year nine of the veteran tree management programme was completed. The dead or alive survey was completed and the results were analysed as part of a wider study into the response of the veteran trees to management activity
- ***Management planning*** – continue the process of developing and, where appropriate implementing, operational plans to guide key aspects of site management activity. This will continue with further consultation until presentation of the final plan prior to 2021.
- ***Rye Brook*** – Devise plan for a reed bed filtration system to mitigate the effects of pollution. This has now been received from the South East Rivers Trust and a decision on the feasibility considered.
- ***Tree health*** – continue to monitor and adapt approach to managing the continuing spread of Oak Processionary Moth. An ongoing programme of survey work and nest removal in high risk areas

ASHTHEAD COMMON
Trustee Annual Report for the year ended 31 March 2019

4. Achievements and Performance (continued)

Key Targets for 2018/19 and review of achievements (continued)

- **Scrub management** – transition from a restoration phase towards and ongoing maintenance regime to ensure a balance of mosaic habitat and scrub blocks of varying age. As we approach the end term of the current management plan the maintenance regime will grow.

All of the above achievements enhanced the Open Space for the benefit of the public.

5. Financial Review

Review of Financial Position

Income of £36,838 (2017/18: £33,754) was received from: Donations and Legacies comprising grants £31,119 (2017/18: £30,988), contributions £1,282 (2017/18: £580) and donations £20 (2017/18: nil), Charitable Activities comprising, sale of goods products and materials £1,550 (2017/18: £90), fees and charges £1,375 (2017/18: £648) and licences £1,492 (2017/18: £1,448). The contribution towards running costs of the charity amounted to £518,425 (2017/18: £453,462). This cost was met by the City of London Corporation's City's Cash.

Reserves Policy

The charity is wholly supported by the City of London Corporation which is committed to maintain and preserve Ashtead Common out of its City's Cash Funds. These Funds are used to meet the deficit on running expenses on a year by year basis. Consequently, this charity has no free reserves and a reserves policy is therefore inappropriate.

Investment Policy

The charity itself has no underlying supporting funds or investments and therefore there is no investment policy.

Going Concern

The Trustee considers the Common to be a going concern as detailed in Note 1(c) of the accounting policies.

Fundraising

Section 162a of the Charities Act 2011 requires charities to make a statement regarding fundraising activities. Although the Ashtead Common Charity does not undertake widespread fundraising from the general public, the legislation defines fundraising as "soliciting or otherwise procuring money or other property for charitable purposes". Such amounts receivable are presented in our accounts as "voluntary income" and includes legacies and grants.

In relation to the above we confirm that all solicitations are managed internally, without involvement of commercial participators or professional fund-raisers, or third parties. The day to day management of all income generation is delegated to the executive team, who are accountable to the trustees.

ASHTEAD COMMON
Trustee Annual Report for the year ended 31 March 2019

5. Financial Review (continued)

Fundraising (continued)

The charity is not bound by any undertaking to be bound by any regulatory scheme and the charity does not consider it necessary to comply with any voluntary code of practice.

We have received no complaints in relation to fundraising activities. Our terms of employment require staff to behave reasonably at all times. As we do not approach individuals for funds we do not consider it necessary to design specific procedures to monitor such activities.

6. Plans for Future Periods

The aims for 2019/20 are:

- *Realign resources and work programmes as required to respond to prevailing financial conditions.*
- *Vision & management planning - continue programme to define management aims and objectives and develop plans to deliver these over the long term.*
- *Survey and monitor for the presence of bats and the impact of veteran tree management works on their behaviour. Develop a comprehensive survey and monitoring schedule for the surveying over the lifetime of the next management plan.*
- *Veteran trees - continue with the district based approach to deliver the veteran tree management programme.*
- *Grazing - extend Phoenix grazing area to the new fence line along the western boundary.*
- *Mowing - maintain a mowing regime that ensures firebreaks and rides are maintained to an adequate width. Mow some areas within restored scrub areas to maintain open grass sward.*
- *Bracken control - control bracken by mowing and spraying.*
- *Oak Processionary Moth - respond to the scale of the issue by targeting resources at surveying, nest removal, information dissemination and visitor management*
- *Volunteering - maintain the Monday and Thursday volunteer groups, support work experience placements and provide corporate volunteering opportunities.*
- *Scrub grassland - Continue the restoration program to establish a 50% mix of scrub and grassland.*

7. Disclosure of Information to the auditor

At the date of approval of this report, the Trustee confirms that:

- so far as they are aware, there is no relevant audit information of which the Auditor is unaware; and
- the Trustee has taken all the steps that it ought to have taken in order to make itself aware of any relevant audit information and to establish that the Auditor is aware of that information.

ASHTHEAD COMMON
Trustee Annual Report for the year ended 31 March 2019

8. Statement of Trustee Responsibilities

The Trustee is responsible for preparing the Trustee Report and the financial statements in accordance with the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective from 1 January 2015.

The law applicable to charities in England & Wales requires the Trustee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period

In preparing these financial statements, the Trustee is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustee is responsible for keeping proper accounting records that discloses with reasonable accuracy at any time the financial position of the charity and enable the Trustee to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the trust deed. The Trustee is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

9. Adopted and signed for on behalf of the Trustee on 13 November 2019.

Jeremy Paul Mayhew MA MBA
Chairman of Finance Committee
Guildhall, London

Jamie Ingham Clark
Deputy Chairman of
Finance Committee
Guildhall, London

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF ASHTEAD COMMON

Opinion

We have audited the financial statements of Ashtead Common (the Charity) for the year ended 31 March 2019 which comprise the statement of financial activities, the balance sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 March 2019 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions related to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustee has not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF ASHTEAD COMMON (CONTINUED)

Other information

The other information comprises the information included in the Annual Report, other than the financial statements and our auditor's report thereon. The Trustee is responsible for the other information.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities Act 2011 requires us to report to you if, in our opinion;

- the information contained in the financial statements is inconsistent in any material respect with the Trustees' Annual Report; or
- adequate accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of the Trustee

As explained more fully in the Trustees' responsibilities statement, the Trustee is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustee determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustee is responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustee either intend to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF ASHTEAD COMMON (CONTINUED)

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located at the Financial Reporting Council's ("FRC's") website at:

<https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Use of our report

This report is made solely to the Charity's Trustee, as a body, in accordance with the Charities Act 2011. Our audit work has been undertaken so that we might state to the Charity's Trustee those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustee as a body, for our audit work, for this report, or for the opinions we have formed.

Fiona Condron (Senior Statutory Auditor)
For and on behalf of BDO LLP, statutory auditor
London

Date

BDO LLP is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

ASHTEAD COMMON

Statement of Financial Activities for the year ended 31 March 2019

	Notes	Unrestricted Fund	
		2018/19	2017/18
		£	£
Income from:			
Donation and Legacies		32,421	31,568
Charitable activities		4,417	2,186
Grant from City of London Corporation		518,425	453,462
Total	4	555,263	487,216
Expenditure on:			
Charitable activities		555,263	487,216
Total	5	555,263	487,216
Net income/(expenditure)		-	-
Net movement in funds		-	-
Reconciliation of funds:			
Total funds brought forward		-	-
Total funds carried forward		-	-

There are no recognised gains or losses other than as shown in the statement of financial activities above.

All income and expenditure is derived from continuing activities.

ASHTEAD COMMON
Balance Sheet as at 31 March 2019

	Notes	2019 £	2018 £
Current Assets			
Debtors	9	39,985	9,954
Cash at Bank and in hand		-	9,398
		<u>39,985</u>	<u>19,352</u>
Creditors: Amounts falling due within one year	10	(39,985)	(19,352)
Net Current Assets		<u>-</u>	<u>-</u>
The funds of the charity			
Unrestricted income fund		-	-
Total charity funds		<u>-</u>	<u>-</u>

Approved and signed for and on behalf of the Trustee

The Notes at pages 15 to 24 form part of these accounts.

Dr Peter Kane
Chamberlain of London

13 November 2019

ASHTEAD COMMON

Notes to the Financial Statements for the year ended 31 March 2019

1. Accounting Policies

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the charity's financial statements.

(a) ***Basis of Preparation***

The financial statements of the charity, which is a public benefit entity under FRS102, have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice (SORP) Accounting and Reporting by Charities, published in 2015, Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (FRS102) and the Charities Act 2011.

(b) ***Significant Management Judgements and Key Sources of Estimation***

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the application of policies and reported amounts of assets and liabilities, income and expenditure. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances, the result of which form the basis of making judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognized in the period in which the estimate is revised and in any future periods affected. Management do not consider there to be any material revisions requiring disclosure.

(c) ***Going Concern***

The governing documents place an obligation on the City of London Corporation to preserve the open space for the benefit of the public. The City of London Corporation is committed to fulfilling this obligation which is reflected through its proactive management of, and ongoing funding for, the services and activities required. The funding is provided from the City of London Corporation's City's Cash which annually receives considerable income from its managed funds and property investments. Each year a medium term financial forecast is prepared for City's Cash. The latest forecast to the period 2022/23 anticipates that adequate funding will be available to enable the Trust to continue to fulfil its obligations. On this basis the Trustee considers the Trust to be a going concern for the foreseeable future.

(d) ***Statement of Cash Flows***

The Trust has taken advantage of the exemption in FRS102 (paragraph 1.12b) from the requirement to produce a statement of cash flows on the grounds that it is a qualifying entity. Statement of Cash Flows is included within the City's Cash Annual Report and Financial Statements 2019 which is publicly available and can be found at www.cityoflondon.gov.uk.

ASHTEAD COMMON

Notes to the Financial Statements for the year ended 31 March 2019

1. Accounting Policies (continued)

(e) *Fixed Assets*

Heritage Land and Associated Buildings

Ashtead Common comprises 200 hectares (500 acres) of land located in North East Surrey, together with associated buildings. The object of the charity is the preservation in perpetuity of the Common at Ashtead as open space for the recreation and enjoyment of the public. Ashtead Common is considered to be inalienable (i.e. may not be disposed of without specific statutory powers). The land and the original associated buildings are considered to be heritage assets. In respect of the original land and buildings, cost or valuation amounts are not included in these accounts as reliable cost information is not available and a significant cost would be involved in the reconstruction of past accounting records, or in the valuation, which would be onerous compared to the benefit to the users of these accounts.

(f) *Recognition of capital expenditure*

Expenditure on the acquisition, creation or enhancement of property, plant and equipment is capitalised provided that the expenditure is material (generally in excess of £50,000) and the asset yields benefits to the City of London, and the services it provides, for a period of more than one year. This excludes expenditure on routine repairs and maintenance of fixed assets which is charged directly within service costs.

(g) *Income Recognition*

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

(h) *Volunteers*

No amounts are included in the Statement of Financial Activities for services donated by volunteers, as this cannot be quantified.

(i) *Grants receivable*

Income from grants is recognised when there is evidence of entitlement to the grant, receipt is probable and its amount can be measured reliably. To this end, evidence of entitlement is assumed to exist when the formal offer of funding is communicated in writing to the Charity. Where there is a performance condition attached to the grant, entitlement is only recognised when the conditions have been met.

(j) *Contribution from City's Cash*

The City of London Corporation's City's Cash meets the deficit on running expenses of the charity and also provides grant funding for certain capital works and this income is recognised in the Statement of Financial Activities when it is due from the City of London Corporation's City's Cash.

(k) *Rental income*

Rental income is included as the Charities' income for the year and amounts due but not received at the year end are included in debtors.

(l) *Expenditure Recognition*

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

ASHTEAD COMMON

Notes to the Financial Statements for the year ended 31 March 2019

1. Accounting Policies (continued)

(m) *Allocation of costs between different activities*

The City of London Corporation charges staff costs to the charitable activity costs on a time spent basis. Associated office accommodation is charged out proportionately to the square footage used. All other costs are charged directly to the charitable activity.

(n) *Pension Costs*

Staff are employed by the City of London Corporation and are eligible to contribute to the City of London Local Government Pension Fund, which is a funded defined benefits scheme. The estimated net deficit on the Fund is the responsibility of the City of London Corporation as a whole, as one employer, rather than the specific responsibility of any of its three main funds (City Fund, City's Cash and Bridge House Estates) or the trusts it supports. The Fund's estimated net liability has been determined by independent actuaries in accordance with FRS102 as £608.6m as at 31 March 2019 (£592.6m as at 31 March 2018). Since this net deficit is apportioned between the accounts of the City of London's three main funds, the charity's Trustee does not anticipate that any of the liability will fall on the charity. The charity is unable to identify its share of the pension scheme assets and liabilities and therefore the Pension Fund is accounted for as a defined contribution scheme in the accounts.

The costs of the pension scheme charged to the charity are the employer's contributions disclosed in Note 7 and any employer's pension contributions within support services costs as disclosed at Note 6. A triennial valuation was undertaken as of 31 March 2016 and as a result the employer's contribution rate to be adopted for the financial years 2017/18, 2018/19 and 2019/20 has been set at 21%. The next actuarial valuation of the Scheme was carried out as at 31 March 2019 and will set contributions for the period from 1 April 2020 to 31 March 2023. There are no outstanding or pre-paid contributions at the balance sheet date.

(o) *Fund Accounting*

All funds of the Trust are unrestricted and any deficit for the year is met by the City of London Corporation's City's Cash.

2. Taxation

The Ashtead Common Charity meets the definition of a charitable trust for UK income tax purposes, as set out in Paragraph 1 Schedule 6 of the Finance Act 2010. Accordingly, the charity is exempt from UK taxation in respect of income or capital gains under part 10 of the Income Tax Act 2007 or section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

3. Indemnity Insurance

The City of London Corporation takes out indemnity insurance in respect of all its activities. The charity does not contribute to the cost of that insurance.

ASHTEAD COMMON

Notes to the Financial Statements for the year ended 31 March 2019

4. Income

Income is comprised as follows:

	2018/19 £	2017/18 £
Income		
Donations and Legacies		
Grants	31,119	30,988
Contributions	1,282	580
Donations	20	-
Total	32,421	31,568
Charitable activities		
Sale of goods, products and materials	1,550	90
Fees and charges	1,375	648
Licences income	1,492	1,448
Total	4,417	2,186
Grant from the City of London Corporation	518,425	453,462
Total Income	555,263	487,216

Grants

Grants were received from the Rural Payments Agency.

Grant from City of London Corporation

The City of London Corporation's City's Cash meets the deficit on running expenses of the charity.

5. Expenditure

Expenditure is analysed between activities undertaken directly and support costs as follows:

	Activities undertaken directly £	Support costs £	2018/19 £	2017/18 £
Charitable activity Preservation of Ashtead Common	483,087	72,176	555,263	487,216

No expenditure is incurred by third parties to undertake charitable work on behalf of the charity.

ASHTEAD COMMON

Notes to the Financial Statements for the year ended 31 March 2019

5. Expenditure (continued)

Charitable activity

Expenditure on the charitable activity includes labour, premises costs, equipment, materials and other supplies and services incurred as the running costs of Ashtead Common.

Auditor's remuneration and fees for external financial services

BDO are the auditors of the City of London City's Cash. The City of London Corporation does not attempt to apportion the audit fee between all the different charities but prefers to treat it as part of the cost to their private funds. No other external professional services were provided for the Charity during the year or in the previous year.

Trustee expenses

Members of the City of London Corporation are all unpaid and do not receive allowances in respect of City of London Corporation activities in the City. However, Members may claim travelling expenses in respect of activities outside the City and receive allowances in accordance with a scale when attending a conference or activity on behalf of the City of London Corporation. No expenses were claimed in 2018/19 (2017/18: nil).

6. Support Costs

The cost of administration which includes the salaries and associated costs of officers of the City of London Corporation, together with premises and office expenses, is allocated by the City of London Corporation to the activities under its control, including this charity, on the basis of employee time spent on the respective services. These expenses include the cost of administrative, technical staff and external consultants who work on a number of the City of London Corporation's activities. Support costs allocated by the City of London Corporation to the charitable activity are derived as follows:

	2018/19	2017/18
	£	£
Department		
Chamberlain	17,679	16,840
Comptroller & City Solicitor	4,451	7,529
Open Spaces Directorate	7,819	8,460
Town Clerk	13,203	14,955
City Surveyor	9,472	9,838
Information Systems	17,988	17,299
Other governance and support costs	1,564	1,439
Total support costs	72,176	76,360

ASHTEAD COMMON

Notes to the Financial Statements for the year ended 31 March 2019

6. Support Costs (continued)

The main support services provided by the City of London Corporation are:

Chamberlain	Accounting services, insurance, cashiers, revenue collection, payments, financial systems and internal audit.
Comptroller and City Solicitor	Property, litigation, contracts, public law and administration of commercial rents and City of London Corporation records.
Open Spaces Directorate	Expenditure incurred by the Directorate, which is recharged to all Open Spaces Committees under the control of the Director of Open Spaces. The apportionments are calculated on the basis of budget resources available to each Open Spaces charity.
Town Clerk	Committee administration, management services, personnel services, public relations, printing and stationery, emergency planning.
City Surveyor	Work undertaken on the management of the Estate properties, surveying services and advice, supervising and administering repairs and maintenance.
Information Systems	The support and operation of the City of London Corporation's central and corporate systems on the basis of usage of the systems; the provision of "desktop" and network support services and small IS development projects that might be required by the charity.
Other Support and Governance Costs	Contribution towards various costs including publishing the annual report and financial statements, central training, the dental service, occupational health, union costs and the environmental and sustainability section.

ASHTEAD COMMON

Notes to the Financial Statements for the year ended 31 March 2019

7. Staff Numbers and Costs

The average actual number of staff employed by the City of London Corporation charged to Ashtead Common Trust in 2018/19 is 7 (2017/18: 7) at a cost of £254,906 (2017/18: £236,935). The table below sets out the employment costs and the number of average actual staff charged directly to the charity.

	No of employees	Gross Pay £	Employers' National Insurance £	Employers' Pension Contribution £	Total £
2018/19 Charitable activities	7	192,430	18,979	43,497	254,906
2017/18 Charitable activities	7	175,597	20,192	41,146	236,935

There were no employees whose total employee benefits were above the £60,000 threshold (2017/18: nil).

The Trust considers its key management personnel comprise the Trustee and the Director of Open Spaces who manages the seven open spaces funded by the City of London Corporation. The proportion of the Director's employment benefits, including employer pension contributions, allocated to this charity amounted to £2,178 in 2018/19 (2017/18: £2,347). The Trustee is unpaid and does not receive allowances.

Support is also provided by other chief officers and their departments from across the City of London Corporation, including the Town Clerk and Chief Executive, Chamberlain, Comptroller and City Solicitor and City Surveyor.

8. Heritage Assets

Since 1995 the primary purpose of the charity has been the preservation of Ashtead Common for the recreation and enjoyment of the public. As set out in Note 1(d), the original heritage land and buildings are not recognised in the Financial Statements.

Policies for the preservation and management of Ashtead Common are contained in the Ashtead Common Heritage Conservation Plan 2010. Records of heritage assets owned and maintained by Ashtead Common can be obtained from the Director of Open Spaces at the principal address as set out on page 2.

ASHTEAD COMMON

Notes to the Financial Statements for the year ended 31 March 2019

9. Debtors

The debtors figure consists of:

	2019 £	2018 £
Recoverable VAT	5,662	2,894
Prepayments	5,130	5,053
Other Debtors	29,084	1,891
Rental Debtors	109	116
Total at 31 March	39,985	9,954

10. Creditors

The creditors figure consists of:

	2019 £	2018 £
Trade Creditors	7,156	6,576
Accruals	9,816	8,203
Other Creditors	19,712	1,257
Receipts In Advance	301	316
Rent Deposits	3,000	3,000
Total at 31 March	39,985	19,352

11. Ashtead Common Analysis of Net Assets by Fund at 31 March 2019

	Unrestricted Fund	2019	2018
	£	£	£
Current Assets	39,985	39,985	19,352
Current Liabilities	(39,985)	(39,985)	(19,352)
Total Net Assets	-	-	-

	Unrestricted Fund	2018	2017
	£	£	£
Current Assets	19,352	19,352	31,032
Current Liabilities	(19,352)	(19,352)	(31,032)
Total Net Assets	-	-	-

ASHTEAD COMMON

Notes to the Financial Statements for the year ended 31 March 2019

12. Movement of funds during the year to 31 March 2019

	Fund Balances Brought Forward £	Income £	Expenditure £	Gains and Losses £	Fund Balances Carried Forward £
Unrestricted Funds					
<i>General Funds</i>	-	555,263	(555,263)	-	-
Total Funds	-	555,263	(555,263)	-	-

Notes to the funds

Unrestricted funds

1) *General fund*

The General fund has a balance of nil as the operating deficit of the charity is financed by the City of London Corporation.

13. Related Party Transactions

The City of London Corporation as well as being the Trustee also provides management, surveying and administrative services for the charity. The costs incurred by the City of London Corporation in providing these services are charged to the charity. The City of London Corporation also provides banking services, allocating all transactions to the charity at cost and crediting or charging interest at a commercial rate. The cost of these services is set out in the Statement of Financial Activities under "Expenditure" on charitable activities and an explanation of these services is set out in Note 6 for support costs of £72,176 (2017/18: £76,360). The City of London Corporation's City's Cash meets the deficit on running expenses of the charity. This amounted to £518,425 (2017/18: £453,462) as shown in Note 4 to the financial statements.

The City of London Corporation is also the Trustee of a number of other charitable trusts. These Trusts do not undertake transactions with Ashtead Common. A full list of other charitable trusts of which the City of London Corporation is Trustee is available on application to the Chamberlain of the City of London.

Members of the City of London Corporation responsible for managing the Trust are required to comply with the Relevant Authority (model code of conduct) Order 2001 issued under the Local Government Act 2000 and the City of London Corporation's guidelines which require that:

- Members sign a declaration agreeing to abide by the City of London Corporation's code of conduct;
- a register of interests is maintained;
- pecuniary and non-pecuniary interests are declared during meetings; and
- Members do not participate in decisions where they have an interest.

ASHTEAD COMMON

Notes to the Financial Statements for the year ended 31 March 2019

13. Related Party Transactions (continued)

There are corresponding arrangements for staff to recognise interests and avoid possible conflicts of those interests.

In this way, as a matter of policy and procedure, the City Corporation ensures that Members and officers do not exercise control over decisions in which they have an interest. There are no material transactions with organisations related by virtue of Members and officers interests which require separate reporting. Transactions are undertaken by the Trust on a normal commercial basis.

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Committee(s)	Dated:
Epping Forest and Commons – For Information	13/01/2020
Subject: Burnham Beeches and Stoke Common Trustee’s Annual report and Financial Statements for the Year Ended 31 March 2019	Public
Report of: The Chamberlain	For Information
Report author: Derek Cobbing	

Summary

The Trustee’s Annual Report and Financial Statements for the Year Ended 31 March 2019 for Burnham Beeches and Stoke Common are presented in the format required by the Charity Commission.

Recommendation(s)

Members are asked to:

- Note the report.

Main Report

1. The Trustee’s Annual Report and Financial Statements, in the format that is required by the Charity Commission, are presented for information. The draft accounts were circulated to your Chairman and Deputy Chairman. Subsequently the accounts have been signed on behalf of the Trust by the Chairman and Deputy Chairman of the Finance Committee and have been audited.
2. Following the review of the charities for which the City is responsible a report to your Committee on 10th May 2010 detailed key reports that should be presented to your Committee in future. The Trustees Annual Report and Financial Statements was one of these reports. Information from these statements will form the Annual return to the Charity Commission.
3. Since this undertaking the City Corporation has recently approved that a further comprehensive review be undertaken across all of its charities, the outcome of which will be reported to this committee in due course.
4. Much of the information contained within the Annual Report and Financial Statements has already been presented to your Committee via budget and outturn reports.

