



Hampstead Heath Highgate Wood and Queen's Park Committee

Date: MONDAY, 26 NOVEMBER 2012
Time: 1.45 pm
Venue: COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

Members: Jeremy Simons (Chairman)
Deputy Michael Welbank (Deputy Chairman)
Deputy John Barker
Deputy Dennis Cotgrove
Deputy Stella Currie
Revd Dr Martin Dudley
Sophie Fernandes
Clare James
Barbara Newman
Deputy John Owen-Ward
Virginia Rounding
Alderman Simon Walsh
Alderman Robert Hall (Ex-Officio Member)
Dr Peter Hardwick (Ex-Officio Member)

For Consideration of Business Relating to Hampstead Heath Only:

Councillor Melvin Cohen	- (London Borough of Barnet)
Councillor Sally Gimson	- (London Borough of Camden)
Charlotte Kemp	- (English Heritage)
Tony Ghilchik	- (Heath & Hampstead Society)
Maija Roberts	- (Ramblers Association/Open Spaces Society)
Martyn Foster	- (RSPB)

Enquiries: Edward Foale
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Lunch will be served in the Guildhall Club at 1pm

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**
2. **DECLARATIONS BY MEMBERS OF ANY PERSONAL AND PREJUDICIAL INTERESTS IN RESPECT OF ITEMS ON THIS AGENDA**
3. **MINUTES**
To agree the public minutes and summary of the meeting held on 23 July 2012 (copy attached).

For Decision
(Pages 1 - 8)
4. **HAMPSTEAD HEATH CONSULTATIVE COMMITTEE MINUTES**
To receive the draft minutes of the Committee meeting held on 6 November 2012 (copy attached).

For Information
(Pages 9 - 16)
5. **DECISION TAKEN UNDER URGENCY POWERS**
Report of the Town Clerk (copy attached).

For Information
(Pages 17 - 18)
6. **REVENUE AND CAPITAL BUDGETS - 2013/14**
Joint Report of the Chamberlain and the Director of Open Spaces (copy attached).

For Decision
(Pages 19 - 28)
7. **RISK MANAGEMENT - LOCAL RISK REGISTERS FOR HAMPSTEAD HEATH, HIGHGATE WOOD AND QUEEN'S PARK**
Report of the Director of Open Spaces (copy attached).

For Decision
(Pages 29 - 44)
8. **GREEN FLAG AND LONDON IN BLOOM AWARDS**
Report of the Director of Open Spaces (copy attached).

For Information
(Pages 45 - 50)

Hampstead Heath

9. **SUPERINTENDENT'S UPDATE**
Superintendent of Hampstead Heath to be heard on Hampstead Heath matters.

For Information

10. **HAMPSTEAD HEATH TRUSTEE'S ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2012**
Report of the Chamberlain (copy attached).
For Information
(Pages 51 - 86)
11. **UPDATE ON THE HAMPSTEAD HEATH FLOOD MANAGEMENT AND WATER QUALITY MANAGEMENT PROJECT**
Joint Report of the City Surveyor and the Superintendent of Hampstead Heath (copy attached).
For Information
(Pages 87 - 92)
12. **FEES AND CHARGES REPORT**
Report of the Superintendent of Hampstead Heath (copy attached).
For Decision
(Pages 93 - 100)
13. **RESULTS OF THE SPARROWS PROJECT**
Report of the Superintendent of Hampstead Heath (copy attached).
For Decision
(Pages 101 - 106)
14. **REVIEW OF ANNUAL WORK PROGRAMME 2012**
Report of the Superintendent of Hampstead Heath (copy attached).
For Decision
(Pages 107 - 152)

Highgate Wood & Queen's Park

15. **SUPERINTENDENT'S UPDATE**
Superintendent of Hampstead Heath to be heard on Highgate Wood and Queen's Park matters.
For Information
16. **HIGHGATE WOOD AND QUEEN'S PARK KILBURN TRUSTEE'S ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2012**
Report of the Chamberlain (copy attached).
For Information
(Pages 153 - 178)
17. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
18. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

Part 2 - Non-Public Agenda

19. 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 as follows:-

<u>Item No.</u>	<u>Paragraphs in Schedule 12A</u>
20-21	3
22-23	-

20. NON-PUBLIC MINUTES

To agree the non-public minutes of the meeting held on 23 July 2012 (copy attached).