Appendices

- Appendix 1 – Report and Financial Statements for the year ending 31st March 2019

Derek Cobbing
Chamberlains department

T: 020 7332 3519

E: derek.cobbing@cityoflondon.gov.uk

BURNHAM BEECHES AND STOKE COMMON

***REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019***

Charity Number: 232987

BURNHAM BEECHES AND STOKE COMMON
Trustee's Annual Report for the year ended 31 March 2019

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BURNHAM BEECHES AND STOKE COMMON
Trustee's Annual Report for the year ended 31 March 2019

1. Reference and Administration Details

Charity Name:	Burnham Beeches and Stoke Common
Registered Charity Number:	232987
Principal Address:	Guildhall, London EC2P 2EJ
Trustee:	The City of London Corporation
Chief Executive:	The Town Clerk of the City of London Corporation
Treasurer:	The Chamberlain of London
Solicitor:	The Comptroller and City Solicitor
Banker:	Lloyds Bank plc City Office, PO Box 72 Bailey Drive Gillingham, Kent ME8 OLS
Auditor:	BDO LLP 55 Baker Street London W1U 7EU

2. Structure, Governance and Management

The Governing Document and constitution of the charity

The governing documents are the Corporation of London (Open Spaces) Act 1878 and the governing scheme approved by the Charity Commission for England and Wales on 2 September 2011. The charity is constituted as a charitable trust.

Trustee selection methods

The City of London Corporation (i.e. The Mayor, Commonalty and Citizens of London) is the Trustee of Burnham Beeches and Stoke Common. Elected Aldermen and Members of the City of London Corporation are appointed to the Epping Forest and Commons Committee governing Burnham Beeches and Stoke Common by the Court of Common Council of the City of London Corporation.

Policies and procedures for the induction and training of Trustee

The City of London Corporation makes available to its Members seminars and briefings on various aspects of the City's activities, including those concerning Burnham Beeches and Stoke Common, as it considers necessary to enable the Members to efficiently carry out their duties.

BURNHAM BEECHES AND STOKE COMMON

Trustee's Annual Report for the year ended 31 March 2019

2. Structure, Governance and Management (continued)

Organisational structure and decision-making process

The Committee governing the charity's activities is noted above. The Committee is ultimately responsible to the Court of Common Council of the City of London. The decision-making processes of the Court of Common Council are set out in the Standing Orders and Financial Regulations governing all the Court of Common Council's activities.

The Standing Orders and Financial Regulations are available from the Town Clerk at the principal address.

The Charity Governance Code was published in July 2017. The charity is supportive of the code and its aim to assist in the development of high standards of governance throughout the sector. The Trustee is currently considering application of the recommended practice to the work of Burnham Beeches and Stoke Common charity.

Details of related parties and wider networks

Details of any related party transactions are disclosed in Note 14 of the Notes to the Financial Statements.

Key management personnel remuneration

The Trust considers its key management personnel comprise the Trustee and the Director of Open Spaces who manages the seven open spaces funded by the City of London Corporation.

Support is also provided by other chief officers and their departments from across the City of London Corporation, including the Town Clerk and Chief Executive, Chamberlain, Comptroller and City Solicitor and City Surveyor.

The pay of the Director of Open Spaces is reviewed annually in-line with any uplift awarded to employees across the City of London Corporation. The City of London Corporation is committed to attracting, recruiting and retaining skilled people and rewarding employees fairly for their contribution. As part of this commitment, staff are regularly appraised and, subject to performance, eligible for contribution pay and recognition awards. If recruitment or retention of staff proves difficult, consideration is given to the use of market forces supplements in order to increase pay to a level that is competitive relative to similar positions in other organisations.

Risk identification

The Trustee is committed to a programme of risk management as an element of its strategy to preserve the charity's assets, enhance productivity for service users and members of the public and protect the employees.

In order to embed sound practice a Risk Management Group has been established in the City of London Corporation to ensure that risk management policies are applied, that there is an ongoing review of risk management activity and that appropriate advice and support is provided to Members and officers.

BURNHAM BEECHES AND STOKE COMMON
Trustee's Annual Report for the year ended 31 March 2019

2. Structure, Governance and Management (continued)

Risk identification (continued)

The City of London Corporation has approved a strategic risk register for all of its activities. This register helps to formalise existing processes and procedures and enables the City of London Corporation to further embed risk management throughout the organisation.

A key risk register has been prepared for this charity and has been reviewed by the committee acting on behalf of the Trustee. It identifies the potential impact of key risks and the measures which are in place to mitigate such risks.

There are 10 risks which have been identified as affecting all the Open Spaces of which 9 relate to “green spaces”. These are:

- Health and safety;
- Extreme weather and climate change risk;
- Poor repair and maintenance of buildings;
- Impact of development;
- Pests and diseases;
- Maintaining the City's water bodies;
- Reputational Risk Associated with efficiency improvement arising out of the Open Spaces Act;
- Ultra Low Emission Zone (ULEZ) Fleet Purchase risk; and
- Budget reductions implications

There is a system in place for monitoring each of these risks and mitigating actions are undertaken including training, strengthening controls and plans of action.

These risks are then broken down into more site-specific risks in each areas own risk register, together with any risks that only relate to that site.

Risks which are specific to Burnham Beeches and Stoke Common:

Rural Payments Agency (RPA) Grants – Revisions to the EU Common Agricultural Policy (CAP), transition to Basic Payment Scheme (BPS) and UK interpretation and tightening up of eligibility criteria may lead to a possible reduction in direct funding to deliver agricultural/conservation related services. This could potentially lead to a reduction/loss of biodiversity and grazing. By ensuring that the completion of claims is monitored and that works are carried out in line with guidance from inspections it is hoped to minimise loss of grant. The possible loss of funding post Brexit has been flagged with the City of London.

3. Objectives and Activities for the Public Benefit

The Trustee has due regard to the Charity Commission's public benefit guidance when setting objectives and planning activities.

The Burnham Beeches charity was established under the Corporation of London (Open Spaces) Act 1878 which provided that the purpose of the charity is the preservation in perpetuity of the Open Space known as Burnham Beeches, “the Beeches”, as Open Space for the recreation and enjoyment of the public.

On 12 September 2011 the assets of Stoke Common (unregistered) were transferred to Burnham Beeches (232987). After this date the Charity is called Burnham Beeches and Stoke Common.

BURNHAM BEECHES AND STOKE COMMON

Trustee's Annual Report for the year ended 31 March 2019

3. Objectives and Activities for the Public Benefit (continued)

The objects of the Charity are the preservation in perpetuity by the Corporation of London of the Open Spaces known as Burnham Beeches and Stoke Common, for the perpetual use thereof by the public for recreation and enjoyment.

Burnham Beeches is also a National Nature Reserve and a Special Area of Conservation; there are requirements under the Wildlife and Countryside Act and also a European obligation to manage the Beeches for the benefit of its wildlife.

Stoke Common contains the largest remnant of Buckinghamshire's once extensive heathland, and is also designated as Site of Special Scientific Interest (SSSI).

This charity is operated as part of the City of London Corporation's City's Cash. The City of London Corporation is committed to fund the ongoing net operational costs of the charity in accordance with the purpose which is the preservation in perpetuity by the Corporation of London of the Open Spaces known as Burnham Beeches and Stoke Common, for the perpetual use thereafter by the public for recreation and enjoyment.

4. Achievements and Performance

Key targets for 2018/19 and review of achievement

The key targets for 2018/19 together with their outcomes were:

- **Stoke Common.** A new 10-year management plan for the common is required by the 1st of January 2019. This will be produced this year following consultation with a variety of stakeholders including Natural England, site visitors, local communities and wildlife interest groups. *Following extensive consultation with variety of stakeholders including; Natural England, site visitors, local communities in Stoke Poges and Fulmer, and wildlife interest groups, a new 10-year management plan for the common was produced. The new plan received final ratification from Natural England and started on the 1st of January 2019.*
- **Countryside Stewardship.** Funding under existing environmental grant schemes ends at both Burnham Beeches and Stoke Common in 2018. Applications for the new Countryside Stewardship scheme will be made, for both sites, during the year ready to start in 2019. *An application for the new Countryside Stewardship scheme was worked up over many months and submitted in August 2018. This application was successful and grant funding of important habitat works was confirmed for the next 10 years in January 2019.*
- **East Burnham Quarry.** Liaise with Summerleaze Ltd over the operation of the quarry and ensure protection of Burnham Beeches from harm. Carry out associated monitoring. *The team continued to liaise with Summerleaze Ltd over the operation of the quarry and through a variety of monitoring ensured protection of Burnham Beeches from harm.*

BURNHAM BEECHES AND STOKE COMMON
Trustee's Annual Report for the year ended 31 March 2019

4. Achievements and Performance (continued)

- **Impact of development.** Continue to work with South Bucks District Council and Natural England to obtain the best protection possible from development pressure through the local plan. Liaise with other neighbouring authorities regarding their plans. A particular focus will be on air quality issues. *The team at Burnham Beeches and Stoke Common continued to work with South Bucks & Chiltern District Council and Natural England to obtain the best protection possible from development pressure through the local plan. They continued to liaise with other neighboring authorities regarding their plans. A particular focus has been on air quality issues.*
- **Interpretation.** Install new information boards on Stoke Common. *New information boards were produced for both Stoke Common and Burnham Beeches.*
- **Grazing.** The 163 hectares grazing area at Burnham Beeches will be reviewed as part of the vision to graze as much of the remaining un-grazed 60 hectares as possible by 2020. *The 163 Ha grazing area at Burnham Beeches was reviewed as part of the vision to graze as much of the remaining un-grazed 60 Ha as possible by 2020.*
- **Veteran Trees.** Carry out clearance & reduction work as per work programme and increase effort on squirrel control to ensure reduction in damage on old pollards. *A reduced work programme of clearance & reduction work was undertaken during the winter of 18/19 partly due to the very dry summer and a condition survey and production of a new 10-year work programme with cutting now every other year. 2019/20 also saw an increased effort on squirrel control to ensure reduction in damage on old pollards.*
- **Young Pollards.** A new 10-year work programme will be compiled for working on the young pollarded trees. The annual programme of cutting on young pollards will be delivered as per the new job plan. *A new 10-year work programme is almost complete and will guide all works on the young pollarded trees. Year one of the new plan works was completed in January and February 2019.*
- **Ponds.** Use a range of techniques to investigate the outflow area middle pond to allow any necessary repairs to be undertaken. *Preliminary investigations and surveys into the condition of the pond embankment at middle pond were undertaken and identified that further investigative works are required.*

BURNHAM BEECHES AND STOKE COMMON
Trustee's Annual Report for the year ended 31 March 2019

5. Financial Review

Review of financial position

Income of £221,763 (2017/18: £168,877) was received, including grant income of £40,195 (2017/18: £51,626), donations of £40,665 (2017/18: £15,913), interest of £1,085 (2017/18: £550) and income from charitable activities comprising sales of £330 (2017/18: £143), fees and charges of £109,881 (2017/18: £65,448) and rental income of £29,607 (2017/18: £35,197). The contribution towards running costs of the charity amounted to £878,144 (2017/18: £822,011). This cost was met by the City of London Corporation's City's Cash.

Reserves Policy

The charity is wholly supported by the City of London Corporation which is committed to maintain and preserve Burnham Beeches and Stoke Common out of its City's Cash Funds. These Funds are used to meet the deficit on running expenses on a year by year basis. Consequently, this charity has no free reserves and a reserves policy is therefore inappropriate. The charity has designated and restricted funds and details are set out in note 13 of the Notes to the financial statements.

Investment Policy

The charity itself has no underlying supporting funds or investments and therefore there is no investment policy.

Going Concern

The Trustee considers the Commons to be a going concern. Please see Note 1(c) to the Financial Statements.

Fundraising

Section 162a of the Charities Act 2011 requires charities to make a statement regarding fundraising activities. Although the Burnham Beeches Stoke Common Charity does not undertake widespread fundraising from the general public, the legislation defines fundraising as "soliciting or otherwise procuring money or other property for charitable purposes". Such amounts receivable are presented in our accounts as "voluntary income" and includes legacies and grants.

In relation to the above we confirm that all solicitations are managed internally, without involvement of commercial participators or professional fund-raisers, or third parties. The day to day management of all income generation is delegated to the executive team, who are accountable to the trustees.

The charity is not bound by any undertaking to be bound by any regulatory scheme and the charity does not consider it necessary to comply with any voluntary code of practice.

We have received no complaints in relation to fundraising activities. Our terms of employment require staff to behave reasonably at all times. As we do not approach individuals for funds we do not consider it necessary to design specific procedures to monitor such activities.

BURNHAM BEECHES AND STOKE COMMON

Trustee's Annual Report for the year ended 31 March 2019

6. Plans for Future Periods

The key targets for 2019/20 are:

- **Burnham Beeches** - A new 10 year management plan for the Beeches is required by the 1 April 2020. 2019/20 will see consultation with a variety of stakeholders including Natural England, site visitors, local communities and wildlife interest groups to ensure the new plan is in place by 31 March 2020.
- **Countryside Stewardship** – With funding secured for Burnham Beeches and Stoke Common under the new scheme key heathland and wood pasture restoration capital projects will be undertaken in the Autumn of 2019 – this will be the final round of major restoration at Stoke Common and see the delivery of a significant part of a long-term wood pasture restoration project at the Beeches.
- **Interpretation** - New information boards will be installed at both Stoke Common and Burnham Beeches along with new sculptures on the sensory trail at the Beeches
- **Scheduled ancient monuments** – The iron age hill fort at Burnham Beeches, known as Seven Ways Plain, will be subject to investigation and interpretation over the next two years as part of the partnership with an HLF (Heritage Lottery Fund) funded project – Beacons of the past – Hillforts in the Chilterns Landscape. In 2019/20 this will involve a LIDAR survey of the whole of the Beeches (and Stoke Common), and public events to interpret the monument to visitors and involve them in its care.
- **Impact of development** - The team at Burnham Beeches and Stoke Common will continue to work with South Bucks & Chiltern District Council/Slough Borough Council/Heathrow and Natural England to obtain the best protection possible from development pressure through the local plan and other development mitigations. A particular focus will be on air quality issues.
- **Grazing** – Plans to graze more than the current 163 Ha grazing area at Burnham Beeches will be put into action with a gradual expansion in 2019/20 as part of the vision to graze as much of the remaining un-grazed 60 Ha as possible by 2020.
- **Ponds** – Use a range of techniques to investigate the outflow area middle pond to allow any necessary repairs to be undertaken.
- **Veteran Trees** – carry out clearance & reduction work as per the new 10-year work programme and maintain efforts on squirrel control to ensure reduction in damage on old pollards.

7. Disclosure of Information to the auditor

At the date of approval of this report, the Trustee confirms that:

- so far as they are aware, there is no relevant audit information of which the Auditor is unaware; and
- the Trustee has taken all the steps that it ought to have taken in order to make itself aware of any relevant audit information and to establish that the Auditor is aware of that information

BURNHAM BEECHES AND STOKE COMMON
Trustee's Annual Report for the year ended 31 March 2019

8. Statement of Trustee's Responsibilities

The Trustee is responsible for preparing the Trustee's Report and the financial statements in accordance with the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective from 1 January 2015.

The law applicable to charities in England & Wales requires the Trustee to prepare financial statements for each financial year which give a true and fair of the state of affairs of the charity and of the incoming resources of the charity for the period. In preparing these financial statements the Trustee is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustee is responsible for keeping proper accounting records that discloses with reasonable accuracy at any time the financial position of the charity and enable the Trustee to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the trust deed. The Trustee is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

9. Adopted and signed for and on behalf of the Trustee on xx xxxxxxxx 2019.

Jeremy Paul Mayhew MA MBA
Chairman of Finance Committee
Guildhall, London

Jamie Ingham Clark
Deputy Chairman of
Finance Committee
Guildhall, London

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF BURNHAM BEECHES AND STOKE COMMON

Opinion

We have audited the financial statements of Burnham Beeches and Stoke Common (the Charity) for the year ended 31 March 2019 which comprise the statement of financial activities, the balance sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 March 2019 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions related to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF BURNHAM BEECHES AND STOKE COMMON CHARITY (CONTINUED)

Other information

The other information comprises the information included in the Annual Report, other than the financial statements and our auditor's report thereon. The Trustees are responsible for the other information.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities Act 2011 requires us to report to you if, in our opinion;

- the information contained in the financial statements is inconsistent in any material respect with the Trustees' Annual Report; or
- adequate accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of Trustees

As explained more fully in the Trustees' responsibilities statement, the Trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF BURNHAM BEECHES AND STOKE COMMON CHARITY (CONTINUED)

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located at the Financial Reporting Council's ("FRC's") website at:

<https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Use of our report

This report is made solely to the Charity's trustees, as a body, in accordance with the Charities Act 2011. Our audit work has been undertaken so that we might state to the Charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity and the Charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Fiona Condron (Senior Statutory Auditor)
For and on behalf of BDO LLP, statutory auditor
London

Date

BDO LLP is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

BURNHAM BEECHES AND STOKE COMMON
Statement of Financial Activities for the year ended 31 March 2019

	Notes	Unrestricted Funds			2018/19	2017/18
		General Fund	Designated Fund	Restricted Fund		
		£	£	£	£	£
Income from						
Donations and legacies		55,860	-	25,000	80,860	67,539
Charitable activities		139,818	-		139,818	100,788
Grant from City of London Corporation		878,144	-		878,144	822,011
Investments		1,085	-		1,085	550
Total	4	1,074,907	-	25,000	1,099,907	990,888
Expenditure on						
Charitable activities		1,073,822	18,149	-	1,091,971	1,009,036
Total	5	1,073,822	18,149	-	1,091,971	1,009,036
				-		
Net income/(expenditure)		1,085	(18,149)	25,000	7,936	(18,148)
Transfers between funds		(1,085)	1,085	-	-	-
Net movements in funds		-	(17,064)	25,000	7,936	(18,148)
Reconciliation of funds						
Total funds brought forward	13	-	749,207	-	749,207	767,355
Total funds carried forward	13	-	732,143	25,000	757,143	749,207

All operations are continuing.

BURNHAM BEECHES AND STOKE COMMON

Balance Sheet as at 31 March 2019

	Notes	2018/19 £	2017/18 £
Fixed Assets			
Tangible Fixed Assets	9	<u>602,896</u>	<u>621,045</u>
Current Assets			
Debtors	10	49,978	39,408
Cash at bank and in hand		<u>175,250</u>	<u>140,176</u>
		225,228	179,584
Creditors: Amounts falling due within one year	11	(70,981)	(51,422)
Net Current Assets		<u>154,247</u>	<u>128,162</u>
Total Assets less Current Liabilities		<u>757,143</u>	<u>749,207</u>
The Funds of the Charity			
<i>Unrestricted Income Fund</i>			
Designated Fund	13	<u>732,143</u>	<u>749,207</u>
Restricted Fund	13	<u>25,000</u>	<u>-</u>
Total Charity Funds		<u>757,143</u>	<u>749,207</u>

The Notes at pages 15 to 26 form part of these accounts.

Approved and signed for and on behalf of the Trustee

Dr Peter Kane

Chamberlain of London

xx xxxxxxxx 2019

BURNHAM BEECHES AND STOKE COMMON
Notes to the Financial Statements for the year ended 31 March 2019

1. Accounting Policies

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the charity's financial statements.

a) Basis of Preparation

Burnham Beeches and Stoke Common are a public benefit entity and the financial statements of the charity, which is a public benefit entity under FRS102, have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice (SORP) Accounting and Reporting by Charities, published in 2015, Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (FRS 102) and the Charities Act 2011.

b) Significant Management Judgements and Key Sources of Estimation

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the application of policies and reported amounts of assets and liabilities, income and expenditure. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances, the result of which form the basis of making judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognized in the period in which the estimate is revised and in any future periods affected. Management do not consider there to be any material revisions requiring disclosure.

c) Going Concern

The governing documents place an obligation on the City of London Corporation to preserve the open space for the benefit of the public. The City of London Corporation is committed to fulfilling this obligation which is reflected through its proactive management of, and ongoing funding for, the services and activities required. The funding is provided from the City of London Corporation's City's Cash which annually receives considerable income from its managed funds and property investments. Each year a medium term financial forecast is prepared for City's Cash. The latest forecast to the period 2022/23 anticipates that adequate funding will be available to enable the Trust to continue to fulfil its obligations. On this basis the Trustee considers the Trust to be a going concern for the foreseeable future.

d) Statement of Cash Flows

The Trust has taken advantage of the exemption in FRS102 (paragraph 1.12b) from the requirement to produce a statement of cash flows on the grounds that it is a qualifying entity. Statement of Cash Flows is included within the City's Cash Annual Report and Financial Statements 2019 which is publicly available and can be found at www.cityoflondon.gov.uk.

e) Fixed Assets

Heritage Land and Associated Buildings

Burnham Beeches comprises 219 hectares (540 acres) and Stoke Common covers an area of 80 hectares (198 acres) of land located in Buckinghamshire, to the West of London, together with associated buildings.

BURNHAM BEECHES AND STOKE COMMON
Notes to the Financial Statements for the year ended 31 March 2019

1. Accounting Policies (continued)

e) Fixed Assets (continued)

The objects of the charity are the preservation in perpetuity by the Corporation of London of the Open Spaces known as Burnham Beeches and Stoke Common, for the perpetual use thereof by the public for recreation and enjoyment. Burnham Beeches and Stoke Common are considered to be inalienable (i.e. may not be disposed of without specific statutory powers). The land and the original associated buildings are considered to be heritage assets. In respect of the original land and buildings, cost or valuation amounts are not included in these accounts as reliable cost information is not available and a significant cost would be involved in the reconstruction of past accounting records, or in the valuation, which would be onerous compared to the benefit to the users of these accounts.

Tangible Fixed Assets

These are included at historic cost less depreciation on a straight line basis to write off their costs over their estimated useful lives and less any provision for impairment. Land is not depreciated and other fixed assets are depreciated from the year following that of their acquisition. Typical asset lives are as follows:

	Years
Operational buildings	30 to 50
Improvements and refurbishments to buildings	up to 30

f) Recognition of capital expenditure

Expenditure on the acquisition, creation or enhancement of property, plant and equipment is capitalised provided that the expenditure is material (generally in excess of £50,000) and the asset yields benefits to the City of London, and the services it provides, for a period of more than one year. This excludes expenditure on routine repairs and maintenance of fixed assets which is charged directly within service costs.

g) Income Recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

h) Volunteers

No amounts are included in the Statement of Financial Activities for services donated by volunteers, as this cannot be quantified.

i) Grants receivable

Income from grants is recognised when there is evidence of entitlement to the grant, receipt is probable and its amount can be measured reliably. To this end, evidence of entitlement is assumed to exist when the formal offer of funding is communicated in writing to the Charity. Where there is a performance condition attached to the grant, entitlement is only recognised when the conditions have been met.

j) Contribution from City's Cash

The City of London Corporation's City's Cash meets the deficit on running expenses of the charity and also provides grant funding for certain capital works and this income is recognised in the Statement of Financial Activities when it is due from the City of London Corporation's City's Cash.

k) Rental income

Rental income is included as the Charity's income for the year and amounts due but not received at the year end are included in debtors.

BURNHAM BEECHES AND STOKE COMMON
Notes to the Financial Statements for the year ended 31 March 2019

1. Accounting Policies (continued)

l) Expenditure Recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

m) Allocation of costs between different activities

The City of London Corporation charges staff costs to the charitable activity costs on a time spent basis. Associated office accommodation is charged out proportionately to the square footage used. All other costs are charged directly to the charitable activity.

n) Pension Costs

Staff are employed by the City of London Corporation and are eligible to contribute to the City of London Local Government Pension Fund, which is a funded defined benefits scheme. The estimated net deficit on the Fund is the responsibility of the City of London Corporation as a whole, as one employer, rather than the specific responsibility of any of its three main funds (City Fund, City's Cash and Bridge House Estates) or the trusts it supports. The Fund's estimated net liability has been determined by independent actuaries in accordance with FRS102 as £608.6m as at 31 March 2019 (£592.6m as at 31 March 2018). Since this net deficit is apportioned between the accounts of the City of London's three main funds, the charity's Trustees do not anticipate that any of the liability will fall on the charity. The charity is unable to identify its share of the pension scheme assets and liabilities and therefore the Pension Fund is accounted for as a defined contribution scheme in the accounts.

The costs of the pension scheme charged to the charity are the employer's contributions disclosed in Note 7 and any employer's pension contributions within support services costs as disclosed at Note 6. A triennial valuation was undertaken as of 31 March 2016 and as a result the employer's contribution rate to be adopted for the financial years 2017/18, 2018/19, and 2019/20 has been set at 21% (2016/17:17.5%). The next actuarial valuation of the Scheme was carried out as at 31 March 2019 and will set the contributions for the period from 1 April 2020 to 31 March 2023. There are no outstanding or pre-paid contributions at the balance sheet date.

o) Fund Accounting

The Trust may, at the Trustee's discretion, set aside funds, which would otherwise form part of general funds, for particular purposes. These funds are known as designated funds. The purpose of these funds are described in Note 13 to the accounts.

2. Tax Status of the Charity

Burnham Beeches and Stoke Common meets the definition of a charitable trust for UK income tax purposes, as set out in Paragraph 1 Schedule 6 of the Finance Act 2010. Accordingly, the charity is exempt from UK taxation in respect of income or capital gains under part 10 of the Income Tax Act 2007 or section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

3. Indemnity Insurance

The City of London Corporation takes out indemnity insurance in respect of all its activities. The charity does not contribute to the cost of that insurance.

BURNHAM BEECHES AND STOKE COMMON
Notes to the Financial Statements for the year ended 31 March 2019

4. Income

	Unrestricted Funds £	Restricted Funds £	2018/19 £	2017/18 £
Income from:				
Donations and legacies				
Donations	15,665	25,000	40,665	15,913
Grants	40,195	-	40,195	51,626
Investments	1,085	-	1,085	550
Grant from City of London Corporation	878,144	-	878,144	822,011
	935,089	25,000	960,089	890,100
Income from charitable activities				
Sale of goods	330	-	330	143
Fees and charges	109,881	-	109,881	65,448
Rents	29,607	-	29,607	35,197
	139,818	-	139,818	100,788
Total income	1,074,907	25,000	1,099,907	990,888

Income is comprised as follows:

Donations and Legacies

Donations of £40,665 were received from various individuals in 2018/19 (2017/18: £15,913), this includes a £25,000 legacy specifically for pond restoration work at Burnham Beeches.

Grants

Grants were received from the Rural Payments Agency and amounted to £40,195 (2017/18: £51,626).

Grant from City of London Corporation

The City of London Corporation's City's Cash meets the deficit on running expenses of the charity.

Fees and Charges

Fees and charges are in respect of film, refreshment licences and car parking income.

BURNHAM BEECHES AND STOKE COMMON
Notes to the Financial Statements for the year ended 31 March 2019

4. Income (continued)

	Unrestricted Funds 2017/18 £	Unrestricted Funds 2016/17 £
Income from:		
Donations and Legacies	15,913	20,003
Grants	51,626	73,962
Grant from City of London	822,011	681,773
Investments	550	583
	890,100	776,321
Income from Charitable Activities		
Sale of goods, products and materials	143	50
Fees and Charges	65,448	72,498
Rental Income	35,197	38,227
	100,788	110,775
Total income	990,888	887,096

5. Expenditure

Expenditure is analysed between activities undertaken directly and support costs as follows:

	Activities undertaken directly £	Support costs £	2018/19 £	2017/18 £
Charitable activity Preservation of Burnham Beeches and Stoke Common	961,688	130,283	1,091,971	1,009,036
Total	961,688	130,283	1,091,971	1,009,036

Expenditure on charitable activities includes labour, premises costs, equipment, materials and other supplies and services incurred as the running costs of Burnham Beeches and Stoke Common.

BURNHAM BEECHES AND STOKE COMMON
Notes to the Financial Statements for the year ended 31 March 2019

5. Expenditure (continued)

Auditor's remuneration and fees for external financial services

BDO are the auditors of the City of London City's Cash. The City of London Corporation does not attempt to apportion the audit fee between all the different charities but prefers to treat it as part of the cost to their private funds. No other external professional services were provided for the charity during the year or in the previous year.

Trustee's expenses

Members of the City of London Corporation are unpaid and do not receive allowances in respect of City of London Corporation activities in the City. However, Members may claim travelling expenses in respect of activities outside the City and receive allowances in accordance with a scale when attending a conference or activity on behalf of the City of London Corporation. No expenses have been claimed in the year. (2017/18: £Nil).

6. Support Costs

The cost of administration which includes the salaries and associated costs of officers of the City of London Corporation, together with premises and office expenses, is allocated by the City of London Corporation to the activities under its control, including this charity, on the basis of employee time spent on the respective services. These expenses include the cost of administrative and technical staff and external consultants who work on a number of the City of London Corporation's activities.

Support costs allocated by the City of London Corporation to the charitable activity are derived as follows:

	Charitable activities £	2018/19 £	2017/18 £
Department			
Chamberlain (inc CLPS)	28,262	28,262	25,048
Comptroller & City Solicitor	5,570	5,570	9,424
Open Spaces Directorate	13,141	13,141	12,855
Town Clerk	16,525	16,525	18,718
City Surveyor	25,819	25,819	27,750
Information Systems	34,049	34,049	32,744
Other governance and support costs	6,917	6,917	5,858
Total support costs	130,283	130,283	132,397

BURNHAM BEECHES AND STOKE COMMON
Notes to the Financial Statements for the year ended 31 March 2019

6. Support Costs (continued)

The main support services provided by the City of London Corporation are:

Chamberlain	Accounting services, insurance, cashiers, revenue collection, payments, financial systems and internal audit.
Comptroller and City Solicitor	Property, litigation, contracts, public law and administration of commercial rents and City of London Corporation records.
Open Spaces Directorate	Expenditure incurred by the Directorate, which is recharged to all Open Spaces Committees under the control of the Director of Open Spaces. The apportionments are calculated on the basis of budget resources available to each Open Space charity.
Town Clerk	Committee administration, management services, personnel services, public relations, printing and stationery, emergency planning.
City Surveyor	Work undertaken on the management of the Estate properties, surveying services and advice, supervising and administering repairs and maintenance.
Information Systems	The support and operation of the City of London Corporation's central and corporate systems on the basis of usage of the systems; the provision of "desktop" and network support services and small IS development projects that might be required by the charity.
Other governance costs	These include the cost of publishing the annual report and financial statements, and the allocation of public relations activities on behalf of the charity.

BURNHAM BEECHES AND STOKE COMMON
Notes to the Financial Statements for the year ended 31 March 2019

7. Staff Numbers and Costs

The average actual number of staff employed by the City of London Corporation charged to Burnham Beeches and Stoke Common Trust is 13 (2017/18: 13) at a cost of £520,411 (2017/18: £495,193). The table below sets out the employment costs and the number of average actual staff charged directly to the charity.

	No of employees	Gross Pay £	Employer's National Insurance £	Employer's Pension Contribution £	Total £
2018/19 Charitable activities	13	394,267	39,019	87,125	520,411
2017/18 Charitable activities	13	375,416	34,510	85,267	495,193

There were no employees whose total employee benefits were above the £60,000 threshold (2017/18 nil).

The Trust considers its key management personnel comprise the Trustees and the Director of Open Spaces who manages the seven open spaces funded by the City of London Corporation. The proportion of the Director's employment benefits, including employer pension contributions, allocated to this charity amounted to £3,661 in 2018/19 (2017/18: £3,566). Trustees are unpaid and do not receive allowances.

Support is also provided by other chief officers and their departments from across the City of London Corporation, including the Town Clerk and Chief Executive, Chamberlain, Comptroller and City Solicitor and City Surveyor.

8. Heritage Assets

Since 1880 the primary purpose of the charity has been the preservation of Burnham Beeches for the recreation and enjoyment of the public. On 12 September 2011 this was extended to cover Stoke Common. As set out in Note 1(d), the original heritage land and buildings are not recognised in the Financial Statements.

Policies for the preservation and management of Burnham Beeches and Stoke Common are contained in the Burnham Beeches and Stoke Common Conservation Management Plan 2010. Records of heritage assets owned and maintained by Burnham Beeches and Stoke Common can be obtained from the Director of Open Spaces at the principal address as set out on page 2.

BURNHAM BEECHES AND STOKE COMMON
Notes to the Financial Statements for the year ended 31 March 2019

9. Tangible Fixed Assets

At 31 March 2019 the net book value of tangible fixed assets relating to direct charitable purposes amounted to £602,896 (31 March 2018: £621,045) as set out below.

	Land and Buildings £	Total £
<u>Cost</u>		
At 1 April 2018 and 31 March 2019	835,256	835,256
<u>Accumulated depreciation</u>		
At 1 April 2018	214,211	214,211
Charge for year	18,149	18,149
At 31 March 2019	232,360	232,360
<u>Net book values</u>		
At 31 March 2019	602,896	602,896
At 31 March 2018	621,045	621,045

10. Debtors

Debtors consist of amounts owing to the charity due within one year.

	2018/19 £	2017/18 £
Rental Debtors	3,951	4,622
Recoverable VAT	7,172	4,587
Other Debtors	716	941
Sundry Debtors	34,502	26,283
Prepayments	3,637	2,975
Total at 31 March	49,978	39,408

BURNHAM BEECHES AND STOKE COMMON
Notes to the Financial Statements for the year ended 31 March 2019

11. Creditors

Creditors consist of amounts due within one year. The creditors figure consists of the following amounts:

	2018/19	2017/18
	£	£
Trade Creditors	13,492	5,380
Accruals	50,927	25,388
Other Creditors	4,684	2,508
Receipts in Advance	1,878	6,396
Rent Deposits	-	11,750
Total at 31 March	70,981	51,422

12. Burnham Beeches and Stoke Common Analysis of Net Assets by Fund at 31 March 2019

	Unrestricted Funds		Restricted Fund	2019	2018
	General Fund	Designated Fund			
	£	£	£	£	£
Tangible Fixed Assets	-	602,896	-	602,896	621,045
Current Assets	70,981	129,247	25,000	225,228	179,584
Current Liabilities	(70,981)	-	-	(70,981)	(51,422)
Total Net Assets	-	732,143	25,000	757,143	749,207

	Unrestricted Funds		2018	2017
	General Fund	Designated Fund		
	£	£	£	£
Tangible Fixed Assets	-	621,045	621,045	639,193
Current Assets	51,422	128,162	179,584	176,002
Current Liabilities	(51,422)	-	(51,422)	(47,840)
Total Net Assets	-	749,207	749,207	767,355

BURNHAM BEECHES AND STOKE COMMON
Notes to the Financial Statements for the year ended 31 March 2019

13. Movement of Funds during the year to 31 March 2019

	Fund balances Brought forward	Income	Expenditure	Transfers (Interest)	Gains & Losses	Fund balances Carried forward
Unrestricted Funds						
<i>General Fund</i>	-	1,074,907	(1,073,822)	(1,085)	-	-
<i>Designated Fund</i>						
Stoke Common	128,162	-	-	1,085	-	129,247
Capital Adjustment Account	621,045	-	(18,149)	-	-	602,896
Restricted Fund	-	25,000	-	-	-	25,000
Total Funds	749,207	1,099,907	(1,091,971)	-	-	757,143

Unrestricted funds

General Fund

The General Fund has a balance of nil as the operating deficit of the charity is financed by the City of London Corporation.

Designated funds

Stoke Common

Stoke Common was acquired by the City of London from South Bucks District Council on 31 October 2007.

On 12 September 2011 the assets and liabilities of Stoke Common were transferred to Burnham Beeches and Stoke Common. £109,872 was transferred being the balance of the lump sum from South Buckinghamshire District Council with the current balance including interest as at 31 March 2019 being £128,162. The lump sum from South Bucks District Council is to fund on-going maintenance costs of Stoke Common.

Fixed Asset Fund

Fixed Asset Fund consists of funds equal to the net book value of fixed assets in accordance with Note 1 (d).

Restricted funds

A restricted donation of £25,000 was received in 2018/19 for Pond restoration works at Burnham Beeches.

BURNHAM BEECHES AND STOKE COMMON
Notes to the Financial Statements for the year ended 31 March 2019

14. Related Party Transactions

The City of London Corporation as well as being the Trustee also provides management, surveying and administrative services for the charity. The costs incurred by the City of London Corporation in providing these services are charged to the charity. The City of London Corporation also provides banking services, charging all transactions to the charity at cost and crediting or charging interest at a commercial rate. The cost of these services is set out in the Statement of Financial Activities under “Expenditure on Charitable Activities” and an explanation of these services is set out in Note 6 for support costs of £130,283 (2017/18: £132,397). The City of London Corporation’s City’s Cash meets the deficit on running expenses of the charity. This amounted to £878,144 (2017/18: £822,011) as shown in Note 4 to the financial statements.

The City of London Corporation is also the Trustee of a number of other charitable trusts. These trusts do not undertake transactions with Burnham Beeches and Stoke Common. A full list of other charitable trusts of which the City of London Corporation is Trustee is available on application to the Chamberlain of the City of London.

Members of the City of London Corporation responsible for managing the Trust are required to comply with the Relevant Authority (model code of conduct) Order 2001 issued under the Local Government Act 2000 and the City of London Corporation’s guidelines which require that:

- Members sign a declaration agreeing to abide by the City of London Corporation’s code of conduct;
- a register of interests is maintained;
- pecuniary and non-pecuniary interests are declared during meetings; and
- Members do not participate in decisions where they have an interest.

There are corresponding arrangements for staff to recognise interests and avoid possible conflicts of those interests.

In this way, as a matter of policy and procedure, the City of London Corporation ensures that Members and officers do not exercise control over decisions in which they have an interest. There are no material transactions with organisations related by virtue of Members and Officers interests which require separate reporting. Transactions are undertaken by the Trust on a normal commercial basis.

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Committee(s)	Dated:
Epping Forest and Commons – For Information	13/01/2020
Subject: West Wickham Common and Spring Park Wood Coulsdon and Other Commons Trustee’s Annual report and Financial Statements for the Year Ended 31 March 2019	Public
Report of: The Chamberlain	For Information
Report author: Derek Cobbing	

Summary

The Trustee’s Annual Report and Financial Statements for the Year Ended 31 March 2019 for West Wickham Common and Spring Park Wood, Coulsdon and Other Commons are presented in the format required by the Charity Commission.

Recommendation(s)

Members are asked to:

- Note the report.

Main Report

1. The Trustee’s Annual Report and Financial Statements, in the format that is required by the Charity Commission, are presented for information. The draft accounts were circulated to your Chairman and Deputy Chairman. Subsequently the accounts have been signed on behalf of the Trust by the Chairman and Deputy Chairman of the Finance Committee and have been audited.
2. Following the review of the charities for which the City is responsible a report to your Committee on 10th May 2010 detailed key reports that should be presented to your Committee in future. The Trustees Annual Report and Financial Statements was one of these reports. Information from these statements will form the Annual return to the Charity Commission.
3. Since this undertaking the City Corporation has recently approved that a further comprehensive review be undertaken across all of its charities, the outcome of which will be reported to this committee in due course.
4. Much of the information contained within the Annual Report and Financial Statements has already been presented to your Committee via budget and outturn reports.

Appendices

- Appendix 1 – Report and Financial Statements for the year ending 31st March 2019 (West Wickham Common and Spring Park Wood, Coulsdon and other Commons)

Derek Cobbing
Chamberlains department

T: 020 7332 3519

E: derek.cobbing@cityoflondon.gov.uk

***WEST WICKHAM COMMON AND SPRING PARK WOOD
COULSDON AND OTHER COMMONS***

***REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019***

Charity Numbers 232988 and 232989

**WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON
AND OTHER COMMONS**

**Trustee Annual Report and Financial Statements for the year ended 31 March
2019**

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WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

Trustee Annual Report for the year ended 31 March 2019

1. Reference and Administration Details

Charity Name:	West Wickham Common And Spring Park Wood Coulsdon and Other Commons
Registered Charity Numbers:	232988 and 232989
Principal Address:	Guildhall, London EC2P 2EJ
Trustee:	The City of London Corporation
Chief Executive:	The Town Clerk of the City of London Corporation
Treasurer:	The Chamberlain of London
Solicitor:	The Comptroller and City Solicitor
Banker:	Lloyds Bank plc City Office, PO Box 72 Bailey Drive Gillingham, Kent ME8 OLS
Auditor:	BDO LLP 55 Baker Street London W1U 7EU

2. Structure, Governance and Management

The Governing Document and constitution of the charities

The governing document is the Corporation of London (Open Spaces) Act 1878. The charities are constituted as charitable trusts.

Trustee Selection methods

The Mayor and Commonalty and Citizens of London known as the City of London Corporation is the Trustee of West Wickham Common and Spring Park Wood Coulsdon and Other Commons. Elected Aldermen and Members of the City of London Corporation are appointed to the Epping Forest and Commons Committee governing West Wickham Common and Spring Park Wood Coulsdon and Other Commons by the Court of Common Council of the City of London Corporation.

Policies and procedures for the induction and training of Trustee

The City of London Corporation makes available to its Members, seminars and briefings on various aspects of the City's activities, including those concerning West Wickham Common and Spring Park Wood Coulsdon and Other Commons, as it considers necessary to enable the Members to efficiently carry out their duties.

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

Trustee Annual Report for the year ended 31 March 2019

2. Structure, Governance and Management (continued)

Organisational structure and decision making process

The Committee governing the charities' activities is noted above. The Committee is ultimately responsible to the Court of Common Council of the City of London. The decision making processes of the Court of Common Council are set out in the Standing Orders and Financial Regulations governing all the Court of Common Council's activities. The Standing Orders and Financial Regulations are available from the Town Clerk at the principal address.

The Charity Governance Code was published in July 2017. The charity is supportive of the Code and its aim to assist in the development of high standards of governance throughout the sector. The Trustee is currently considering application of the recommended practice to the work of the West Wickham Common and Spring Park Wood Coulsdon and Other Commons charity.

Details of related parties and wider networks

Details of any related party transactions are disclosed in Note 15 of the Notes to the financial statements.

Key management personnel remuneration

The Trust considers its key management personnel comprise of the Trustee and the Director of Open Spaces who manages the seven open spaces funded by the City of London Corporation.

Support is also provided by other chief officers and their departments from across the City of London Corporation, including the Town Clerk and Chief Executive, Chamberlain, Comptroller and City Solicitor and City Surveyor.

The pay of the Director of Open Spaces is reviewed annually in-line with any uplift awarded to employees across the City of London Corporation. The City of London Corporation is committed to attracting, recruiting and retaining skilled people and rewarding employees fairly for their contribution. As part of this commitment, staff are regularly appraised and, subject to performance, eligible for contribution pay and recognition awards. If recruitment or retention of staff proves difficult, consideration is given to the use of market forces supplements in order to increase pay to a level that is competitive relative to similar positions in other organisations.

Risk identification

The Trustee is committed to a programme of risk management as an element of its strategy to preserve the charities' assets, enhance productivity for service users and members of the public and protect the employees.

In order to embed sound practice a Risk Management Group has been established in the City of London Corporation to ensure that risk management policies are applied, that there is an ongoing review of risk management activity and that appropriate advice and support is provided to Members and officers.

The City of London Corporation has approved a strategic risk register for all of its activities. This register helps to formalise existing processes and procedures and enables the City of London Corporation to further embed risk management throughout the organisation.

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

Trustee Annual Report for the year ended 31 March 2019

2. Structure, Governance and Management (continued)

Risks identification (continued)

A key risk register has been prepared for the charities and has been reviewed by the Committee acting on behalf of the Trustee. It identifies the potential impact of key risks and the measures which are in place to mitigate such risks.

There are 10 risks which have been identified as affecting all the Open Spaces of which 9 relate to the “green spaces”. These are:

- Health and safety;
- Extreme weather and climate change risk;
- Poor repair and maintenance of buildings;
- Impact of development;
- Pests and diseases;
- Maintaining the City’s water bodies;
- Reputational Risk Associated with efficiency improvement arising out of the Open Spaces Act;
- Ultra Low Emission Zone (ULEZ) Fleet Purchase risk; and
- Budget reductions implications

There is a system in place for monitoring each of these risks and mitigating actions are undertaken including training, strengthening controls and plans of action.

These risks are then broken down into more site specific risks in each areas own risk register, together with any risks that only relate to that site.

Risks which are specific to West Wickham

- Kenley Revival Project – Glider operations (Kenley Airfield) – risk of injury or death caused by visitors coming into contact with aircraft or winch cables. A perimeter fence is now in place to reduce the number if incursions onto the airfield. A safe operating procedure is being developed by the RAF to govern operational activity on the airfield and give guidance to the RAF, Surrey Hills Gliding Club and the City of London on how to operate safely. Signage developed by the Kenley Revival Project will display a safety message.
- Rural Payments Agency (RPA) Grants – RPA Agri-environment scheme funding at risk from Brexit and/or changes in the definition of agricultural activity that could make the City ineligible to receive funding.

3. Objectives and Activities for the Public Benefit

The Trustee has due regard to the Charity Commission’s public benefit guidance when setting objectives and planning activities.

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

Trustee Annual Report for the year ended 31 March 2019

3. Objectives and Activities for the Public Benefit (continued)

The objects of West Wickham Common and Spring Park Wood are the preservation in perpetuity by the Corporation of London of the Open Spaces known collectively as West Wickham Common and Spring Park Wood for the recreation and enjoyment of the public. The charities are managed and accounted for as one unit. It is therefore not possible to produce separate reports and financial statements relating to the individual charities.

These charities are operated as part of the City of London Corporation's City's Cash. The City of London Corporation is committed to fund the ongoing net operational costs of the charity in accordance with the purpose which is the preservation in perpetuity of the Open Spaces known collectively as West Wickham Common and Spring Park Wood, or for Coulsdon and Other Commons the preservation in perpetuity of the Open Spaces known collectively as Coulsdon Commons for the recreation and enjoyment of the public.

4. Achievements and Performance

Significant developments for 2018/19:

The West Wickham Common and Spring Park Wood charity and the Coulsdon and other Commons charity are part of 'The Commons' Division of the Open Spaces Department. In addition to managing the Spring Parks Woods charity and the Coulsdon and other Commons charity, the division is also responsible for Ashted Common, Burnham Beeches and Stoke Common.

The vacant post for the Livestock Ranger was filled in the latter half of 2018 and subsequently the pregnant livestock that were overwintered and calved at Epping last year remained at the Merlewood Estate Yard. Twelve calves born to the herd which is a slight improvement on last year.

The combined Entry Level and Higher-Level Stewardship Scheme continue to significantly enhance the capacity of the West Wickham and Coulsdon Commons team to deliver an effective and sustainable programme of conservation management projects across the seven commons. Referred to as the Environmental Stewardship Scheme (ESS), the agreement with Natural England was signed on 21 March 2011 and covers a period of 10 years. ESS provides incentive payments to manage land to protect or restore habitats.

During September contractors removed Ash trees and scrub to restore a section of chalk grassland adjacent to Whyteleafe bank. This work is part of the Higher-Level Stewardship scheme prescribed by Natural England. This piece of work now completes that part of the project and satisfies the requirement of the management plan.

The site management plans are now close to ending the term and as this happens the sites are gradually transitioning from a restorative to a maintenance regime. Work has begun on the new site management plans with several 'visioning' meetings organised to discuss vision, habitat management, Ranger tasks, on site issues and communications. Publication of the final documents is scheduled for 2021.

The Commons retained Green Flag status with Farthing Downs & New Hill, Riddlesdown, Kenley Common and West Wickham Common also receiving Green Heritage Flags.

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

Trustee Annual Report for the year ended 31 March 2019

4. Achievements and Performance (continued)

Significant developments for 2018/19 (continued)

Volunteering opportunities are provided via five directly managed groups undertaking work across all seven Open Spaces; 'New Hillbillies' (Farthing Downs and New Hill), Kenley Volunteers, Coulsdon Common Volunteers, Riddlesdown Volunteers and the 'WWaSP's' (West Wickham Common and Spring Park). Volunteer numbers were boosted by contributions from other groups including the Trust for Conservation Volunteers (TCV), Croydon Conservation Volunteers, Riddlesdown Collegiate and several corporate volunteer groups to achieve a total of 6,188 volunteer hours across the sites. This compares with approximately 6,468 hours achieved during the previous twelve months.

Spring park was surveyed for Oak Processionary Moth nests as an infestation was discovered on adjacent Bromley Council land. The results of the survey were, fortunately negative and the infestation reported to the local authority.

The diversity of the commons and extended catchment makes the West Wickham & Coulsdon Commons ideally placed to offer an exciting and varied programme of interpretative activities to enrich and enhance the visitor and local community experience.

Members of the West Wickham and Coulsdon Commons Consultation Group enjoyed an early evening tour around Spring Park in September. The group discussed a range of site management topics including; the growing threat from tree diseases, the Small Leaved Lime and Chestnut coppice rotations, management of the wildlife pond and local community engagement.