For Decision
(Pages 179 - 180)

21. DECISION TAKEN UNDER DELEGATED AUTHORITY

Report of the Town Clerk (copy attached).

For Information
(Pages 181 - 182)

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

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

Agenda Item 3

HAMPSTEAD HEATH HIGHGATE WOOD AND QUEEN'S PARK COMMITTEE Monday, 23 July 2012

Minutes of the meeting of the Hampstead Heath Highgate Wood and Queen's Park Committee held at Committee Room - 2nd Floor West Wing, Guildhall on Monday, 23 July 2012 at 11.15 am

Present

Members:

Jeremy Simons (Chairman)
Deputy Michael Welbank (Deputy Chairman)
Deputy John Barker
Deputy Dennis Cotgrove
Deputy Stella Currie
Sophie Fernandes
Clare James
Barbara Newman
Alderman Robert Hall (Ex-Officio Member)
Dr Peter Hardwick (Ex-Officio Member)

For the Consideration of business relating to Hampstead Heath only:

Councillor Melvin Cohen (London Borough of Barnet)
Tony Ghilchik (Heath & Hampstead Society)
Maija Roberts (Ramblers Association/Open Spaces Society)
Martyn Foster (RSPB)

Officers:

Edward Foale	- Committee & Member Services Officer, Town Clerk's Department
Esther Sumner	- Policy Officer, Town Clerk's Department
Alison Elam	- Group Accountant, Chamberlain's Department
Edward Wood	- Comptroller and City Solicitor's Department
Peter Snowdon	- Projects Director, City Surveyor's Department
Paul Monaghan	- Assistant Director Engineering, City Surveyor's Department
Sue Ireland	- Director of Open Spaces
Jonathan Meares	- Highgate Wood & Conservation Manager
Declan Gallagher	- Operational Service Manager

1. **APOLOGIES**

Apologies were received from the Reverend Dr. Martin Dudley, Virginia Rounding, Councillor Sally Gimson, and Paul Griffiths.

CHANGE IN CO-OPTED MEMBERSHIP

The Chairman advised that he had been informed that the London Borough of Camden had appointed Councillor Sally Gimson as its representative on the Committee for the ensuing year in the space of Councillor Sean Birch, effective immediately. Furthermore, English Heritage had appointed Charlotte Kemp as its representative on the Committee in the space of Paul Griffiths, effective from September 2012. The Chairman thanked Mr. Birch and Mr. Griffiths for their contribution to discussions during their time on the Committee.

RESOLVED: That the changes in membership listed above be approved.

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

There were no declarations.

3. MINUTES

The public minutes and summary of the meeting held on 21 May 2012 were approved, subject to two minor amendments.

MATTERS ARISING FROM THE MINUTES:-

Superintendent's Update (item 10)

Golders Hill Park Diamond Jubilee Event

The Chairman advised that, in spite of testing of the equipment, the beacon in Golders Hill Park had failed to light on the evening of 4 June 2012.

Hosepipe Ban

The Chairman advised that the hosepipe ban had recently been lifted.

Proposal for the Temporary Installation of David Breuer-Weil 'Visitor 1' Sculpture at Golders Hill Park (item 12)

The Chairman advised the Committee that the sculpture was scheduled to be opened on 24 July 2012 and that Members were invited to attend the reception.

In response to a Member's query, the Town Clerk undertook to amend the minutes to avoid the Chairman's signature appearing on a page with no other text.

A Member reiterated the point they had made in the previous meeting relative to a recent change in practice that allowed outgoing Chairmen to choose who should read their vote of thanks. The Member believed this was not something the Governance Review would consider. The Chairman noted the Member's concerns and advised them to raise the matter with the Chief Commoner.

4. REVIEW OF THE GOVERNANCE ARRANGEMENTS IMPLEMENTED IN 2011

The Committee received a report of the Town Clerk, prepared on behalf of the Governance Review Working Party, which sought comments from the

Committee on the governance arrangements introduced in 2011 and the impact that they may have had on the operation of the Committee.