Under the supervision of an archaeologist from the Museum of London, contractors reinstated the ditch and bank system along Ditches Lane on Farthing Downs. In addition to this the London Borough of Croydon added this byway to their 20mph scheme to help reduce the speed of vehicles using the site. The benefits of this scheme include the safety and welfare of livestock, the protection of the Scheduled Ancient Monument from unauthorised vehicle access including traveler incursions and the parking of vehicles on roadside verges.

During the year the West Wickham & Coulsdon Commons team provided more than 60 directly led walks, talks and educational events on subjects as varied as the History and Wildlife of West Wickham Common, 'pumpkin carving', 'fire and food' activities and Easter trail as well as 'make your own Rudolph'. 'Meet the Ranger' events were held on all the commons throughout the year and gave visitors an opportunity to meet and chat with their local ranger team.

Key targets for 2018/19 and review of achievement

The key targets for 2018/19 together with their outcomes were:

- **Grassland – restore open areas on Farthing Downs and New Hill to achieve ESS agreement options.** This is an ongoing programme and will continue into 2019-20.
- **Scrub – manage blocks of retained scrub on Farthing Downs and restore succession on New Hill.** This piece of work continues and is a rolling project.
- **Boundaries – review to ensure site protected and safety of people.** Ditch and bank reinstated at Farthing Downs and repairs made to existing infrastructure on Coulsdon Common.
- **Stock fencing – carry out repair and replacement of stock fencing.** An ongoing programme to replace weathered stock fencing to ensure safe and accessible grazing for livestock.

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

Trustee Annual Report for the year ended 31 March 2019

4. Achievements and Performance (continued)

Key targets for 2018/19 and review of achievement (continued)

All of the above achievements enhanced the Open Space for the benefit of the public and enhanced the protection, conservation, ecology the biodiversity and heritage of our sites.

5. Financial Review

Review of financial position

Income from donations and legacies £217,775 (2017/18: £577,518) comprised of £195,495 (2017/18: £575,853) grants, £1,973 (2017/18: £1,665) donations, £20,307 from other contributions (2017/18: £nil). Income from charitable activities £45,115 (2017/18: £49,178) comprised £11,336 (2017/18: £13,816) sales, £1,299 (2017/18: £3,014) fees and charges and £32,480 (2017/18: £32,348) from rents. The contribution towards the running costs of the charity amounted to £1,213,475 (2017/18: £1,197,578). This cost was met by the City of London Corporation's City's Cash grant income.

Reserves Policy

The charities are wholly supported by the City of London Corporation which is committed to maintain and preserve West Wickham Common and Spring Park Wood Coulsdon and Other Commons out of its City's Cash Funds. These Funds are used to meet the deficit on running expenses on a year by year basis. Consequently, these charities have no free reserves and a reserves policy is therefore not required. The charity has designated fund and details are set out in Note 14 of the Notes to the financial statements.

Going Concern

The Trustee considers the Commons to be going concerns. Please see Note 1(c) to the financial Statements.

Fundraising

Section 162a of the Charities Act 2011 requires charities to make a statement regarding fundraising activities. Although the West Wickham and Spring Park Wood Coulsdon and Other Commons Charity does not undertake widespread fundraising from the general public, the legislation defines fundraising as "soliciting or otherwise procuring money or other property for charitable purposes". Such amounts receivable are presented in our accounts as "voluntary income" and includes legacies and grants.

In relation to the above we confirm that all solicitations are managed internally, without involvement of commercial participators or professional fund-raisers, or third parties. The day to day management of all income generation is delegated to the executive team, who are accountable to the trustees.

The charity is not bound by any undertaking to be bound by any regulatory scheme and the charity does not consider it necessary to comply with any voluntary code of practice.

We have received no complaints in relation to fundraising activities. Our terms of employment require staff to behave reasonably at all times. As we do not approach individuals for funds we do not consider it necessary to design specific procedures to monitor such activities.

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

Trustee Annual Report for the year ended 31 March 2019

6. Plans for Future Periods

The key targets for 2019/20 are:

Farthing Downs & New Hill

- Grassland – restore open areas on Farthing Downs & New Hill to achieve Environmental Stewardship Scheme agreement options;
- Scrub – manage blocks of retained scrub on Farthing Downs and restore succession;
- Boundaries – review to ensure site protected and safety of people;
- Stock fencing – carry out replacement and repair of stock fencing;
- Car parking – car park monitoring/survey to commence establishing traffic frequency to aid proposed car park charges; and
- National Nature Reserve (NNR) – Proposed NNR status recognising the high recreational and conservation value of the site.

The key targets for 2019/20 are:

Couldson Common

- Rydons Wood – continue to restore woodland area;
- Boundaries – review to ensure site is protected and the safety of people;
- Stock fencing – carry out repairs and replacement; and
- National Nature Reserve (NNR) – Proposed NNR status recognising the high recreational and conservation value of the site.

Kenley Common

- Grassland – restore and maintain the open areas of species rich grassland along Whyteleafe and Bunker banks;
- Boundaries – review to ensure site protected and safety of people;
- Stock fencing – carry out replacement and repair of stock fencing;
- National Nature Reserve (NNR) – Proposed NNR status recognising the high recreational and conservation value of the site;
- Conservation works – analysis of test panels to enable conclusion of conservation works; and
- Signage – new Kenley Revival Project signage to be installed.

Riddlesdown

- Scrub – restore successional areas in Main Common and Riddlesdown quarry;
- Grassland – restore open areas across Norfolk Bank, Famet, Bull Pen and Butterfly glade in the quarry;
- Stock fencing – carry out replacement and repair of stock fencing;
- Car parking – car park monitoring/survey to commence establishing traffic frequency to aid proposed car park charges; and
- National Nature Reserve (NNR) – Proposed NNR status recognising the high recreational and conservation value of the site.

Work will continue over the next 12 months on the vision programme for new management plans across all sites.

7. Disclosure of Information to the auditor

At the date of approval of this report, the Trustee confirms that:

- so far as they are aware, there is no relevant audit information of which the Auditor is unaware; and
- the Trustee has taken all the steps that it ought to have taken in order to make itself aware of any relevant audit information and to establish that the Auditor is aware of that information

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

Trustee Annual Report for the year ended 31 March 2019

8. Statement of Trustee Responsibilities

The Trustee is responsible for preparing the Trustee Report and the financial statements in accordance with the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective from 1 January 2015.

The law applicable to charities in England & Wales requires the Trustee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustee is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustee is responsible for keeping proper accounting records that discloses with reasonable accuracy at any time the financial position of the charity and enable the Trustee to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the trust deed. The Trustee is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

9. Adopted and signed for on behalf of the Trustee on XXXXX.

Jeremy Paul Mayhew MA MBA
Chairman of Finance Committee
Guildhall, London

Jamie Ingham Clark
Deputy Chairman of
Finance Committee

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

Opinion

We have audited the financial statements of West Wickham Common and Spring Park Wood Coulsdon and Other Commons (the Charity) for the year ended 31 March 2019 which comprise the statement of financial activities, the balance sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 March 2019 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions related to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustee has not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The other information comprises the information included in the Annual Report, other than the financial statements and our auditor's report thereon. The Trustee is responsible for the other information.

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS (CONTINUED)

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities Act 2011 requires us to report to you if, in our opinion;

- the information contained in the financial statements is inconsistent in any material respect with the Trustees' Annual Report; or
- adequate accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of the Trustee

As explained more fully in the Trustees' responsibilities statement, the Trustee is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustee determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustee is responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustee either intend to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS (CONTINUED)

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located at the Financial Reporting Council's ("FRC's") website at:

<https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Use of our report

This report is made solely to the Charity's Trustee, as a body, in accordance with the Charities Act 2011. Our audit work has been undertaken so that we might state to the Charity's Trustee those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustee as a body, for our audit work, for this report, or for the opinions we have formed.

Fiona Condrón (Senior Statutory Auditor)
For and on behalf of BDO LLP, statutory auditor
London

Date

BDO LLP is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

**WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON
AND OTHER COMMONS**

Statement of Financial Activities for the year ended 31 March 2019

	Notes	Unrestricted Fund		2018/19	2017/18
		General Fund	Designated Fund		
		£	£	£	£
Income from:					
Donations and legacies		79,455	138,320	217,775	577,518
Charitable activities		45,115	-	45,115	49,178
Grant from City of London Corporation		1,213,475	-	1,213,475	1,197,578
Total	4	1,338,045	138,320	1,476,365	1,824,274
Expenditure on:					
Charitable activities		1,338,045	104,107	1,442,152	1,532,473
Total	5	1,338,045	104,107	1,442,152	1,532,473
Net income		-	34,213	34,213	291,801
Net movement in funds		-	34,213	34,213	291,801
Reconciliation of funds:					
Total funds brought forward	14	-	455,773	455,773	163,972
Total funds carried forward	14	-	489,986	489,986	455,773

There are no recognised gains or losses other than as shown in the statement of financial activities above.

All income and expenditure derive from continuing activities.

**WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON
AND OTHER COMMONS**

Balance Sheet as at 31 March 2019

	Notes	2018/19 £	2017/18 £
Fixed Assets			
Heritage Assets	8	462,673	418,248
Tangible Assets	9	8,753	9,685
Intangible Assets	10	<u>18,560</u>	<u>27,840</u>
		489,986	455,773
Current Assets			
Debtors	11	122,494	69,978
Cash at bank and in hand		<u>-</u>	<u>55,227</u>
		122,494	125,205
Creditors: Amounts falling due within one year	12	(122,494)	(125,205)
Net Current Assets		<u>-</u>	<u>-</u>
Total Assets Less Current Liabilities		<u>489,986</u>	<u>455,773</u>
The funds of the charity			
Unrestricted income fund			
Designated Funds	14	489,986	445,773
Total Charity Funds		<u>489,986</u>	<u>445,773</u>

Approved and signed for and on behalf of the Trustee

The Notes at pages 15 to 29 form part of these accounts.

Dr Peter Kane
Chamberlain of London
XXXX

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

Notes to the Financial Statements for the year ended 31 March 2019

1. Accounting Policies

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the charities financial statements.

(a) Basis of Preparation

The financial statements of West Wickham and Spring Park Wood Coulsdon and Other Commons, which is a public benefit entity under FRS102, have been prepared under the historical cost convention, and in accordance with the Statement of Recommended Practice (SORP) Accounting and Reporting by Charities, published in 2015, Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (FRS 102) and the Charities Act 2011.

(b) Significant Management Judgements and Key Sources of Estimation

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the application of policies and reported amounts of assets and liabilities, income and expenditure. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances, the result of which form the basis of making judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognized in the period in which the estimate is revised and in any future periods affected. Management do not consider there to be any material revisions requiring disclosure.

(c) Going Concern

The governing documents place an obligation on the City of London Corporation to preserve the open spaces for the benefit of the public. The City of London Corporation is committed to fulfilling this obligation which is reflected through its proactive management of, and ongoing funding for, the services and activities required. The funding is provided from the City of London Corporation's City's Cash, which annually receives considerable income from its managed funds and property investments. Each year a medium term financial forecast is prepared for City's Cash. The latest forecast for the period to 2022/23, anticipates that adequate funds will be available to enable the City's Cash to continue to fulfil their obligations. On this basis, the Trustee considers the Commons to be going concerns for the foreseeable future.

(d) Statement of Cash Flows

The Trust has taken advantage of the exemption in FRS102 (paragraph 1.12b) from the requirement to produce a statement of cash flows on the grounds that it is a qualifying entity. Statement of Cash Flows is included within the City's Cash Annual Report and Financial Statements 2019 which is publicly available and can be found at www.cityoflondon.gov.uk.

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

Notes to the Financial Statements for the year ended 31 March 2019

1. Accounting Policies (continued)

(e) *Fixed Assets*

Heritage Assets and Associated Buildings

West Wickham Common and Spring Park Wood Coulsdon and Other Commons comprise 277 hectares (685 acres) of land located in the London Boroughs of Bromley and Croydon, together with associated buildings.

The objects of West Wickham Common and Spring Park Wood are the preservation in perpetuity by the Corporation of London of the Open Spaces known collectively as West Wickham Common and Spring Park Wood for the recreation and enjoyment of the public. The objects of Coulsdon and Other Commons are the preservation in perpetuity by the Corporation of London of Open Spaces known collectively as Coulsdon and Other Commons for the recreation and enjoyment of the public. West Wickham Common and Spring Park Wood Coulsdon and Other Commons are considered to be inalienable (i.e. may not be disposed of without specific statutory powers). Land and the original associated buildings are considered to be heritage assets. In respect of the original land and buildings, cost or valuation amounts are not included in these accounts as reliable cost information is not available and a significant cost would be involved in the reconstruction of past accounting records, or in the valuation, which would be onerous compared to the benefit to the users of these accounts.

Additions to the original land and capital expenditure on buildings and other assets are included as fixed assets at historic cost, less provision for depreciation and any impairment, where this cost can be reliably measured.

Tangible Fixed Assets

These are included at historic cost less depreciation on a straight line basis to write off their costs over their estimated useful lives and less any provision for impairment. Land is not depreciated and other fixed assets are depreciated from the year following that of their acquisition. Typical asset lives are as follows:

	Years
Infrastructure	up to 20

Intangible Fixed Assets

Intangible assets comprise website design relating to the Kenley Revival project which are capitalised at cost and reflected within the financial statements at amortised historic cost.

Amortisation is calculated by allocation of the balance sheet value of the asset, less any residual value, to the periods expected to benefit from its use on a straight line basis over 3 to 7 years. Amortisation charges are charged to service revenue accounts.

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

Notes to the Financial Statements for the year ended 31 March 2019

1. Accounting Policies (continued)

(f) Recognition of capital expenditure

Expenditure on the acquisition, creation or enhancement of property, plant and equipment is capitalised provided that the expenditure is material (generally in excess of £50,000) and the asset yields benefits to the City of London, and the services it provides, for a period of more than one year. This excludes expenditure on routine repairs and maintenance of fixed assets which is charged directly within service costs.

(g) Income Recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

(h) Donations and legacies

Donations and legacies comprise public donations and government grants.

(i) Volunteers

No amounts are included in the Statement of Financial Activities for services donated by volunteers, as this cannot be quantified.

(j) Grants receivable

Income from grants is recognised when there is evidence of entitlement to the grant, receipt is probable and its amount can be measured reliably. To this end, evidence of entitlement is assumed to exist when the formal offer of funding is communicated in writing to the Charity. Where there is a performance condition attached to the grant, entitlement is only recognised when the conditions have been met.

(k) Contribution from City's Cash

The City of London Corporation's City's Cash meets the deficit on running expenses of the charity and also provides grant funding for certain capital works and this income is recognised in the Statement of Financial Activities when it is due from the City of London Corporation's City's Cash.

(l) Rental income

Rental income is included as the Charity's income for the year and amounts due but not received at the year end are included in debtors.

(m) Expenditure Recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

Notes to the Financial Statements for the year ended 31 March 2019

1. Accounting Policies (continued)

(n) Allocation of costs between different activities

The City of London Corporation charges staff costs to the charitable activity costs on a time spent basis. Associated office accommodation is charged out proportionately to the square footage used. All other costs are charged directly to the charitable activity.

(o) Pension Costs

Staff are employed by the City of London Corporation and are eligible to contribute to the City of London Local Government Pension Fund, which is a funded defined benefits scheme. The estimated net deficit on the Fund is the responsibility of the City of London Corporation as a whole, as one employer, rather than the specific responsibility of any of its three main funds (City Fund, City's Cash and Bridge House Estates) or the trusts it supports. The Fund's estimated net liability has been determined by independent actuaries in accordance with FRS102 as £608.6m as at 31 March 2019 (£592.6m as at 31 March 2018). Since this net deficit is apportioned between the accounts of the City of London's three main funds, the charity's Trustee does not anticipate that any of the liability will fall on the charity. The charity is unable to identify its share of the pension scheme assets and liabilities and therefore the Pension Fund is accounted for as a defined contribution scheme in the accounts.

The costs of the pension scheme charged to the charity are the employer's contributions disclosed in Note 7 and any employer's pension contributions within support services costs as disclosed at Note 6. A triennial valuation was undertaken as of 31 March 2016 and as a result the employer's contribution rate to be adopted for the financial years 2017/18, 2018/19 and 2019/20 has been set at 21% (2016/17: 17.5%). The next actuarial valuation of the Scheme was carried out as at 31 March 2019 and will set contributions for the period from 1 April 2020 to 31 March 2023. There are no outstanding or pre-paid contributions at the balance sheet date.

(p) Fund Accounting

The Trust may, at the Trustee's discretion, set aside funds, which would otherwise form part of general funds, for particular purposes. These funds are known as designated funds. The purposes of these funds are described in Note 14 to the accounts.

2. Taxation

West Wickham Common and Spring Park Wood Coulsdon and Other commons meets the definition of a charitable trust for UK income tax purposes, as set out in Paragraph 1 Schedule 6 of the Finance Act 2010. Accordingly, the charity is exempt from UK taxation in respect of income or capital gains under part 10 of the Income Tax Act 2007 or section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable

**WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON
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Notes to the Financial Statements for the year ended 31 March 2019

3. Indemnity Insurance

The City of London Corporation takes out indemnity insurance in respect of all its activities. The charities do not contribute to the cost of that insurance.

4. Income

Income is comprised as follows:

	Unrestricted Funds £	Designated Funds £	2018/19 £	2017/18 £
Income from:				
Donations and legacies				
Grants	57,175	138,320	195,495	575,853
Donations	1,973	-	1,973	1,665
Other Contributions	20,307	-	20,307	-
Total Donations and legacies	79,455	138,320	217,775	577,518
Grant from City of London Corporation	1,213,475	-	1,213,475	1,197,578
Income from charitable activities				
Sale of goods, products and materials	11,336	-	11,336	13,816
Fees and charges	1,299	-	1,299	3,014
Rents	32,480	-	32,480	32,348
Total income from charitable activities	45,115	-	45,115	49,178
Total income	1,338,045	138,320	1,476,365	1,824,274

Donations and legacies

Donations and legacies consist of grants of £195,495 which were received from the Rural Payments Agency and Heritage Lottery Funding (2017/18: £575,853), donations of £1,973 (2017/18: £1,665), and other contributions of £20,307 in respect of reimbursement of legal costs (2017/18: £nil).

Grant from City of London Corporation

The City of London Corporation's City's Cash meets the deficit on running expenses of the charities.

**WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON
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Notes to the Financial Statements for the year ended 31 March 2019

4. Income (continued)

Fees and Charges

Charges are made to the public in respect of admission charges and licences granted.

	Unrestricted Funds £	Designated Funds £	2017/18 £	2016/17 £
Income from:				
Donations and legacies				
Grants	68,168	507,685	575,853	168,702
Donations	1,665	-	1,665	435
Other Contributions	-	-	-	44,564
Total Donations and legacies	69,833	507,685	577,518	213,701
Grant from City of London Corporation	1,197,578	-	1,197,578	1,031,153
Income from charitable activities				
Sale of goods, products and materials	13,816	-	13,816	7,802
Fees and charges	3,014	-	3,014	2,385
Rents	32,348	-	32,348	32,479
Total income from charitable activities	49,178	-	49,178	42,666
Total income	1,316,589	507,685	1,824,274	1,287,520

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

Notes to the Financial Statements for the year ended 31 March 2019

5. Expenditure

Expenditure is analysed between activities undertaken directly and support costs as follows:

	Activities undertaken directly £	Support costs £	2018/19 £	2017/18 £
Charitable activities	1,271,463	170,689	1,442,152	1,532,473
Total expenditure	1,271,463	170,689	1,442,152	1,532,473

No expenditure is incurred by third parties to undertake charitable work on behalf of the charities.

Charitable activities

Expenditure on charitable activities includes labour, premises costs, equipment, materials and other supplies and services incurred as the running costs of West Wickham Common and Spring Park Wood Coulsdon and Other Commons.

Auditor's remuneration and fees for external financial services

BDO are the auditors of the City of London City's Cash. The City of London Corporation does not attempt to apportion the audit fee between all the different charities but prefers to treat it as part of the cost to their private funds. No other external financial services were provided for the Commons during the year or in the previous year.

Trustee expenses

Members of the City of London Corporation are unpaid and do not receive allowances in respect of City of London Corporation activities in the City. However, Members may claim travelling expenses in respect of activities outside the City and receive allowances in accordance with a scale when attending a conference or activity on behalf of the City of London Corporation. No expenses were claimed in 2018/19 (2017/18: £nil).

6. Support Costs

The cost of administration, which includes the salaries and associated costs of officers of the City of London Corporation, together with premises and office expenses, is allocated by the City of London Corporation to the activities under its control, including these charities, on the basis of employee time spent on the respective services. These expenses include the cost of administrative and technical staff and external consultants who work on a number of the City of London Corporation's activities.

**WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON
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Notes to the Financial Statements for the year ended 31 March 2019

6. Support Costs (continued)

Support costs allocated by the City of London Corporation to the charitable activity are derived as follows:

	Charitable activities	2018/19	2017/18
	£	£	£
Department			
Chamberlain	42,045	42,045	38,231
Comptroller & City Solicitor	7,462	7,462	12,759
Open Spaces Directorate	15,408	15,408	16,005
Town Clerk	22,136	22,136	25,125
City Surveyor	37,449	37,449	39,858
Information Systems	35,642	35,642	34,276
Other governance and support costs	10,547	10,547	8,635
Total support costs	170,689	170,689	174,889

The main support services provided by the City of London Corporation are:

- Chamberlain** Accounting services, insurance, revenue collection, payments, financial systems and internal audit.
- Comptroller and City Solicitor** Property, litigation, contracts, public law and administration of commercial rents and City of London Corporation records.
- Open Spaces Directorate** Expenditure incurred by the Directorate, which is recharged to all Open Spaces Committees under the control of the Director of Open Spaces. The apportionments are calculated on the basis of budget resources available to each Open Space charity.
- Town Clerk** Committee administration, management services, human resources, public relations, printing and stationery, emergency planning.
- City Surveyor** Work undertaken on the management of the Estate properties, surveying services and advice, supervising and administering repairs and maintenance.
- Information Systems** The support and operation of the City of London Corporation's central and corporate systems on the basis of usage of the systems; the provision of "desktop" and network support services and small IS development projects that might be required by the charity.

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

Notes to the Financial Statements for the year ended 31 March 2019

6. Support Costs (continued)

Other governance costs Contribution towards various costs including publishing the annual report and financial statements, central training, the dental service, occupational health, union costs and the environmental and sustainability section.

7. Staff Numbers and Costs

The average actual number of staff employed by the City of London Corporation charged to West Wickham Common and Spring Park Wood Coulsdon and Other Commons in 2018/19 is 12 (2017/18: 12) at a cost of £489,170 (2018/19: £460,936). The table below sets out the employment costs and the number of average actual staff charged directly to the charities.

	No of employees	Gross Pay £	Employers' National Insurance £	Employers' Pension Contribution £	Total £
2018/19 Charitable activities	12	371,304	34,917	82,949	489,170
2017/18 Charitable activities	12	348,265	33,694	78,977	460,936

There were no employees whose total employee benefits were above the £60,000 threshold (2017/18: nil).

The Trust considers its key management personnel comprise the Trustees and the Director of Open Spaces who manages the seven open spaces funded by the City of London Corporation. The proportion of the Director's employment benefits, including employer pension contributions, allocated to this charity amounted to £4,292 in 2018/19 (2017/18: £4,441). Trustees are unpaid and do not receive allowances.

Support is also provided by other chief officers and their departments from across the City of London Corporation, including the Town Clerk and Chief Executive, Chamberlain, Comptroller and City Solicitor and City Surveyor.

**WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON
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Notes to the Financial Statements for the year ended 31 March 2019

8. Heritage Assets

At 31 March 2019 the net book value of heritage assets relating to direct charitable purposes amounts to £462,673 (31 March 2018: £418,248) as set out below. This represents the historic cost of restoring the blast pens on Kenley airfield.

	2017	2018	2019
	£	£	£
<u>Cost</u>			
At 1 April 2018	-	-	418,248
Additions	-	324,094	44,425
Transfers	-	94,154	-
At 31 March 2019	-	418,248	462,673
<u>Depreciation</u>			
At 1 April 2018	-	-	-
Charge for year	-	-	-
At 31 March 2019	-	-	-
<u>Net book value</u>			
At 31 March 2019	-	418,248	462,673
At 31 March 2018	-	-	418,248

Since 1892 the primary purpose of the Charity has been the preservation of the commons at West Wickham Common and Spring Park Wood Coulsdon and Other Commons for the recreation and enjoyment of the public. As set out in the Note 1(d), the original heritage land and buildings are not recognised in the Financial Statements.

Policies for the preservation and management of West Wickham Common and Spring Park Wood Coulsdon and Other Commons are contained in the West Wickham Common and Spring Park Wood Coulsdon and Other Commons Heritage Conservation Plans 2010 - 2020. Records of heritage assets owned and maintained by West Wickham Common and Spring Park Wood Coulsdon and Other Commons can be obtained from the Director of Open Spaces at the principal address as set out on page 2.

**WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON
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Notes to the Financial Statements for the year ended 31 March 2019

9. Tangible Fixed Assets

At 31 March 2019 the net book value of tangible fixed assets relating to direct charitable purposes amounts to £8,753 (31 March 2018: £9,685) as set out below. All tangible fixed assets are held by West Wickham and Spring Park Wood Coulsdon and Other Commons.

	Vehicles and Plant £	Infrastructure £	Total £
<u>Cost</u>			
At 1 April 2018	8,955	730	9,685
Additions	-	-	-
Transfers	-	-	-
At 31 March 2019	8,955	730	9,685
<u>Depreciation</u>			
At 1 April 2018	-	-	-
Charge for year	896	36	932
At 31 March 2019	896	36	932
<u>Net book value</u>			
At 31 March 2019	8,059	694	8,753
At 31 March 2018	8,955	730	9,685

**WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND
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Notes to the Financial Statements for the year ended 31 March 2019

10. Intangible Fixed Assets

At 31 March 2019 the net book value of intangible fixed assets relating to direct charitable purposes amounts to £18,560 (31 March 2018: £27,840) as set out below. All intangible fixed assets are held by West Wickham and Spring Park Wood Coulsdon and Other Commons.

	Website Development £	Total £
<u>Cost</u>		
At 1 April 2018	27,840	27,840
At 31 March 2019	27,840	27,840
<u>Amortisation</u>		
At 1 April 2018	-	-
Charge for year	9,280	9,280
At 31 March 2019	9,280	9,280
<u>Net book value</u>		
At 31 March 2019	18,560	18,560
At 31 March 2018	27,840	27,840

11. Debtors

The debtors figure consists of:

	2018/19 £	2017/18 £
Rental Debtors	132	3,787
Recoverable VAT	21,536	15,321
Other Debtors	100,826	50,870
Total at 31 March	122,494	69,978

**WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON
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Notes to the Financial Statements for the year ended 31 March 2019

12. Creditors

The creditors figure consists of:

	2018/19	2017/18
	£	£
Trade Creditors	17,110	15,190
Accruals	18,695	58,566
Other Creditors	46,715	11,792
Sundry Deposits	30,585	30,292
Receipts In Advance	9,389	9,365
Total at 31 March	122,494	125,205

**13. West Wickham Common and Spring Park Wood Coulsdon and Other Commons
Analysis of Net Assets by Fund at 31 March 2019**

	Unrestricted Funds		2019	2018
	General Fund	Designated Fund		
	£	£	£	£
Heritage Assets	-	462,673	462,673	418,248
Tangible Assets	-	8,753	8,753	9,685
Intangible Assets	-	18,560	18,560	27,840
Current Assets	122,494	-	122,494	125,205
Current Liabilities	(122,494)	-	(122,494)	(125,205)
Total Net Assets	-	489,986	489,986	455,773

	Unrestricted Funds		2018	2017
	General Fund	Designated Fund		
	£	£	£	£
Heritage Assets	-	418,248	418,248	-
Tangible Assets	-	9,685	9,685	124,798
Intangible Assets	-	27,840	27,840	-
Current Assets	125,205	-	125,205	165,658
Current Liabilities	(125,205)	-	(125,205)	(126,484)
Total Net Assets	-	455,773	455,773	163,972

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

Notes to the Financial Statements for the year ended 31 March 2019

14. Movement of Funds during the year 31 March 2019

	Fund balances brought forward £	Income £	Expenditure £	Fund balances carried forward £
General Fund	-	1,338,045	(1,338,045)	-
Capital Reserve Fund	455,773	138,320	(104,107)	489,986
Total Funds	455,773	1,476,365	(1,442,152)	489,986

General fund

The General fund has a balance of nil as the operating deficit of the charity is financed by the City of London Corporation.

Designated fund

Capital Reserve Fund – Heritage Lottery Fund Kenley Revival Project

The Kenley Revival Project aims to conserve the historic airfield structures associated with Kenley Airfield during World War II and to promote the heritage resource to make it accessible to a wider range of people.

Capital Reserve Account consists of the net book value of fixed assets in accordance with Note 1 (d).

15. Related Party Transactions

The City of London Corporation as well as being the Trustee also provides management, surveying and administrative services for the charities. The costs incurred by the City of London Corporation in providing these services are charged to the charities. The City of London Corporation also provides banking services, allocating all transactions to the charities at cost and crediting or charging interest at a commercial rate. The cost of these services is set out in the Statement of Financial Activities under “Expenditure on charitable activities” and an explanation of these services is set out in Note 6 for support costs of £170,689 (2017/18: £174,889). The City of London Corporation’s City’s Cash meets the deficit on running expenses of the charity. This amounted to £1,213,475 (2017/18: £1,197,578) as shown in Note 4 to the financial statements.

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

Notes to the Financial Statements for the year ended 31 March 2019

15. Related Party Transactions (continued)

The City of London Corporation is also the Trustee of a number of other charitable trusts, with the exception of the Epping Forest Trust (charity number 232990), these trusts do not undertake transactions with West Wickham Common and Spring Park Wood Coulsdon and Other Commons. A full list of other charitable trusts of which the City of London Corporation is Trustee is available on application to the Chamberlain of the City of London.

Members of the City of London Corporation responsible for managing the Commons are required to comply with the Relevant Authority (model code of conduct) Order 2001 issued under the Local Government Act 2000 and the City of London Corporation's guidelines which require that:

- Members sign a declaration agreeing to abide by the City of London Corporation's code of conduct;
- a register of interests is maintained;
- pecuniary and non-pecuniary interests are declared during meetings; and
- Members do not participate in decisions where they have an interest.

There are corresponding arrangements for staff to recognise interests and avoid possible conflicts of those interests.

In this way, as a matter of policy and procedure, the City Corporation ensures that members and officers do not exercise control over decisions in which they have an interest. There are no material transactions with organisations related by virtue of members and officers interests which require separate reporting. Transactions are undertaken by the Commons on a normal commercial basis.

Committee(s)	Dated:
Epping Forest and Commons	13 01 2020
Subject: Epping Forest - Superintendent's Update for October to November 2019 (SEF 01/20)	Public
Report of: Colin Buttery, Director of Open Spaces	For Information
Report author: Paul Thomson – Epping Forest	

Summary

This purpose of this report is to summarise the Epping Forest Division's activities across October to November 2019.

Of particular note was the continuing above average rainfall which has been recharging lakes and watercourses, which had been depleted by earlier dry weather; the closure of Open Riding in the Forest for the winter of 2019/2020; some 6 proposed prosecutions for the removal of excessive quantities of fungi from the Forest; the return of 1875m² (0.463 acres) Forest Land following the remodelling of the Whipps Cross roundabout; and the provision of a range of cultural performances, exhibitions and installations in association with the 'Welcome to the Forest' London Borough of Culture.

Recommendation(s)

Members are asked to:

- Note the report.

Main Report

Staff and Volunteers

1. Four part-time Forest Keepers (2 Full-Time Equivalents - FTE) were recruited during November, together with a new part time booking assistant started in November who has been a great addition to the front-of-house team.

Verderers

2. The draft Register of Commoners was published by the City Corporation's Elections Team on 7 November and was available for inspection at Guildhall and The Warren for 6 weeks between 5 November and 18 December as required by the Epping Forest Acts 1878 & 1880.
3. All entries on the draft register are under review, ready for the meetings scheduled for 13 and 20 January 2020 to settle the register.

Budgets

4. Revised estimates were uploaded in mid-December. At almost 75% of the financial year, actual net expenditure is 72% of budget, with some underspend in staffing costs due to vacancy management obligations. With adjustments for grant income still due, expenditure is planned to be approximately on budget for the year.

Weather

5. Building on the previously reported 49.4% above average rainfall in September, October 2019 was also a very wet month with 25 days of rain in total, the wettest day being the 5th where 19.8mm of rain fell. The total rainfall for this month was 110mm of rain which is 81.6% above the average of 60.58mm for this time of year.
6. November was also a very wet month with 24 days of rain in total, the wettest being the 25th where 14.2mm of rain fell. In contrast to September and October, the total rainfall for this month of 84mm was just 9.2% above the average range of 76.86mm.
7. The continued above average rainfall has seen many forest watercourses returning to normal levels of winter flow. Although there have been no weather warnings for the period, there does seem to be an increase in the amount of trees falling in the woods associated with the saturated soil conditions. Conversely, the weather this year has had a positive impact on the fungi, producing a huge variety of fruiting bodies.

Projects

Wanstead Park

8. Survey work has commenced on the engineering Study for the Wanstead Park Lake Cascade. An initial report on the implications of 'High Risk' designation is expected in March 2020.

Forest Services

Fly-tipping

9. There were 49 fly-tips over the October-November period of 2019, which is 63.3% decrease on the 30 fly tips recorded for the same period in 2018.
10. There were 9 fly-tips in the Wanstead Flats area, representing 18% of all Fly-tips, which demonstrates that improved car park security continues to reduce the amount of fly tipping on the Flats.
11. The Builders Waste (14.5%) and Furniture (10.2%) categories which normally dominate fly-tipping by type have been eclipsed by a marked increase in horticultural waste fly-tips (21.7%), associated with illegal cannabis cultivation

and reflects the 26 week production cycle when the Forest last experienced an increase in fly-tips.

12. When analysed by location, roadside fly-tips remain the biggest category, equating to 77.5% of total fly-tips.

Enforcement Activity

13. One successful Environmental Protection Act prosecution took place during the period under report.

Date	Defendant Name	Offence Accepted 33: Deposit 34: Duty of Care	Court Name	Outcome	Costs Recovered
14.11.2019	Mohammed CHAUDHRY	34 1(a)	Thames	GUILTY	Fine £200 Costs £928 V/S £30

Total Costs Awarded to Epping Forest	£200
Total Fine	£928
Total Victim/Surcharge	£30
Total	£1158

14. 2019 has proved to be a very productive year for fungal fruiting bodies, which has in turn attracted many pickers. As the picking contrary to the Epping Forest Byelaws, Enforcement Officers intend to prosecute 9 individuals under 6 actions for taking commercial quantities of fungi from the Forest. The City Corporations stance on exploitation was extensively covered by local and national press together with BBC Television.

Unexplained Deaths

15. There have been no Unexplained Deaths over the reporting period.

Rough Sleepers

16. Five rough sleeper camps have been identified over this reporting period. The unexpected and unseasonal increase is thought to be related to rough sleepers seeking to qualify for inclusion in a new local winter night shelter initiative.

Locations of camps;

- By Alexandra Lake – Camp cleared
- North Bushwood – awaiting clearance.
- Oak Hill nr Leighs Pond – Camp removed 17/11/2019

- Earls Path – awaiting clearance.
- Wanstead Park – Camp cleared 20/12/2019

Licences

17. A total of 46 licences for events were issued during the two months being reported, which yielded an income of £29,271.65 plus VAT. 39 licences were issued during the same period in 2018 (income of £27,797.92).

Unauthorised Occupations

18. There were no traveller incursions over the reporting period.

Open Riding

19. Open Riding in Epping Forest was closed on 4 November with 17 days' notice in response to the deteriorating ride conditions associated with the saturated Forest soils.

Dog Incidents

20. During the period there were 2 reports of dog-related incidents over the period:

- 01/10/2019 Report of an out of control dog jumping up onto tables in Wanstead Park taking food from small children and scaring them.
- 17/10/2019 Report from a dog owner that his Jack Russell's was viciously attacked by a Dalmatian in Wanstead Park. The Jack Russell required veterinary treatment and the owner of the Jack Russell has reported the incident to the Police.

Deer Vehicle Collisions

21. There were a total of 11 Deer Vehicle Collisions (DVC) during this reporting period: Two of the 11 deer were killed on Piercing Hill near Theydon Bois Golf Course.

Heritage; Landscape and Nature Conservation

Biodiversity

22. Wren Wildlife Spider Walk on 13 October identified a nationally rare Buzzing Spider *Amphaena numida* and the scarce *Robertus arundineti*.

Agri-environment Schemes

23. The City Corporation is awaiting a decision on a potential £5,000,000 Countryside Stewardship grant from the Rural Payments Agency.

Heritage

24. The 2019 Historic England Heritage at Risk Register was published in October which includes 3 entries for land at Wanstead Park:

24.1 **Wanstead Park** (1000194) – Grade II* Registered Park and Garden, listed for the tenth year with condition described as 'Extensive Considerable Problems'; while vulnerability is described as 'High' and the trend as 'Declining'.

24.2 **The Grotto**, Wanstead Park (1183624) – Grade II Listed Building listed for the second year with a condition described as ‘Poor’.

24.3 **Wanstead Park Conservation Area** – listed for the 9th year with Condition described as ‘very bad’ and vulnerability as ‘Medium’.

Contractors

25. Wood-pasture restoration works have been completed in Lords Bushes.

Land Management

Town & Country Planning

26. Epping Forest District Council published its response of 11 October to the Inspector’s Interim Advice on 16 October (Appendix 1). The Inspector’s subsequent response of 25 November was also uploaded on 28 November (Appendix 2).

Town & Country Planning – Development Control

27. An objection was registered with Epping Forest District Council for a proposal for two properties (4/5 bedrooms) at Bowlands Meadow, Theydon Bois.

Land Registration

28. Following detailed documentary research, the City Corporation has abandoned plans to pursue the registration of two potential unclaimed areas of the Forest Land alongside Mott Street at Manor House and Oak Farm.

29. Working in partnership with the London Borough of Waltham Forest the City Corporation was pleased to formally accept at a ceremony on 17 October the return of 0.463 acres of Forest Land previously dedicated as highway land from the remodelling of the Whipps Cross roundabout.

Operations

Insurance works

30. During the reporting period, the City Corporation has received seven new insurance claims at Epping Forest. Two claims relate to possible tree root nuisance leading to subsidence of adjacent properties. One claim was for a cycling accident on a path installed and maintained under licence by Whipps Cross Hospital. Tyre bursts on two cars crossing the ‘dragon’s teeth’ control flow plates installed on some car park exits were the subject of new claims. To date, the City Corporation has been successful at defending regular claims for such tyre damage. Lastly, a garden wall bordering Forest Land has collapsed, and it is claimed that ivy growing from the Forest was responsible for this. Researching and defending these claims absorbs considerable time for investigations to be completed and to be brought to a resolution.

Risk Management Works

31. The 2020 Tree safety survey contract was re-let to Islington Tree Services during the reporting period. With Islington’s appointment of a new lead

surveyor an enhanced contract induction was completed to brief the Inspector on the special requirements at Epping Forest when considering Ancient trees. In particular there are concerns about a number of trees along the all-ability path at High Beach where measures to safeguard both the public and a number of notable trees have been raised by the surveyors. The management of these surveys will be reviewed in 2020, however, the recent installation of a simple rope fence around one tree seems to have been an effective, but not too obtrusive barrier and presents one possible option for managing public safety around these notable trees.

32. Routine tree safety works arising from the 2019 Survey are still being progressed but are on schedule for completion by the end of March 2020. A near miss during one roadside operation gives an indication of the issues faced by the teams when trying to safeguard the public. The team had stopped the traffic with Stop/Go boards prior to felling a tree onto the road. At the last minute a driver came up the wrong side of the road, overtaking the parked cars by the Stop sign and when eventually stopped by the team insisted on continuing.
33. The second of the twice-yearly reservoir inspections were completed in October with no significant new works required.

Access Works

34. Cutting back overhanging vegetation across main forest paths was the focus for one of the arborist teams for the reporting period. The full extent of the work is still to be counted but approximately 15km of paths were substantially worked in the central to northern parts of the Forest. A new multi-bladed circular saw has improved productivity for this work significantly.
35. Following on from works to address a tree root nuisance claim along Mays Lane, a historic drove route in Chingford, the overgrown nature of the route led the teams to continue working along the path to open it up. While it will take a couple of years to get the path into a more pleasantly accessible condition, this historic route is now accessible and City Corporation is now better placed to tackle problems of fly-tipping at the rear of properties along the path.

Visitor Services

Events

London Borough of Culture

36. Several events took place in October and November in partnership with the London Borough of Culture
37. The veteran oaks at Barn Hoppitt hosted 'GIANTS', a concert and light show, which took place over two nights on 18 and 19 October. Scripted by the award-winning landscape writer Robert MacFarlane, children from local schools spent many weeks rehearsing and sang whilst suspended from the trees along with two opera singers who also were positioned high in the branches.

38. The artist Una Hamilton Helle launched a new sound installation in the Hunting Lodge with a special event on 31 October.
39. This was followed by the culmination of the Artist-in-Residence musical and composer Ellie Wilson's new composition being released based on the history of Epping Forest. Ellie Wilson's five-times great uncle was Thomas Willingale which provided part of her inspiration. Visitors can borrow headphones to listen to the piece while visiting the Hunting Lodge.
40. Artist Esther Neslen's 'Monstrous Assemblies' was a grant-funded project to create life-size 'monstrous' statues made by pupils from local schools in Waltham Forest. The fun installation ran for a week in November in the courtyard of 'The View'.

Chingford Golf Course

41. Grounds staff have been out clearing leaves to ensure the course is playable for visitors. Regular cutting has been carried out when the weather has allowed vehicles to operate. Greens and tees were solid tined, spiked and top dressed to help reduce compaction and improve drainage to help keep the course open and in play during the very wet weather. A new winter mat has been built on hole 7 for a competition tee to keep the length of the hole. Unfortunately, the 6th green suffered some motorbike damage, a repair was made on the day and the green has recovered well.
42. A decrease of 667 rounds (-20%), reflects reduced play associated with the much wetter winter this year. The number of rounds for October & November last year was 3,937. This year number of rounds for October & November was 3270. Online bookings for the same period last year was £5,364.50 compared to £2,731.00 this year, a decrease of £2633.50 (-96%). Total revenue from reception last year was £42,835.27 compared to £39,827.57 in the current year, a decrease amounting to £3007.70. (-8%). Compared to last year the total difference in revenue equates to a decrease in income of £5641.20 (-13%).
43. Total revenue from online sales this period is £2,731.00, total revenue from reception was £39,827.57 broken down into:

Breakdown of figures from Reception			
	2019/20	2018/19	Difference (+/-)
Green fees:	£32,330.53	£33,886.80	-£1556.27
Drinks:	£746.50	£868.50	-£122.00
Hire Equipment:	£2107.50	£4066.50	-£1959.00
Shop Sales:	£2128.20	£2517.45	-£389.25
Wanstead:	£2403.00	£1044.00	+£1359.00
Horse Riding:	£474.84	£452.02	+£22.82

Wanstead Flats

44. League fixtures were played across all 3 sites for football for October and November. Total number of casual bookings taken for this period was 27 matches compared to 11 matches for same period last year.
45. Parkrun attracted 1,886 runners in October and November this year, **representing an increase of 29 or 1.4% on the same period last year.**

Visitor Numbers

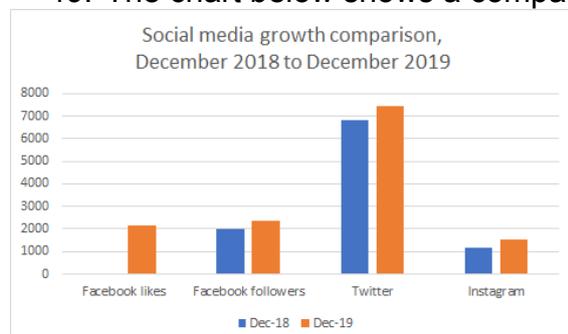
46. Visitor numbers were largely increased this year compared to last year. Additional London Borough of Culture events near to The View will have helped contributed to the increased figures

Visitor Numbers	QEHL 2019	2018	View 2019	2018	Temple 2019	2018	High Beach 2019	2018	Total 2019	Total 2018
OCT	1899	1680	3604	3209	58	48	1661	2043	7222	6980
NOV	1488	1103	3539	2877	67	132	1539	1467	6633	5579

Communication and Information

47. Four new signs were installed at Wanstead Flats, with maps and information about the area. Two of the signs are specifically interpretation signs highlighting the habitat importance.
48. As of December 2019, our social media following is:
- Twitter followers: 7,450 an increase of 9%
 - Facebook likes: 2,152
 - Facebook follows: 2,338 an increase of 18%
 - Instagram followers: 1,543, an increase of 33%

49. The chart below shows a comparison of our figures at the same point in 2018:



50. The top tweets for October 2019 with 5,237 impressions and November 2019 with 5,729 impressions were those promoting Epping Forest's autumn colours.

51. The top Instagram post for October, with 119 likes was a message about the deer rut and a warning to drive safely and the top Instagram post for November, with 158 likes was a message promoting the autumn colour.
52. The top Facebook post for October, with a reach of 13,945 people was once again promoting the autumn equinox and the start of the rutting season. The top Facebook post for November, with a reach of 1,520 people was once again promoting the autumn colour in Epping Forest.
53. The autumn edition of Forest Focus was very well received with the usual wide distribution across the Epping Forest area. The winter edition also recently went out, with good feedback received.

Major incidents

None

Appendices

- Appendix 1 – EFDC Response to Inspectors Interim Advice – 11 October 2019
- Appendix 2 – Inspectors Response to EFDC – 25 November 2019

Paul Thomson

Superintendent of Epping Forest

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EPHING FOREST DISTRICT LOCAL PLAN EXAMINATION
RESPONSE TO INSPECTOR'S ADVICE DATED 2 AUGUST 2019

Dear Mrs Philips

**Re: Epping Forest District Local Plan (2011-2033) Examination
Inspector's Advice following hearings dated 2 August 2019**

1. Thank you for your note dated 2 August 2019 and your comprehensive and helpful advice following completion of the examination hearings on 11 June 2019. The Council is particularly grateful for the pragmatic and constructive approach you have adopted to date, recognising the importance of having an up to date Local Plan in place and the magnitude of the undertaking to progress to this stage.
2. We understand that, necessarily, the advice in your note is provided without prejudice to the conclusions that you may ultimately reach in your forthcoming final report on the Examination and, to that extent, we accept that your advice to date is based upon your interim findings on the matters and issues that were discussed during the hearing sessions. The Council also recognises that your note focuses on the areas where you have "misgivings" and that your final report will address all issues of soundness.
3. Without prejudice to those observations and the conclusions that you might ultimately reach, the Council understands that your note has identified the areas where further MMs are required and the cases where additional work will need to be done by the Council to establish their precise form. Subject to the implications of that additional work and the representations made in response to public consultation on MMs in due course, the Council draws the reasonable inference that, at this stage, you do not harbour any "misgivings" about areas that are not mentioned in your note because it is not your intention to reopen the hearings into those matters.
4. As you would expect, with the assistance of its professional advisors, the Council has considered your advice and its implications carefully. Regrettably, given the time of year, that process has taken slightly longer than expected but was necessary to identify the nature and scope of the additional work to be done by the Council to establish the precise form of the Main Modifications (MMs) required to remedy issues of soundness and to allow for consultation with Natural England on the proposed

scope of work in relation to the actions you identified with respect to the Habitats Regulations Assessment.

5. This letter comprises the Council's initial response to your post-hearings advice (ED98) and, as requested, provides an outline of the Council's proposals for progressing the work necessary to finalise the MMs and an indicative timetable to assist with programming the remainder of the examination.
6. For the avoidance of doubt, having considered the matter carefully, the Council confirms that in its view the issues of soundness identified in your advice can be addressed through the MMs process. At this stage, there is no reason to doubt that the Epping Forest District Local Plan (2011-2033) – Submission Version, December 2017 ("LPSV"), as modified, could be recommended for adoption within a reasonable period.

Request for clarification

7. Before addressing the Council's proposals regarding the programme of additional work, in response to your invitation, we would be very grateful to receive further clarification on an important matter addressed in your advice, namely, the inclusion of the requirement in LPSV Policy DM 10 (Housing quality and design) for all new homes to meet the Nationally Described Space Standards ("NDSS").
8. Paragraphs [64] to [66] of your note addresses Policy DM 10 (Housing Design and Quality); specifically, the requirement in Part A for all new market and affordable homes to meet the optional Nationally Described (minimum internal) Space Standard ("NDSS"). Your advice confirms (at [65]) that the Council's Stage 2 Viability Study (EB301) has taken account of the costs of these standards and that imposing them would not put the implementation of the Plan at serious risk.
9. However, for the reasons stated (at [66]), you have advised the Council that the requirement in Part A of Policy DM 10 for all new homes to meet the NDSS is not justified and should be deleted. There are three components to your reasons:
 - (a) The analysis within document ED54 is based on a sample of major schemes (10 homes or more) only, permitted between 2013-2017;
 - (b) No evidence is presented in respect of housing delivered on smaller sites during the same period, or about the size of dwellings in the existing housing stock; and

- (c) Nor is any information provided as to whether the size of dwellings currently available in the District is causing particular difficulties.
10. To ensure that we understand your analysis correctly, we would be grateful if you would consider the observations set out below, which respond to each of your three concerns about the adequacy of the Council's evidence.
11. Before doing so, it is helpful to refer to relevant passages within the Secretary of State's Planning Practice Guidance ("PPG") concerning 'Housing: optional technical standards'¹. Under the heading 'Introduction', paragraph 001 explains that:
- "The government has created a new approach for the setting of technical standards for new housing. This rationalises the many differing existing standards into a simpler, streamlined system which will reduce burdens and help bring forward much needed new homes. The government set out its policy on the application of these standards in decision taking and plan making in a written ministerial statement,^[2] ..."*
12. The PPG makes clear at paragraph 002 that:
- "Local planning authorities have the option to set additional technical requirements exceeding the minimum standards required by Building Regulations in respect of access and water, and an optional nationally described space standard. Local planning authorities will need to gather evidence to determine whether there is a need for additional standards in their area, and justify setting appropriate policies in their Local Plans. ..."*
13. Having regard to the Secretary of State's written ministerial statement dated 15 March 2015 ("the WMS"), the Council accepts that reference to "additional standards" (in paragraph 002) includes the optional NDSS.
14. The PPG addresses 'Internal space standards' and the optional NDSS (in paras. 18 to -020), which state (so far as relevant):
- "Can local planning authorities require internal space standards in new homes?"*
- The National Planning Policy Framework says that local planning authorities should identify the size, type, tenure and range of housing that is required in particular locations, reflecting local demand.*

¹ [PPG \(Ref. ID: 56\): 'Housing: optional technical standards' \(DCLG, 27 March 2015\)](#)

² <https://www.gov.uk/government/speeches/planning-update-march-2015>

Where a local planning authority [...] wishes to require an internal space standard, they should only do so by reference in their Local Plan to the nationally described space standard." (Paragraph: 018)³

and

"How should local planning authorities establish a need for internal space standards?

Where a need for internal space standards is identified, local planning authorities should provide justification for requiring internal space policies. Local planning authorities should take account of the following areas:

- *need - evidence should be provided on the size and type of dwellings currently being built in the area, to ensure the impacts of adopting space standards can be properly assessed, for example, to consider any potential impact on meeting demand for starter homes.*

[...]

- *timing - there may need to be a reasonable transitional period following adoption of a new policy on space standards to enable developers to factor the cost of space standards into future land acquisitions."⁴ (Paragraph: 020, with emphasis)*

(i) Evidence base

15. Whilst it is correct to state the analysis within the Council's Homework Note 19 (ED54) is based upon major schemes only, it is important to note the evidence provided in Homework Note 19 included the measurement of 643 dwellings across all 18 major planning permissions granted in the District in this period, and that this represents over a quarter of all dwellings approved between 2013-2017. That being said, we readily acknowledge that paragraph 7 of ED54 erroneously referred to the 18 developments reviewed as a "sample". To be clear, those 18 developments represented all major schemes permitted in the stated period rather than just a sample of major schemes.
16. The Council considers that the methodology utilised and number of dwellings measured demonstrates a need for a Local Plan policy requiring new homes to meet a minimum size standard and, as such, provides a justification based on proportionate evidence, in accordance with PPG guidance. Major schemes were utilised to demonstrate a need and to justify the use of NDSS as, in the Council's

³ Reference ID: 56-018-20150327

⁴ Reference ID: 56-020-20150327

experience, it is larger developments where residential space standards are generally squeezed to maximise dwelling numbers on individual plots.

17. That being said, it is for the plan-making authority to decide the nature and scope of the evidence required to inform the preparation of its Local Plan and, as a matter of law and policy, the proper allocation of scarce public resources, quintessentially, is a matter for the democratically elected Members of the local planning authority, subject to relevant administrative and judicial supervisory jurisdictions. As such, the proportionality of the local plan evidence base, primarily, is a matter for the judgment of the plan-making authority, subject to the jurisdiction of the person appointed to examine the submitted local plan who must decide whether, in all the circumstances, it would be reasonable to conclude that Local Plan strategy is justified based upon proportionate evidence.
18. Consistent with national policy concerning plan-making in the 2012 Framework, the PPG does not prescribe the nature and scope of evidence required to justify the use of the NDSS. Consequently, whether the imposition of the NDSS in local plan policy is justified will be a matter for the judgment of the Inspector examining a submitted Local Plan, applying the four-part test of soundness within paragraph 156 of the 2012 Framework.
19. In the circumstances, the Council is concerned to ensure that the evidential standard being applied is not unjustifiably onerous. In that respect the Council has considered two recent examples of Local Plans where the inclusion of a requirement to meet the NDSS was found to be justified. In both cases, the evidence justifying the need for a NDSS policy requirement was substantially less thorough than the evidence upon which the Council relies.
20. The two examples, which relate to LPAs close to Epping Forest District, have recently included reference within newly prepared Local Plans for all new homes to meet the NDSS:
 - (a) South Cambridgeshire Local Plan (adopted September 2018) - Policy H/12; and
 - (b) Chelmsford Draft Local Plan (January 2018) – Policy MP4 and Appendix A. ⁵

⁵ The Council's understanding is Chelmsford BC's draft Local Plan has reached the stage of consultation on proposed MMs, which closed on 19 September 2019 and the programme is to approve the plan in late 2019.

Both include the minimum gross internal floor areas and storage for new dwellings (Table 1) under technical requirement part (a) of the PPG. Both Local Plans also include the remaining internal technical standards included in the PPG (parts b - i). In both cases, the evidence demonstrating the need for NDSS was less compelling than the evidence upon which the Council relies. (We will be pleased to provide additional information about these Plans should that be necessary.)

(ii) Housing on small sites

21. It is not strictly correct to state that no evidence is presented in respect of housing delivered on smaller sites during the same period. Whilst we accept that the comprehensive analysis within document ED54 did not include schemes of fewer than 10 new homes, the Council's hearing statement for Matter 16 and document ED54 both reported the recent experience of the Council's development management officers.
22. We also relied upon a recent appeal decision to demonstrate the appropriateness of applying the NDSS locally. Whilst the Council managed to persuade the Inspector to apply and accord significant weight to the NDSS, government policy and guidance is clear that the application of the NDSS must be justified through the plan-making process. As such, it is most unlikely that the Council will succeed in any similar attempt to rely upon the NDSS if our Local Plan is adopted without this requirement.
23. Having demonstrated a need to ensure that new homes are designed and built to a minimum acceptable quality standard, which has been endorsed by government since 2015, we respectfully disagree that current government policy or practice guidance requires the Council to meet the onerous evidential standard you appear to have applied.
24. Moreover, the Council rejects the suggestion that the state of the existing housing stock in the District is a relevant consideration when determining whether the Council has demonstrated a need to impose a requirement for all new homes to meet the NDSS. Even if we are wrong about that, in the circumstances, it would be disproportionate to expect the Council to survey the existing housing stock in the District for this purpose.

(iii) Existing particular difficulties

25. With respect, we fail to understand why it is considered necessary to provide information as to whether the size of dwellings currently available in the District is

causing particular difficulties. Government policy and practice guidance does not require a local planning authority to demonstrate the existence of difficulties locally and would interpret your comments in this context as requiring evidence of a specific problem or risk associated with not setting optional internal space standards in the District.

26. Whilst we fully accept that the use of the NDSS must be justified by a clearly evidenced need, we are not clear that national planning policy and the PPG requires a LPA to justify the use of NDSS in the prescriptive manner suggested.

The clarification sought

27. Against that background, we are very concerned to understand how the Council can ensure that the new homes to be delivered by the Plan are designed and built, at the very least, to a minimum standard, when compelling evidence exists to demonstrate that the market will not do so. Also, as the impact of the optional technical standards within Policy DM 10 on viability has been considered satisfactorily, we do not understand why the scale of the development scheme should determine whether future residents of new homes in the District will be deprived of a decent standard of accommodation
28. Put simply, the government does not prescribe the standard of evidence required to demonstrate a need to impose minimum internal space standards but it does prescribe the standards that may be utilised and the mechanism for their imposition locally. We readily accept that the Council must persuade you that, in the circumstances, the NDSS policy requirement is consistent with relevant national policy and justified by proportionate evidence and, to date, we have not managed to do so.
29. Accordingly, we would be grateful for clarification of the evidential standard you have applied; the source of that standard in government planning policy and/or guidance; the considerations that informed your interim findings; and whether, in the circumstances, you would be prepared to revisit this matter taking account of the considerations set out above. If so, the Council would welcome the opportunity to reconsider the evidence presented in Homework Note 19 and supplement that evidence to address the matters set out above.
30. In that regard, would you please clarify whether the evidence provided by the Council in Homework Note 19 (ED54) should include additional evidence to better articulate the justification for inclusion of the NDSS. If so, it would be helpful to

receive your guidance on what you consider to be a 'proportionate approach' to evidencing local need for optional internal space standards and whether it is necessary to bolster the technical evidence base to include a sample of internal measurements of small scale applications in the District.

Next steps

31. The main area of work which has required careful consideration is the most efficient and expedient way to progress the actions in relation to the **Habitats Regulations Assessment** taking on board the issues raised with respect to the need for modelling to take account of tall forest vegetation; to look again at the causal link between the mitigation measures proposed and the modelling effects shown in the HRA 2019; and to provide evidence to demonstrate the effects on the Forest would not be significant.
32. These are the identified actions which require additional work with the greatest impact on the programme of work. Set out below is an indicative programme to undertake the work and thus to finalise the main modifications for public consultation. Subject to any comments on the proposed timescale and proposed work this will then be used to develop a full programme of work including the critical path. The Council has consulted Natural England on these proposals which have been adjusted to take account of the feedback received to date. The Council and NE have agreed to schedule regular fortnightly meetings/telephone conferences to maximise the effectiveness of communication and co-operation required to complete the programme of additional work. The Council has impressed upon NE the importance of ensuring that adequate resources are available to avoid delays to the proposed work programme.
33. We are pleased to report that **ACTION 3: To update the HRA modelling to take account of "tall vegetation"** has been completed. The Council's consultants and authors of the 2019 HRA (EB209), AECOM Infrastructure and Environment Ltd ("AECOM"), have undertaken this work and advise that, since this concerns the deposition velocity of nitrogen (rather than pollutant emissions), the respective data for NO_x and ammonia concentrations are unchanged by updating the HRA modelling as requested. A given amount of NO_x or ammonia translates to a greater nitrogen deposition using the forest velocity than they do using the velocity for short vegetation.

34. Equally, however, mitigating a given amount of NO_x or ammonia would have a commensurately greater reducing effect on nitrogen deposition rates using the forest deposition velocity than it does using the short vegetation deposition velocity. So, the difference in using the forest deposition velocity is essentially interpretive. In summary, changing the deposition velocity doesn't change the patterns for nitrogen deposition, but it increases all the deposition rates such that they fall less steeply.
35. In relation to **ACTIONS 4 and 5**, with the assistance of its expert environmental and traffic consultants, the Council has undertaken a scoping exercise for the additional work required to produce the evidence necessary to enable the Council to conclude beyond reasonable scientific doubt that adopting the Plan, with MMs as recommended in your final report, will not adversely affect the integrity of the SAC. In that regard, we respectfully remind you that the Council is the 'competent authority' under Part 6 of the Habitats Regulations and, ultimately, the Council must ascertain whether adopting the Plan would not adversely affect the integrity of the SAC.
36. We are duty-bound to assist you to carry out the examination of the Plan lawfully and trust that you will understand why we take this opportunity to clearly state the Council's position on the relevant legal framework, which we do not understand to be controversial. We do so without any criticism and recognising that, at the HRA hearing session on 21 May 2019, all parties agreed that, in this context, that sufficient 'certainty' means beyond reasonable scientific doubt that the Plan will not adversely affect the integrity of the SAC.
37. Under Regulation 63 of the Habitats Regulations, the Council bears the duty to make a lawful appropriate assessment of the Plan and, having regard to the conclusions of that assessment, adopt the Plan (with MMs) only after having ascertained that it will not adversely affect the integrity of the SAC. Whereas, under section 20 of the 2004 Act, having carried out the examination, it is the responsibility of the person appointed to decide whether, in all the circumstances, it would be reasonable to conclude that the Plan (with MMs as recommended) is sound. Shortly stated, having regard to the HRA, you must decide whether it would be reasonable to conclude, as a matter of soundness, for the Council to adopt the Plan (with MMs). This distinction is not merely semantic; as it would be reasonable as a matter of law, for the Council and yourself to disagree upon whether adopting the Plan (with MMs) would not adversely affect the integrity of the SAC.

38. Having made those observations, we set out below the results of our scoping exercise and the Council's proposals for the programme of additional work required and the indicative timescale for each component of work:

(a) We are proposing to rerun the traffic and air quality modelling (using the tall/forest deposition velocity rates in relation to Scenario DS2 (local plan development with no mitigation) taking account of the MMs proposed in relation to sites LOU.R5, LOU.R14, CHIG.R6, ROYD.R3, WAL.R5, CHIG.R11 and NAZE.R2 and a reduced capacity for EPP.R1/R2. This approach will provide a new baseline of the effect on the air quality modelling outputs arising from the removal or changes in capacity of sites arising from your advice issued on 2 August 2019 or from clarifications provided by the Council in Homework Note 24 (ED90A and ED90B. This will also assist in considering Action 5 and will provide a new basis from which to consider the effects of refining elements of the air quality modelling methodology (further details are set out in paragraph 4 below).

[To be completed by late November 2019]

(b) The above will also serve to provide a clearer understanding of the potential length of retardation on individual transects and provide for an opportunity to indicate the absence or otherwise of interest features in relation to Action 4. The consultants have advised that the task in relation to ACTION 4 will be undertaken, in so far as a ground-truthing exercise can confirm whether SAC interest features are present at relevant locations on the transects. However, it has not yet been possible for the scientific community to devise the necessary predictive tools to quantify the botanical effects of a given nitrogen dose on a given woodland, partly due to the strong confounding influence that tree canopy structure (and its role intercepting light and rainfall) places on ground flora species richness, cover and other parameters that might illustrate the influence of nitrogen deposition. As such, robust metrics to quantify the amount of botanical change in a woodland expected from a given nitrogen dose do not exist. For this reason, the focus of the original assessment was on minimising pollutant emissions compared to the future baseline. Reducing emissions will therefore be the primary focus of the further work'.

(c) Whilst the initial light touch rerun set out in point 1 above is undertaken a review of the Vehicle Fleet mix will be undertaken using the April 2017

Automatic Number Plate Recognition (ANPR) data collected and comparing this with the 2017 Defra Emissions Factor Toolkit (EFT) used for the HRA 2019 air quality modelling work. This would provide a more locally based understanding of the Vehicle Fleet mix of traffic using EFSAC roads. This more bespoke understanding could provide a more 'scientifically certain' baseline for both future monitoring but also reflect the fact that the EFT used in the HRA 2019 was for 'rural roads' which does not take into account either electric or low-emission vehicles. In addition a comparison between the 2017 and 2019 Defra EFT would also be undertaken to understand any national trends in relation to the switch from diesel cars to petrol cars and also the proportion of Euro Standard 6 vehicles.

- (d) To understand the current position additional ANPR surveys would be undertaken in October 2019 on dates to avoid the half term holidays. This would provide the most up-to-date bespoke Vehicle Fleet mix for traffic using EFSAC roads and provide an initial starting point for monitoring a forward trajectory for future changes.
- (e) The Council has discussed these proposals with NE's representatives who have raised a number of queries that will be discussed further at a technical meeting to be scheduled in early November.

[Commissioning of ANPR surveys - Immediate; and completion of ANPR surveys - during October; comparison of Defra EFT version 9 with version 8 and with EFSAC-specific 2017 ANPR data -- late November 2019]

- (f) Concurrent with the above tasks the following methodological updates and reviews to update the approach for the further air quality assessment work will be undertaken:
 - (i) Use of latest Defra tools, including Emission Factor Toolkit (EFT) for NO_x emission rates (currently EFT v9.0);
 - (ii) Use of latest data from the Air Pollution Information System (APIS);
 - (iii) Use of local monitoring data (May 2018 - Feb 2019) to inform the air quality modelling assessment;
 - (iv) Review of current guidance and research documents which may influence the HRA air quality modelling methodology (e.g. Defra Trends Report 2019: Trends in critical load and critical level

exceedances in the UK; IAQM & CIEEM: A guide to navigating the assessment of air quality effects on designated sites);

- (v) Review of NAEI ammonia road traffic emission factors and their application in the air quality model;
- (vi) Review of appropriateness of queuing methodology (in terms of modelled queue length and estimation of emissions of NO_x and NH₃ from queuing traffic);
- (vii) Review of ANPR (Automatic Number Plate Recognition) data to define the current and projected local vehicle fleet.

[Consideration of proposed amendments to the methodology including discussions with Natural England and reaching agreement to changes to traffic and air quality methodology - mid December 2019]

- (g) Assuming Natural England's agreement to the methodology is secured by mid-December, the intention would then be to undertake the transport modelling of scenarios (at this point the final changes to sites and their capacity would need to have been agreed)

[Agreement of scenarios to be tested and final changes to sites/capacity by mid-November with transport modelling to be completed by the end of January 2019]

- (h) Following the completion of the transport modelling air quality modelling of the scenarios to be tested

[Commence at the beginning of February 2020 with completion (including analysis of outputs) by mid-March 2020]

- (i) Finalise updated draft Air Quality Mitigation Strategy in conjunction with Natural England and draft Proposed Main Modifications for agreement with Inspector; and

[Completion by mid-April 2020]

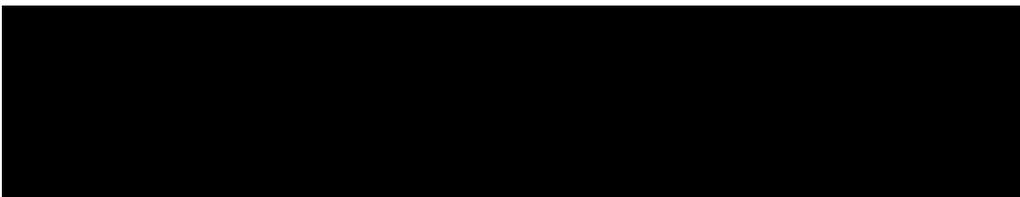
- (j) Undertake HRA/SA of Main Modifications

[Completion mid-May 2020]

39. It should be noted that this is an ambitious but we hope realistic timescale to undertake the additional work and, as stated above, assumes that there is no requirement to make further consequential changes to the LPSV (e.g., to remove additional site allocations or to make significant changes to the development capacity of existing allocations). It is however reliant on input from other bodies to be able to deliver - including DVLA and Natural England.
40. We will be holding regular monthly meetings with our consultants and programme meetings on a fortnightly basis to ensure that the programme is delivered on time and will be happy to give regular updates on progress. As such our intention would be to keep you fully informed about the progress of the additional work and any implications for the overall work programme on a monthly basis.
41. We would be grateful if you could provide feedback on our proposed programme of additional work to address the actions identified in your letter (primarily Actions 4 and 5) and that, as far as you can ascertain from the information provided, that it is likely to provide the necessary outputs for you to agree any proposed Main Modifications to the Plan.

We look forward to hearing from you

Yours sincerely



Alison Blom-Cooper

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EPPING FOREST DISTRICT COUNCIL: Examination of the District Local Plan, 2011- 2033.

Inspector: Louise Phillips MA (Cantab) MSc MRTPI

Programme Officer: Louise St John Howe **Email:** [REDACTED]

Dear Ms Blom-Cooper,

INSPECTOR'S RESPONSE TO LETTER DATED 11 OCTOBER 2019

1. Thank you for your letter dated 11 October in response to my post-hearings advice of 2 August (ED98). You are correct to infer in your paragraph 3 that my advice covers all the "misgivings" I had at the close of the hearings. Subject to the implications of the additional work you are undertaking, and to future consultation on the Main Modifications (MMs), neither further work nor MMs are required in respect of matters I have not covered. However, my advice does not refer to all the MMs which were "agreed" with me during the hearing sessions.

Request for Clarification re. Nationally Described Space Standard (NDSS)

2. Essentially, paragraph 66 of my advice explains that the proposed requirement in Policy DM10 for all new homes to meet the NDSS is not justified by reference to clear evidence of a need for the standard.
3. The Ministerial Statement of March 2015, referred to in the Planning Practice Guidance (PPG)¹, states that "*The optional new national technical standards should only be required through any new Local Plan policies if they address a **clearly evidenced need** and where their impact on viability has been considered in accordance with the NPPF and Planning Guidance*". The PPG further states that "*Local planning authorities will need to gather evidence to determine whether there is a **need for additional standards** in their area, and justify setting appropriate policies in their Local Plans*" (my emphasis).
4. You accept in paragraph 13 of your letter that the "additional standards" referred to in the PPG include the NDSS, and so I infer that you also accept that you must demonstrate a need for imposing it. In paragraph 18 of your letter, you say that the PPG does not prescribe the nature and scope of evidence required to justify the use of the NDSS; and also that whether the imposition of the NDSS is justified is a matter of judgement for me. I agree on both counts. Therefore, with reference to paragraph 29 of your letter, I cannot identify the source of the evidential standard I have applied in national policy because, as you say, it does not exist. Rather, I have used my judgement to determine whether the evidence you have presented justifies setting the NDSS, as you acknowledge I must.
5. Using my judgement to consider the need for (as opposed to the viability of) the NDSS, I have applied the tests in the Ministerial Statement and the PPG. I have considered whether there is a "clearly evidenced need" to set the NDSS as an "additional standard" (as opposed to a universal standard) in this particular area. National policy does not provide the NDSS as a minimum standard with which every scheme everywhere must comply and so it is for you to demonstrate that it is needed, and not just desired, using evidence you consider relevant.

¹ PPG paragraph 001, Ref ID 56-001-20150327.

6. Paragraph 66 of my advice does not seek to prescribe the evidence necessary to justify the NDSS in every case, or even in Epping Forest. It rather sets out the reasons why the evidence you have presented so far does not convince me of a need for it in your area. Essentially, the evidence presented in Homework Note 19 shows that between 2013 and 2017, (almost) a quarter of all approved development did not comply fully with the NDSS. In my judgement, this information does not amount to a clearly evidenced need for imposing the NDSS upon all future development in the district. It concerns a relatively small proportion of the housing stock; and it does not explain why there is, or is likely to be, a general problem in the district linked to smaller dwellings.
7. The PPG does not require local planning authorities to demonstrate the existence of particular difficulties locally (paragraph 25 of your letter). However, in my judgement, the *need* for an additional optional standard (as opposed to a desire for it) should be justified by reference to some specific problem or risk. At present, your letter suggests that housing built smaller than the NDSS will necessarily be inadequate, but you do not explain why this would be the case. Put simply, why would it be a problem if some dwellings were built smaller than the NDSS?
8. Paragraphs 23 and 24 of your letter indicate that you would consider the collection of further detailed evidence to be unduly onerous/disproportionate and this is a matter for you. Nevertheless, you clearly feel strongly about this issue, and I am open to you representing or explaining your evidence in a way which convinces me to review my interim findings. In particular, I need a clearer understanding of the issues which would face residents of the district in the absence of the NDSS.

Next Steps in relation to HRA Matters

9. The steps you propose to take in relation to the HRA are clearly directed to addressing the concerns I have raised and seem to me a reasonable response. There is significant focus on improving confidence in the likely composition of the vehicle fleet and I understand that you propose to use a bespoke prediction of future emissions instead of relying upon the DEFRA 2030 factors. This would seem to serve the purpose of increasing scientific certainty, but I would encourage you to consult with Natural England in relation to the "beyond reasonable scientific doubt" test. I note that the modelling will take account of the changes to the Plan's site allocations referred to in my advice, but it is not clear whether you would consider further amendments if necessary to avoid adverse effects on the SAC. My advice indicates that you should remain open to this possibility.
10. Your work programme appears to be challenging but realistic and I would be grateful if you could keep me informed of progress. In order to finalise a MM Schedule by mid-March next year, I will endeavour to consider drafts as work is done, provided it is clear where any changes are made between versions.

Louise Phillips

INSPECTOR

25 November 2019.

Committee(s)	Dated:
Epping Forest and Commons – For Information	13/01/2020
Subject: Epping Forest Trustee’s Annual report and Financial Statements for the Year Ended 31 March 2019	Public
Report of: The Chamberlain	For Information
Report author: Derek Cobbing	

Summary

The Trustee’s Annual Report and Financial Statements for the Year Ended 31 March 2019 for Epping Forest are presented in the format required by the Charity Commission.

Recommendation(s)

Members are asked to:

- Note the report.

Main Report

1. The Trustee’s Annual Report and Financial Statements, in the format that is required by the Charity Commission, are presented for information. The draft accounts were circulated to your Chairman and Deputy Chairman. Subsequently the accounts have been signed on behalf of the Trust by the Chairman and Deputy Chairman of the Finance Committee and have been audited.
2. Following the review of the charities for which the City is responsible a report to your Committee on 10th May 2010 detailed key reports that should be presented to your Committee in future. The Trustees Annual Report and Financial Statements was one of these reports. Information from these statements will form the Annual return to the Charity Commission.
3. Since this undertaking the City Corporation has recently approved that a further comprehensive review be undertaken across all of its charities, the outcome of which will be reported to this committee in due course.
4. Much of the information contained within the Annual Report and Financial Statements has already been presented to your Committee via budget and outturn reports.

Appendices

- Appendix 1 – Report and Financial Statements for the year ending 31st March 2019

Derek Cobbing
Chamberlains department

T: 020 7332 3519

E: derek.cobbing@cityoflondon.gov.uk

EPPING FOREST
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

Charity Number: 232990

EPPING FOREST

Trustee's Annual Report and Financial Statements for the year ended 31 March 2019

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EPPING FOREST

Trustee's Annual Report for the year ended 31 March 2019

1. Reference and Administration Details

Charity Name:	Epping Forest
Registered Charity Number:	232990
Principal Address:	Guildhall, London EC2P 2EJ
Trustee:	The City of London Corporation
Chief Executive:	The Town Clerk of the City of London Corporation
Treasurer:	The Chamberlain of London
Solicitor:	The Comptroller and City Solicitor
Banker:	Lloyds Bank plc City Office, PO Box 72 Bailey Drive Gillingham, Kent ME8 OLS
Auditor:	BDO LLP 55 Baker Street London W1U 7EU

2. Structure, Governance and Management

The governing document

The governing documents are the Epping Forest Acts 1878 and 1880 as amended. The charity is constituted as a charitable trust.

Trustee Selection methods

The Mayor and Commonalty and Citizens of London known as the City of London Corporation is the Trustee of Epping Forest. Elected Aldermen and Members of the City of London Corporation are appointed to the Epping Forest and Commons Committee, together with four Verderers - locally elected by Epping Forest Commoners - governing Epping Forest for the Court of Common Council of the City of London Corporation.

Policies and procedures for the appointment, induction and training of Trustee

The City of London Corporation makes available to its Members seminars and briefings on various aspects of the City's activities, including those concerning Epping Forest, as it considers necessary to enable the Members to efficiently carry out their duties.

EPPING FOREST

Trustee's Annual Report for the year ended 31 March 2019

2. Structure, Governance and Management (continued)

Organisational structure and decision making process

The Committee governing the charity's activities is noted above. The Committee is ultimately responsible to the Court of Common Council of the City of London. The decision making processes of the Court of Common Council are set out in the Standing Orders and Financial Regulations governing all the Court of Common Council's activities.

The Standing Orders and Financial Regulations are available from the Town Clerk at the registered address.

The Charity Governance Code was published in July 2017. The charity is supportive of the Code and its aim to assist in the development of high standards of governance throughout the sector. The Trustee is currently considering application of the recommended practice to the work of the Epping Forest charity.

Details of related parties and wider networks

Details of any related party transactions are disclosed in Note 16 of the Notes to the financial statements.

Key management personnel remuneration

The Trust considers its key management personnel comprise the Trustees and the Director of Open Spaces who manages the seven open spaces funded by the City of London Corporation.

Support is also provided by other chief officers and their departments from across the City of London Corporation, including the Town Clerk and Chief Executive, Chamberlain, Comptroller and City Solicitor and City Surveyor.

The pay of the Director of Open Spaces is reviewed annually in-line with any uplift awarded to employees across the City of London Corporation. The City of London Corporation is committed to attracting, recruiting and retaining skilled people and rewarding employees fairly for their contribution. As part of this commitment, staff are regularly appraised and, subject to performance, eligible for contribution pay and recognition awards. If recruitment or retention of staff proves difficult, consideration is given to the use of market forces supplements in order to increase pay to a level that is competitive relative to similar positions in other organisations.

Risk identification

The Trustee is committed to a programme of risk management as an element of its strategy to preserve the charity's assets, enhance productivity for service users and members of the public and protect the employees.

In order to embed sound practice a Risk Management Group has been established in the City of London Corporation to ensure that risk management policies are applied, that there is an ongoing review of risk management activity and that appropriate advice and support is provided to Members and officers.

EPPING FOREST

Trustee's Annual Report for the year ended 31 March 2019

2. Structure, Governance and Management (continued)

Risk identification (continued)

The City of London Corporation has approved a strategic risk register for all of its activities. This register helps to formalise existing processes and procedures and enables the City of London Corporation to further embed risk management throughout the organisation.

A key risk register has been prepared for this charity which has been reviewed by the committee acting on behalf of the Trustee. It identifies the potential impact of key risks and the measures which are in place to mitigate such risks.

There are 10 risks which have been identified as affecting all the Open Spaces of which 9 relate to the "green spaces". These are:

- Health and safety;
- Extreme weather and climate change risk;
- Poor repair and maintenance of buildings;
- Impact of development;
- Pests and diseases;
- Maintaining the City's water bodies;
- Reputational Risk Associated with efficiency improvement arising out of the Open Spaces Act;
- Ultra Low Emission Zone (ULEZ) Fleet Purchase risk;
- Budget reductions implications

There is a system in place for monitoring each of these risks and mitigating actions are undertaken including training, strengthening controls and plans of action.

These risks are then broken down into more site specific risks in each areas own risk register, together with any risks that only relate to that site.

Risks which are specific to Epping Forest:

- Wanstead Park – Heritage at Risk Register – The Grade II* Registered Park and Garden Wanstead Park has been on the "Heritage at Risk" register since 2009. It is listed as in declining condition. The City is one of four landowners of the site. A hydrology study has been completed. A conceptual option and cost plan is being developed and potential funding partners are being identified including the Heritage Lottery Fund.
- Raised Reservoirs – A severe rainfall event could potentially result in overtopping of embankments, leading to the erosion of dams and potential collapse. There are regular inspections of the 5 large raised reservoirs works have been completed at Eagle Pond and Highams Park Lake with scoping evaluations underway for Baldwins and Birch Hall Park Pond. These have reduced the likelihood of such an event to rare.

EPPING FOREST

Trustee's Annual Report for the year ended 31 March 2019

2. Structure, Governance and Management (continued)

Risk identification (continued)

- Rural Payments Agency (RPA) Grants – Revisions to the EU Common Agricultural Policy (CAP), transition to Basic Payment Scheme (BPS) and UK interpretation and tightening up of eligibility criteria may lead to a possible reduction in direct funding to deliver agricultural/conservation related services. This could potentially lead to a reduction/loss of biodiversity and grazing. By ensuring that the completion of claims is monitored and that works are carried out in line with guidance from inspections it is hoped to minimise loss of grant. The possible loss of funding post Brexit has been flagged with the City of London.

3. Objectives and Activities for the Public Benefit

The Trustee has due regard to the Charity Commission's public benefit guidance when setting objectives and planning activities.

The purpose of the charity is the preservation of Epping Forest in perpetuity by the City of London Corporation as the Conservators of Epping Forest, as an Open Space for the recreation and enjoyment of the public. The Open Space consists of the lands known as Epping Forest including Wanstead Park and Highams Park in Essex. Various buffer lands have been acquired by the City Corporation around the edges of Epping Forest.

This charity is operated as part of the City of London Corporation's City's Cash. The City of London Corporation is committed to fund the ongoing net operational costs of the charity in accordance with the purpose which is the preservation of Epping Forest in perpetuity by the City of London Corporation as the Conservators of Epping Forest, as an Open Space for the recreation and enjoyment of the public.

4. Achievements and Performance

Key Targets for 2018/19 and review of achievement

The key targets for 2018/19 together with their outcomes were:

- **Management Plan to be completed.** The Epping Forest Management Strategy is now at final draft and ready for review at Epping Forest Management Plan Sub-Committee.
- **Events and licencing policies to be approved and adopted.** Approved by Trustees and adopted in full.
- **Rental options for vacant premises to be researched and initiated.** Six lodges identified for first phase including Assured Shorthold Tenancies (AST) and holiday let options. Capital investment has been secured for the refurbishment to bring all six lodges to the required standard.
- **Commercial Wayleave Policy to be implemented.** Approved by Trustees with new policy being implemented on a case-by-case basis.
- **Enforcement strategy to be revised following new powers granted in Open Spaces Act.** Powers are being assessed and will be drawn into a comprehensive policy. Improvements to procedures for removal of vehicles from Forest Land have already been realised.

EPPING FOREST

Trustee's Annual Report for the year ended 31 March 2019

All of the above achievements enhanced the Open Space for the benefit of the public.

5. Financial Review

Review of financial position

Investment income of £5,340 (2017/18: £2,936) was earned during the year. Donations and legacies comprised £3,810 from donations (2017/18: £17,104), £334,280 from grants (2017/18: £339,414), £3,800 from contributions, (2017/18: £6,000). Income from Charitable Activities comprised £705,612 from fees and charges (2017/18: £579,698), £629,371 from rents (2017/18: £427,048) and £105,064 from sales (2017/18: £102,925).

The contribution towards the running costs of the charity amounted to £4,999,068 (2017/18: £4,835,525). This cost was met by the City of London Corporation's City's Cash.

Additions to land and capital expenditure on buildings are included in the financial statements as fixed assets at historic cost, less provision for depreciation and any impairment, where this cost can be reliably measured.

Reserves Policy

The charity is wholly supported by the City of London Corporation which is committed to maintain and preserve Epping Forest out of its City's Cash Funds. These Funds are used to meet the deficit on running expenses on a year by year basis. Consequently, this charity has no free reserves and a reserves policy is therefore inappropriate. The charity has designated and restricted fund and details are set out in Note 15 of the Notes to the financial statements.

Investment Policy

The charity's investments are held in units of the City of London Charities Pool. The investment policy of the Charities Pool is to provide a real increase in annual income in the long term whilst preserving the value of the capital base. The annual report and financial statements of the Charities Pool are available from the Chamberlain of London.

The majority of the charity's surplus funds are invested within the Charities Pool administered by the City of London Corporation and the interest is received from the Chamberlain of London on cash balances held on behalf of the Trust. The investments are managed by Artemis Investment Management Limited and the performance of the fund is measured against the Fund manager benchmark (FTSE All Share Index).

As at 31 March 2019, the Fund achieved a gross return of +4.05% compared to the FTSE All Share Index return of +6.36%. Over 3 years, the fund achieved a return of 8.31% compared to the FTSE All Share Index return of 9.51%. Over 5 years, the fund achieved a return of 6.77% compared to the FTSE All Share Index return of 6.10%.

	18/19		17/18	
	3 Years	5 Years	3 Years	5 Years
Fund	8.31%	6.77%	5.97%	7.96%
FTSE All Share	9.51%	6.10%	5.86%	6.59%
Out performance	-1.20%	+0.67%	+0.11%	+1.37%

EPPING FOREST

Trustee's Annual Report for the year ended 31 March 2019

Going Concern

The Trustee considers the Trust to be a going concern. Please see Note 1(c) to the Financial Statements.

5. Financial Review (continued)

Fundraising

Section 162a of the Charities Act 2011 requires charities to make a statement regarding fundraising activities. Although the Epping Forest Charity does not undertake widespread fundraising from the general public, the legislation defines fundraising as “soliciting or otherwise procuring money or other property for charitable purposes”. Such amounts receivable are presented in our accounts as “voluntary income” and includes legacies and grants.

In relation to the above we confirm that all solicitations are managed internally, without involvement of commercial participators or professional fund-raisers, or third parties. The day to day management of all income generation is delegated to the executive team, who are accountable to the trustees.

The charity is not bound by any undertaking to be bound by any regulatory scheme and the charity does not consider it necessary to comply with any voluntary code of practice.

We have received no complaints in relation to fundraising activities. Our terms of employment require staff to behave reasonably at all times. As we do not approach individuals for funds we do not consider it necessary to design specific procedures to monitor such activities.

6. Plans for Future Periods

The targets for 2019/20 and beyond are:

- Participate in the City of London Corporation's Fundamental Review of public services and activity areas;
- Final version of Epping Forest Strategy & Management Plan to be agreed by Epping Forest & Commons Committee prior to public consultation and publication. This will contain a comprehensive list of strategies and plans to be implemented over the next ten years;
- Complete an Epping Forest Special Area of Conservation (SAC) Mitigation Strategy to be adopted by key Local Plan Authorities within the SAC Zone of Influence;
- Conduct a summer Visitor Service to further review the SAC Zone of Influence;
- Submit a new 10-year Countryside Stewardship Scheme application;
- Complete an engineering assessment of newly designated 'high risk' Large Raised Reservoirs in the Wanstead Park lake cascade;
- Continue to represent concerns regarding the conservation of Epping Forest through the Local Planning Process with Local Authorities;
- First Forest lodges will complete renovation works for letting;
- Full audit of domestic and commercial access arrangements across Forest Land due to be completed in 2020;
- Review and publish a new Deer Management Strategy for the Birch Hall Park Deer Sanctuary and the wild deer population ranging across the Forest and the adjoining Buffer Land; and
- Submit a final bid to the Parklife funding stream for improved grassroots football facilities and a reduced sport 'footprint' at Wanstead Flats.

EPPING FOREST

Trustee's Annual Report for the year ended 31 March 2019

Our five strategic outcomes are:

- Epping Forest is a welcoming destination for all.
- Epping Forest maintains its beautiful wood pasture, sustaining internationally and nationally important habitats and wildlife.
- Epping Forest is a truly inspiring space for people's health, recreation and enjoyment.

6. Plans for Future Periods (continued)

- Epping Forest's heritage is celebrated, well-protected and understood.
- Epping Forest is resilient and responsive to achieving its vision and managing future challenges.

Projects and deliverables to achieve these outcomes will be set out in our Management Plan.

7. Statement of Trustee's Responsibilities

At the date of approval of this report, the Trustee confirms that:

- so far as they are aware, there is no relevant audit information of which the Auditor is unaware; and
- the Trustee has taken all the steps that it ought to have taken in order to make itself aware of any relevant audit information and to establish that the Auditor is aware of that information.

8. Statement of Trustee's Responsibilities

The Trustee is responsible for preparing the Trustee's Report and the financial statements in accordance with the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective from 1 January 2015.

The law applicable to charities in England & Wales requires the Trustee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period.

In preparing these financial statements, the Trustee is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable the Trustee to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the trust deed.

EPPING FOREST

Trustee's Annual Report for the year ended 31 March 2019

The Trustee is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

9. Adopted and signed for on behalf of the Trustee on XXXX.

Jeremy Paul Mayhew MA MBA
Chairman of Finance Committee
Guildhall, London

Jamie Ingham Clark
Deputy Chairman of Finance Committee
Guildhall, London

EPPING FOREST
Trustee's Annual Report for the year ended 31 March 2019

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF EPPING FOREST

Opinion

We have audited the financial statements of Epping Forest (the Charity) for the year ended 31 March 2019 which comprise the statement of financial activities, the balance sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 March 2019 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions related to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Charity's ability to continue to adopt the going concern

basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF EPPING FOREST CHARITY (CONTINUED)

Other information

The other information comprises the information included in the Annual Report, other than the financial statements and our auditor's report thereon. The Trustees are responsible for the other information.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities Act 2011 requires us to report to you if, in our opinion;

- the information contained in the financial statements is inconsistent in any material respect with the Trustees' Annual Report; or
- adequate accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of Trustees

As explained more fully in the Trustees' responsibilities statement, the Trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF EPPING FOREST CHARITY (CONTINUED)

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located at the Financial Reporting Council's ("FRC's") website at:

<https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Use of our report

This report is made solely to the Charity's trustees, as a body, in accordance with the Charities Act 2011. Our audit work has been undertaken so that we might state to the Charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity and the Charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Fiona Condron (Senior Statutory Auditor)
For and on behalf of BDO LLP, statutory auditor
London

Date

BDO LLP is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

EPHING FOREST

Statement of Financial Activities for the year ended 31 March 2019

	Notes	Unrestricted Funds			2018/19	2017/18
		General Fund	Designated Funds	Restricted Fund		
		£	£	£		
Income from:						
Donations and legacies		300,544	-	41,346	341,890	362,518
Charitable activities		1,440,047	-	-	1,440,047	1,106,671
Grant from City of London Corporation		4,902,441	96,627	-	4,999,068	4,835,525
Investments		5,340	-	-	5,340	2,936
Total	4	6,648,372	96,627	41,346	6,786,345	6,307,650
Expenditure on:						
Charitable activities		6,642,366	455,286	41,346	7,138,998	6,700,653
Total	5	6,642,366	455,286	41,346	7,138,998	6,700,653
Net (losses)/gains on investments	10	-	(35)	-	(35)	35
Net income/(expenditure)		6,006	(358,694)	-	(352,688)	(392,968)
Transfers between funds		(6,006)	6,006	-	-	-
Net movements in funds		-	(352,688)	-	(352,688)	(392,968)
Reconciliation of funds						
Total funds brought forward	15	-	7,320,139	-	7,320,139	7,713,107
Total funds carried forward	15	-	6,967,451	-	6,967,451	7,320,139

All operations are continuing.

EPPING FOREST

Balance Sheet as at 31 March 2019

	Notes	2019	2018
		£	£
Fixed Assets			
Heritage Assets	8	381,793	382,754
Tangible Fixed Assets	9	5,825,261	6,179,142
Investments - 438 Charities Pool Units	10	3,819	3,854
		<u>6,210,873</u>	<u>6,565,750</u>
Current Assets			
Stocks		68,573	38,023
Debtors	11	614,313	428,599
Cash at bank and in hand		929,354	911,173
		<u>1,612,240</u>	<u>1,377,795</u>
Creditors: Amounts falling due within one year	12	<u>(810,902)</u>	<u>(578,646)</u>
Net Current Assets		<u>801,338</u>	<u>799,149</u>
Total Assets less Current Liabilities		7,012,211	7,364,899
Creditors: Amounts falling due after more than one year	13	<u>(44,760)</u>	<u>(44,760)</u>
Net Assets		<u>6,967,451</u>	<u>7,320,139</u>
The funds of the charity			
<i>Unrestricted income funds</i>			
Designated Funds	15	6,967,451	7,320,139
Total charity funds		<u>6,967,451</u>	<u>7,320,139</u>

Approved and signed for and on behalf of the Trustee

The Notes at pages 15 to 31 form part of these accounts.

Dr Peter Kane
Chamberlain of London
xxxxxx

EPPING FOREST

Notes to the Financial Statements for the year ended 31 March 2019

1. Accounting Policies

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the charity's financial statements.

(a) Basis of Preparation

The financial statements of Epping Forest, which is a public benefit entity under FRS102, have been prepared under the historical cost convention, as modified for the revaluation of financial investments measured at fair value, and in accordance with the Statement of Recommended Practice (SORP) Accounting and Reporting by Charities, published in 2015, Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (FRS 102) and the Charities Act 2011.

(b) Significant Management Judgements and Key Sources of Estimation

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the application of policies and reported amounts of assets and liabilities, income and expenditure. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances, the result of which form the basis of making judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognized in the period in which the estimate is revised and in any future periods affected. Management do not consider there to be any material revisions requiring disclosure.

(c) Going Concern

The governing documents place an obligation on the City of London Corporation to preserve the open spaces for the benefit of the public. The City of London Corporation is committed to fulfilling this obligation which is reflected through its proactive management of, and ongoing funding for, the services and activities required. The funding is provided from the City of London Corporation's City's Cash, which annually receives considerable income from its managed funds and property investments. Each year a medium term financial forecast is updated for City's Cash. The latest forecast for the period to 2022/23, anticipates that adequate funds will be available to enable the Trust to continue to fulfil its obligations. On this basis, the Trustee considers the Trust to be a going concern for the foreseeable future.

(d) Statement of Cash Flows

The Trust has taken advantage of the exemption in FRS102 (paragraph 1.12b) from the requirement to produce a statement of cash flows on the grounds that it is a qualifying entity. Statement of Cash Flows is included within the City's Cash Annual Report and Financial Statements 2019 which is publicly available and can be found at www.cityoflondon.gov.uk.

EPPING FOREST

Notes to the Financial Statements for the year ended 31 March 2019

(e) Fixed Assets

Heritage Land and Associated Buildings

Epping Forest comprises 2,485 hectares (6,142 acres) of land stretching 12 miles from Manor Park in East London to just north of Epping in Essex, together with associated buildings. The object of the charity is the preservation of Epping Forest in perpetuity as an Open Space for the recreation and enjoyment of the public. Epping Forest is considered to be inalienable (i.e. may not be disposed of without specific statutory powers).

Land and the original associated buildings are considered to be heritage assets. In respect of the original land and buildings, cost or valuation amounts are not included in these accounts as reliable cost information is not available and a significant cost would be involved in the reconstruction of past accounting records, or in the valuation, which would be onerous compared to the benefit to the users of these accounts.

Heritage Land and Associated Buildings

Additions to the original land and capital expenditure on buildings and other assets are included as fixed assets at historic cost, less provision for depreciation and any impairment, where this cost can be reliably measured.

Tangible Fixed Assets

These are included at historic cost less depreciation on a straight line basis to write off their costs over their estimated useful lives and less any provision for impairment. Land is not depreciated and other fixed assets are depreciated from the year following that of their acquisition. Typical asset lives are as follows:

	Years
Operational buildings	30 to 50
Landscaping/Conservation	up to 50
Improvements and refurbishments to buildings	up to 30
Equipment	5 to 25
Infrastructure	up to 20
Heavy vehicles and plant	5

(f) Recognition of capital expenditure

Expenditure on the acquisition, creation or enhancement of property, plant and equipment is capitalised provided that the expenditure is material (generally in excess of £50,000) and the asset yields benefits to the City of London, and the services it provides, for a period of more than one year. This excludes expenditure on routine repairs and maintenance of fixed assets which is charged directly within service costs.

(g) Investments

Investments are made in the City of London Charities Pool which is an investment mechanism operating in a similar way to a unit trust. It enables the City of London Corporation to “pool” small charitable investments together and consequently obtain better returns than would be the case if investments were made individually.

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Notes to the Financial Statements for the year ended 31 March 2019

Investments are valued annually at the middle market price at the close of business on 31 March. Gains and losses for the year on investments held as fixed assets are included in the Statement of Financial Activities. The unrealised gain on investments at the balance sheet date is included in the Trust's funds.

1. Accounting Policies (continued)

(h) Income Recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

(i) Investment Income

Investment income consists of distributions from the Charities Pool and interest receivable on cash balances.

(j) Volunteers

No amounts are included in the Statement of Financial Activities for services donated by volunteers, as this cannot be quantified.

(k) Grants receivable

Income from grants is recognised when there is evidence of entitlement to the grant, receipt is probable and its amount can be measured reliably. To this end, evidence of entitlement is assumed to exist when the formal offer of funding is communicated in writing to the Charity. Where there is a performance condition attached to the grant entitlement is only recognised when the conditions have been met.

(l) Contribution from City's Cash

The City of London Corporation's City's Cash meets the deficit on running expenses of the charity and also provides grant funding for certain capital works and this income is recognised in the Statement of Financial Activities when it is due from the City of London Corporation's City's Cash.

(m) Rental income

Rental income is included as the Charity's income for the year and amounts due but not received at the year end are included in debtors.

(n) Expenditure Recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

(o) Allocation of costs between different activities

The City of London Corporation charges staff costs to the charitable activity costs on a time spent basis. Associated office accommodation is charged out proportionately to the square footage used. All other costs are charged directly to the charitable activity.

(p) Stocks

Stocks are stated at the lower of cost and net realisable value.

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Notes to the Financial Statements for the year ended 31 March 2019

1. Accounting Policies (continued)

(q) Pension Costs

Staff are employed by the City of London Corporation and are eligible to contribute to the City of London Local Government Pension Fund, which is a funded defined benefits scheme. The estimated net deficit on the Fund is the responsibility of the City of London Corporation as a whole, as one employer, rather than the specific responsibility of any of its three main funds (City Fund, City's Cash and Bridge House Estates) or the trusts it supports.

The Fund's estimated net liability has been determined by independent actuaries in accordance with FRS102 as £608.6m as at 31 March 2019 (£592.6m as at 31 March 2018). Since this net deficit is apportioned between the accounts of the City of London's three main funds, the charity's Trustees do not anticipate that any of the liability will fall on the charity. The charity is unable to identify its share of the pension scheme assets and liabilities and therefore the Pension Fund is accounted for as a defined contribution scheme in the accounts.

The costs of the pension scheme charged to the charity are the employer's contributions disclosed in Note 7 and any employer's pension contributions within support services costs as disclosed at Note 6. A triennial valuation was undertaken as of 31 March 2016 and as a result the employer's contribution rate to be adopted for the financial years 2017/18, 2018/19 and 2019/20 has been set at 21% (2016/17: 17.5%). The next actuarial valuation of the Scheme was carried out as at 31 March 2019 and will set contributions for the period from 1 April 2020 to 31 March 2023. There are no outstanding or pre-paid contributions at the balance sheet date.

(r) Fund Accounting

The Trust may, at the Trustee's discretion, set aside funds, which would otherwise form part of general funds, for particular purposes. These funds are known as designated funds. The purposes of these funds are described in Note 15 to the accounts. Restricted funds are those received by Epping Forest to be used only for the purpose set out in the conditions of the grant. The purposes of these funds are described in Note 15 to the accounts.

2. Tax Status of the Charity

Epping Forest Charity meets the definition of a charitable trust for UK income tax purposes, as set out in Paragraph 1 Schedule 6 of the Finance Act 2010. Accordingly, the charity is exempt from UK taxation in respect of income or capital gains under part 10 of the Income Tax Act 2007 or section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

3. Indemnity Insurance

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Notes to the Financial Statements for the year ended 31 March 2019

The City of London Corporation takes out indemnity insurance in respect of all of its activities. The charity does not contribute to the cost of that insurance.

4. Income

Income is comprised as follows:

	Unrestricted Funds		Restricted Funds	2018/19	2017/18
	General Fund	Designated Funds			
	£	£			
Income from:					
Donations and legacies					
Grants	292,934	-	41,346	334,280	339,414
Donations	3,810	-	-	3,810	17,104
Contributions	3,800	-	-	3,800	6,000
Investments - Interest	5,340	-	-	5,340	2,936
	305,884	-	41,346	347,230	365,454
Revenue and capital grants from City of London Corporation	4,902,441	96,627	-	4,999,068	4,835,525
	5,208,325	96,627	41,346	5,346,298	5,200,979
Income from charitable activities					
Charges for use of facilities	705,612	-	-	705,612	576,698
Sales	105,064	-	-	105,064	102,925
Rental income	629,371	-	-	629,371	427,048
	1,440,047	-	-	1,440,047	1,106,671
Total income	6,648,372	96,627	41,346	6,786,345	6,307,650

Unrestricted Funds

Grant income of £292,934 was received in total during the year from the Rural Payment Agency, Museum of London Docklands, Plantlife International, Angling Trust (2017/18: £303,179 from the Rural Payment Agency, Museum of London Docklands, and the British Legion Poppy Factory).

Restricted Funds

Grant income of £41,346 was received in total in 2018/19 from the City Bridge Trust, the Football Foundation and the Company of Actuaries Charitable Trust (2017/18: £36,235 from City Bridge Trust).

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Notes to the Financial Statements for the year ended 31 March 2019

Contributions

Total amount received of £3,800 from London Borough of Waltham Forest in 2018/19, £3,000 in respect of reimbursement for Local Plan Survey and £800 towards the installation of new bins (2017/18: £6,000 from Harlow District Council and Epping Forest District Council).

4. Income (continued)

Sales

This income is generated from the sale of leaflets, books, maps, cards and other publications relating to Epping Forest.

Designated Funds

Grant income of £96,627 was received from City's Cash towards the costs of Ultra Low Emission Zone (ULEZ) compliant vehicles in 2018/19 (2017/18: £52,222 for The Epping Forest Branching Out Project and the Photovoltaic Panels installation at the Warren).

Grant from City's Cash

The City of London Corporation's City's Cash meets the deficit on the running expenses of the charity.

Charges for the use of facilities

Fees and charges are made to the public for the use of facilities, admissions and services.

	Unrestricted Funds		Restricted Funds	2017/18	2016/17
	General Fund	Designated Funds			
	£	£	£	£	£
Income from:					
Donations and legacies					
Grants	303,179	-	36,235	339,414	598,777
Donations	17,104	-	-	17,104	9,784
Contributions	6,000	-	-	6,000	2,000
Investments - Interest	2,936	-	-	2,936	3,390
	329,219	-	36,235	365,454	613,951
Revenue and capital grants from City of London Corporation	4,783,303	52,222	-	4,835,525	4,563,491
	5,112,522	52,222	36,235	5,200,979	5,177,442
Income from charitable activities					
Charges for use of facilities	576,698	-	-	576,698	464,014
Sales	102,925	-	-	102,925	133,886

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Notes to the Financial Statements for the year ended 31 March 2019

Rental income	427,048	-	-	427,048	424,604
	1,106,671	-	-	1,106,671	1,022,504
Total income	6,219,193	52,222	36,235	6,307,650	6,199,946

5. Expenditure

Expenditure is analysed between activities undertaken directly and support costs as follows:

	Activities undertaken directly £	Support costs £	2018/19 £	2017/18 £
Charitable activity Preservation and operation of Epping Forest	6,082,232	1,056,766	7,138,998	6,700,653
Total	6,082,232	1,056,766	7,138,998	6,700,653

No expenditure is incurred by third parties to undertake charitable work on behalf of the charity.

Charitable activity

Expenditure on the charitable activity includes labour, premises costs, equipment, materials and other supplies and services incurred as the running costs of Epping Forest.

Auditor's remuneration and fees for external financial services

BDO are the auditors of the City of London City's Cash. The City of London Corporation does not attempt to apportion the audit fee between all the different charities but prefers to treat it as part of the cost to its private funds. No other external financial services were provided for the Trust during the year or in the previous year.

Trustee's expenses

Members of the City of London Corporation are all unpaid and do not receive allowances in respect of City of London Corporation activities in the City. However, Members may claim travelling expenses in respect of activities outside the City and receive allowances in accordance with a scale when attending a conference or activity on behalf of the City of London Corporation. No expenses were claimed in 2018/19 (2017/18: £nil).

6. Support Costs

The cost of administration which includes the salaries and associated costs of officers of the City of London Corporation, together with premises and office expenses, is allocated by the City of London Corporation to the activities under its control, including this charity, on the basis of employee time spent on the respective services. These expenses include the cost of administrative and technical staff and external consultants who work on a number of the City of London Corporation's activities.

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Notes to the Financial Statements for the year ended 31 March 2019

Support costs allocated by the City of London Corporation to the charitable activity are derived as follows:

6. Support Costs (continued)

	Charitable activities £	2018/19 £	2017/18 £
Department			
Chamberlain	189,253	189,253	166,775
Comptroller & City Solicitor	37,669	37,669	63,619
Open Spaces Directorate	79,673	79,673	80,202
Town Clerk	109,731	109,731	124,290
City Surveyor	369,292	369,292	397,539
Information Systems	194,321	194,321	186,875
Other governance and support costs	76,827	76,827	70,485
Total support costs	1,056,766	1,056,766	1,089,785

The main support services provided by the City of London Corporation are:

Chamberlain	Accounting services, insurance, revenue collection, payments, financial systems and internal audit.
Comptroller and City Solicitor	Property, litigation, contracts, public law and administration of commercial rents and City of London Corporation records.
Open Spaces Directorate	Expenditure incurred by the Directorate, which is recharged to all Open Spaces Committees under the control of the Director of Open Spaces. The apportionments are calculated on the basis of budget resources available to each Open Space charity.
Town Clerk	Committee administration, management services, human resources, public relations, printing and stationery, emergency planning.
City Surveyor	Work undertaken on the management of the Estate properties, surveying services and advice, supervising and administering repairs and maintenance.
Information Systems	The support and operation of the City of London Corporation's central and corporate systems on the basis of usage of the systems; the provision of "desktop" and network support

EPPING FOREST

Notes to the Financial Statements for the year ended 31 March 2019

services and small IS development projects that might be required by the charity.

Other support and governance costs

Contribution towards various costs including publishing the annual report and financial statements, central training, the occupational health, union costs and the environmental and sustainability section.

7. Staff Numbers and Costs

The average actual number of staff employed by the City of London Corporation charged to Epping Forest in 2018/19 is 82 (2017/18: 81) at a cost of £2,826,861 (2017/18: £2,769,071). The table below sets out the employment costs and the number of average actual staff charged directly to the charity.

	No of employees	Gross Pay £	Employers' National Insurance £	Employers' Pension Contribution £	Total £
2018/19 Charitable activities	82	2,179,625	197,293	449,943	2,826,861
2017/18 Charitable activities	81	2,131,997	199,110	437,964	2,769,071

There was one employee whose total employee benefits were above the £60,000 threshold (2017/18: 1).

The number of directly charged staff earning more than £60,000 in bands of £10,000 is set out below.

Employees who earn more than £60,000 per annum		
Band £	Average number of full time equivalent employees 2018/19	Average number of full time equivalent employees 2017/18
80,000-89,999	1.0	1.0

The Trust considers its key management personnel comprise the Trustees and the Director of Open Spaces who manages the seven open spaces funded by the City of London Corporation. The proportion of the Director's employment benefits, including employer pension contributions, allocated to this charity amounted to £22,196 in 2018/19 (2017/18: £22,251). Trustees are unpaid and do not receive allowances.

Support is also provided by other chief officers and their departments from across the City of London Corporation, including the Town Clerk and Chief Executive, Chamberlain, Comptroller and City Solicitor and City Surveyor.

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Notes to the Financial Statements for the year ended 31 March 2019

8. Heritage Assets

At 31 March 2019 the net book value of heritage assets relating to direct charitable purposes amounts to £381,793 (31 March 2018: £382,754) as set out below.

	2015	2016	2017	2018	2019
	£	£	£	£	£
<u>Cost</u>					
At 1 April	388,382	388,382	388,382	388,382	388,382
At 31 March	388,382	388,382	388,382	388,382	388,382
<u>Depreciation</u>					
At 1 April	1,785	2,746	3,707	4,667	5,628
Charge for year	961	961	960	961	961
At 31 March	2,746	3,707	4,667	5,628	6,589
<u>Net book value</u>					
At 31 March	385,636	384,675	383,715	382,754	381,793
At 31 March	386,597	385,636	384,675	383,715	382,754

Since 1878 the primary purpose of the Charity has been the preservation of Epping Forest for the recreation and enjoyment of the public. As set out in Note 1(d), the original heritage land and buildings are not recognised in the Financial Statements.

Policies for the preservation and management of Epping Forest are contained in the Epping Forest Conservation Management Plan 2010. Records of heritage assets owned and maintained by Epping Forest can be obtained from the Director of Open Spaces at the principal address as set out on page 2.

Additions made to heritage land or buildings, where relevant information is available, are included at historic cost less accumulated depreciation in accordance with Note 1 (d). The values cover more recent land acquisitions and restoration of the fountain at ‘The View’.

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Notes to the Financial Statements for the year ended 31 March 2019

9. Tangible Fixed Assets

At 31 March 2019 the net book value of tangible fixed assets relating to direct charitable purposes amounts to £5,825,261 (31 March 2018: £6,179,142) as set out below.

	Land and Buildings £	Infrastructure £	Vehicles £	Equipment £	Total £
Cost					
At 1 April 2018	3,661,845	4,316,167	93,109	409,738	8,480,859
Additions	-	-	96,627	-	96,627
At 31 March 2019	3,661,845	4,316,167	189,736	409,738	8,577,486
Depreciation					
At 1 April 2018	1,104,287	820,812	50,209	326,409	2,301,717
Charge for year	197,832	230,954	14,300	7,422	450,508
At 31 March 2019	1,302,119	1,051,766	64,509	333,831	2,752,225
Net book value					
At 31 March 2019	2,359,726	3,264,401	125,227	75,907	5,825,261
At 31 March 2018	2,557,558	3,495,355	42,900	83,329	6,179,142

10. Fixed Asset Investments

The investments are held in the City of London Corporation Charities Pool as a registered UK charity with the Charities Commission (charity number 1021138) and are used internally by the City of London Corporation as a Unit trust. The value of investments held by the charity as follows:

	Designated Fund £	2019 £	2018 £
Market Value 1 April	3,854	3,854	3,819
(Loss)/gain for the year	(35)	(35)	35
Market Value 31 March	3,819	3,819	3,854

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Notes to the Financial Statements for the year ended 31 March 2019

Cost 31 March	438	438	438
Units in Charities Pool	438	438	438

The Charities Pool is a UK registered unit trust.

10. Fixed Asset Investments (continued)

The geographical spread of listed investments at 31 March was as follows:

	2019 £	2018 £
Equities		
UK	2,952	3,008
Overseas	435	472
Bonds – UK & Overseas	-	25
Pooled Units - UK	260	262
Cash held by Fund Manager	172	87
Total Funds	3,819	3,854

11. Debtors

Debtors consist of amounts owing to the charity due within one year. The debtors figure consists of the following amounts:

	2019 £	2018 £
Rental Debtors	120,025	-
Other Debtors	353,860	343,948
Payments in Advance	36,373	32,955
Recoverable VAT	104,055	51,696
Total at 31 March	614,313	428,599

12. Creditors: due within one year

The creditors figure consists of the following amounts:

	2019 £	2018 £

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Notes to the Financial Statements for the year ended 31 March 2019

Trade Creditors	305,303	144,811
Accruals	385,813	263,483
Other Creditors	32,693	66,227
Receipts in Advance	87,093	104,125
Total at 31 March	810,902	578,646

13. Creditors: due after more than one year

These consist of rent deposits held on behalf of the tenants. These deposits are refundable upon either the expiry of the term of the lease, or vacant possession of the premises.

	2019	2018
	£	£
Sundry Deposits	44,760	44,760
Total at 31 March	44,760	44,760

14. Epping Forest Analysis of Net Assets by Fund at 31 March 2019

	Unrestricted Funds		2019	2018
	General Funds	Designated Funds		
	£	£	£	£
Heritage Assets	-	381,793	381,793	382,754
Tangible Fixed Assets	-	5,825,261	5,825,261	6,179,142
Investments	-	3,819	3,819	3,854
Current Assets	855,662	756,578	1,612,240	1,377,795
Current Liabilities	(855,662)	-	(855,662)	(623,406)
Total Net Assets	-	6,967,451	6,967,451	7,320,139

	Unrestricted Funds		2018	2017
	General Funds	Designated Funds		
	£	£	£	£
Heritage Assets	-	382,754	382,754	383,715
Tangible Fixed Assets	-	6,179,142	6,179,142	6,546,812
Investments	-	3,854	3,854	3,819
Current Assets	623,406	754,389	1,377,795	1,176,371
Current Liabilities	(623,406)	-	(623,406)	(397,610)
Total Net Assets	-	7,320,139	7,320,139	7,713,107

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Notes to the Financial Statements for the year ended 31 March 2019

15. Movement of funds during the year to 31 March 2019

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Notes to the Financial Statements for the year ended 31 March 2019

	Fund balances brought forward	Income	Expenditure	Transfers	Gains and losses	Fund balances carried forward
	£	£	£	£	£	£
Unrestricted Funds						
<i>General Funds</i>	-	6,648,372	(6,642,366)	(6,006)	-	-
	-	6,648,372	(6,642,366)	(6,006)	-	-
<i>Designated Funds</i>						
Tangible Fixed Assets	6,179,142	96,627	(450,508)	-	-	5,825,261
Heritage Assets	382,754	-	(961)	-	-	381,793
Capital Fund	538,804	-	-	-	-	538,804
Sports Ground Deposit	3,950	-	-	-	(35)	3,915
Golf Course Machinery Fund	27,716	-	-	-	-	27,716
E.N. Buxton Knighton Wood	5,801	-	-	-	-	5,801
Heritage Lottery Fund						
Match Funding	42,423	-	-	-	-	42,423
Green Arc Funding	16,086	-	(3,817)	-	-	12,269
Grazing Account	23,463	-	-	6,006	-	29,469
Metropolitan Police Olympic Contribution	100,000	-	-	-	-	100,000
	7,320,139	96,627	(455,286)	6,006	(35)	6,967,451
Total Unrestricted Funds	7,320,139	6,744,999	(7,097,652)	-	(35)	6,967,451
Restricted Funds						
City Bridge Trust	-	10,500	(10,500)	-	-	-
Mathematics Education	-	1,050	(1,050)	-	-	-
Parklife Project	-	29,796	(29,796)	-	-	-
Total Restricted Funds	-	41,346	(41,346)	-	-	-
Total Funds	7,320,139	6,786,345	(7,138,998)	-	(35)	6,967,451

Notes to the funds

Unrestricted funds

1) General fund

The General fund has a balance of nil as the operating deficit of the charity is financed by the City of London Corporation.

Unrestricted Designated Funds

2) Sports Grounds deposit

A sum of money was invested in 1968 relating to the Sports Ground.

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Notes to the Financial Statements for the year ended 31 March 2019

15. Movement of funds during the year to 31 March 2019 (continued)

Notes to the funds (continued)

3) *Golf Course machinery fund*

The purpose of this fund is to provide for the future replacement of plant and equipment at Chingford Golf Course. No purchases were made during 2018/19 (2017/18: £nil).

4) *E.N. Buxton Knighton Wood*

A gift was made in 1930 to be spent on maintaining the beauty of Knighton Wood. The unused balance of the fund was invested in 1931 for future use. Charity Pool units relating to E.N. Buxton Knighton Wood were sold in 2016/17. It is anticipated this will be spent in 2019/20.

5) *Heritage Lottery Fund*

Epping Forest was awarded a £4.76m Stage 3 grant by Heritage Lottery Fund in March 2009, towards the £6.8m cost of the 'Branching Out' project. The fund is used to finance the costs of the project that are not met by the grant and are to be provided by Epping Forest. The scheme was completed in 2017/18. Verification of final accounts is underway.

6) *Capital fund*

The Epping Forest capital fund was established under the Epping Forest and Open Spaces Act 1878. The fund finances the purchase, construction, or repair of Forest buildings and can also be used to purchase further charitable land. The income of the fund is comprised of income from the sale of buildings and by any contribution the City of London Corporation may wish to make to the fund.

7) *Green Arc Funding*

The Green Arc Partnership takes a strategic view of future 'green' infrastructure, principally the provision of further public open space in London's peri-urban fringe and metropolitan green belt. The City of London is the lead authority holds the funding and meets expenditure when required. Expenditure amounted to £3,817 in 2018/19 (2017/18: £424).

8) *Grazing Account*

The purpose of this fund is to provide for the future purchase of cattle. £6,006 was transferred into reserve as at 31 March 2019 (2017/18: £2,373).

9) *Tangible Fixed assets*

Land and associated buildings acquired prior to 1 April 2009 are considered to be heritage assets. They are included as fixed assets at historic cost, less provision for depreciation and any impairment. The net book value of tangible fixed assets at 31 March 2019 was £5,825,261 and is represented by a designated income fund. (2017/18: £6,179,142).

10) *Heritage assets*

Additions made to heritage land or buildings. The net book value of heritage assets to direct charitable purposes at 31 March 2019 was £381,793 (2017/18: £382,754).

EPPING FOREST

Notes to the Financial Statements for the year ended 31 March 2019

15. Movement of funds during the year to 31 March 2019 (continued)

Notes to the funds (continued)

11) Metropolitan Police Olympic Contribution

The City of London Corporation received a payment of £195,000 as a fee-in-lieu-of-rent in compensation for the temporary use of part of Wanstead Flats for 90 days spanning the 2012 Olympic and Paralympic Games. No expenditure incurred during the accounting period.

The balance of £100,000 will be used for future projects at Wanstead Park and Wanstead Flats.

Restricted funds

12) City Bridge Trust

Funding from City Bridge Trust towards an environmental learning programme designed to improve London's engagement and sense of wellbeing with respect to green spaces; as well as a sector – specific evaluation. A grant of £10,500 was given by the City Bridge Trust in 2018/19. 2018/19 was the final year of this three year grant (2017/18: £36,235).

13) Mathematics Education

A grant of £1,050 was received from the Company of Actuaries Charitable Trust to support work in outdoor mathematics education. Funds were fully spent in 2018/19 (2017/18: £nil).

14) Parklife Project

The Parklife Football Hubs programme is a new grassroots football funding scheme at Wanstead Flats. Football 'Hubs' consisting of combinations of artificial grass, and fully drained grass pitches, extensive changing room, coaching and social facilities. A grant of £29,796 was received from the Football Foundation in 2018/19 towards the project development costs (2017/18: £nil).

16. Related Party Transactions

The City of London Corporation as well as being the Trustee also provides management, surveying and administrative services for the charity. The costs incurred by the City of London Corporation in providing these services are charged to the charity. The City of London Corporation also provides banking services, allocating all transactions to the charity at cost and crediting or charging interest at a commercial rate. The cost of these services is set out in the Statement of Financial Activities under "Expenditure on charitable activities" and an explanation of these services is set out in Note 6 for support costs of £1,056,766 (2017/18: £1,089,785). The City of London Corporation's City's Cash meets the deficit on running expenses of the charity. This amounted to £4,999,068 (2017/18: £4,835,525) as shown in Note 4 to the financial statements.

The City of London Corporation is also the Trustee of a number of other charitable trusts, and with the exception of the City Bridge Trust (charity number 1035628) and the West Wickham Common and Spring Park Wood Coulsdon and Other Commons (charity numbers 232988 and 232989), these trusts do not undertake transactions with Epping Forest. A full list of other charitable trusts of which the City of London Corporation is Trustee is available on application to the Chamberlain of the City of London.

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Notes to the Financial Statements for the year ended 31 March 2019

16. Related Party Transactions (continued)

The Charities Pool is an investment mechanism operating in a similar way to a unit trust. It enables the City of London to "pool" small charitable investments together and consequently obtain better returns than would be the case if investments were made individually. Investment income consists of distribution from the Charities Pool and interest receivable on cash balances. Investment income of £5,340 was earned during the year (2017/18: £2,936).

Members of the City of London Corporation responsible for managing the Trust are required to comply with the Relevant Authority (model code of conduct) Order 2001 issued under the Local Government Act 2000 and the City of London Corporation's guidelines which require that:

- Members sign a declaration agreeing to abide by the City of London Corporation's code of conduct.
- A register of interests is maintained.
- Pecuniary and non-pecuniary interests are declared during meetings.
- Members do not participate in decisions where they have an interest.

There are corresponding arrangements for staff to recognise interests and avoid possible conflicts of those interests. In this way, as a matter of policy and procedure, the City Corporation ensures that Members and officers do not exercise control over decisions in which they have an interest. There are no material transactions with organisations related by virtue of Members and officers interests which require separate reporting. Transactions are undertaken by the Trust on a normal commercial basis.

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

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