Following the Chairman's invitation for Members to discuss any issues relating to Committee governance, the Committee agreed that it was happy with current arrangements.

RESOLVED: That no representations from the Committee be submitted to the Governance Review Working Party for consideration.

5. **REVENUE OUTTURN 2011/12 - HAMPSTEAD HEATH, HIGHGATE WOOD AND QUEEN'S PARK**

The Committee received a joint report of the Chamberlain and the Director of Open Spaces, which compared the revenue outturn for the services overseen by the Committee in 2011/12 with the final agreed budget for the year. In total, there was a better than budget position of £668,000 for the services overseen by the Committee compared with the final agreed budget for the year as set out in the report.

RECEIVED

6. **DOG CONTROL ORDERS**

The Committee received a report of the Director of Open Spaces relative to Dog Control Orders. The report informed the Committee of the City's recent acquisition of a Designation Order, which enabled the City to make and enforce Dog Control orders outside the Square Mile, which came into force on 31 May 2012.

In response to a Member's query, the Director advised that the intention was to introduce Dog Control Orders following the trial on Burnham Beeches and a consultation process on each of the open spaces. This would allow the City to present its experience of Dog Control Orders to the Department for Communities and Local Government in any consultation on amendments to the policy. The Director was aware of the ongoing issues on Hampstead Heath and of some occasions when dogs were not under their owner's control. The Director advised that the Hampstead Heath Constabulary were currently monitoring such occurrences during their patrols and advising owners to keep their dogs under control.

The Director informed the Committee of new proposals covering anti-social behaviour, which could see Dog Control Orders replaced with a wider form of control order.

RESOLVED: that Members,

- i) note the report and the approach to trialling Dog Control Orders and;
- ii) approve that engagement with the Government on maintaining Secondary Authority status within the proposed new regime for anti-social behaviour can proceed.

Hampstead Heath

7. SUPERINTENDENT'S UPDATE

Members noted that the Superintendent was currently recuperating well following a recent operation. The Committee wished him a speedy recovery. The Operational Services Manager updated Members on Hampstead Heath matters:

Green to Gold

The legal issue surrounding the Green to Gold copyright had been settled out of court. The phrase could now be used until 2013.

Wild About Hampstead

The Royal Society for the Protection of Birds (RSPB) lead Heritage Lottery Fund bid had been successful in securing £440,640. The RSPB were currently in the process of recruiting a Projects Manager and Education & Training Officer.

National Grid

Work was progressing despite poor weather conditions. Permission had been granted to create a temporary new track of crushed stone to aid vehicle movements for the Hampstead Heath Extension works. One rugby pitch would be relocated in an adjacent field for one season. Works were currently progressing at Cut Through Lane (Hampstead Way) and works would commence at Parliament Hill in September 2012.

Car Parking Review

The Protection of Freedoms Act 2012 was being brought into force sooner than anticipated, which meant that wheel clamping would no longer be permitted on private land from 1 October 2012. Other means of ensuring that car park users paid fees were currently being investigated. A report would be presented to the Committee for decision in due course. The Director advised that a probable alternative to clamping vehicles was the use of parking tickets. If this option were pursued, a contractor could be engaged to process all tickets and take some of the income as their fee, thus reducing the administrative burden.

Planning

The City had made a representation to oppose a new planning application raised for the Garden House, which included a basement. A new planning application for Athlone House was also expected in the near future.

Green Flag and Green Heritage Awards 2012

Hampstead Heath had been successful in acquiring these two prestigious awards.

RECEIVED

8. HAMPSTEAD HEATH CONSULTATIVE COMMITTEE MINUTES

The draft minutes from the Hampstead Heath Consultative Committee meeting held on 9 July 2012 were received.

9. **FLOOD AND WATER QUALITY MANAGEMENT, HAMPSTEAD HEATH - PROGRESS AND PROCUREMENT STRUCTURE REPORT**

The Committee received a report of the Flood Management and Water Quality Project Board providing information to enable Members to determine the appointment of the consultants associated with the Flood Management and Water Quality project on Hampstead Heath. It also set out the views received from the Hampstead Heath Consultative Committee on progress made with several key appointments associated with the implementation of the Flood Management and Water Quality Project. Members noted that Appendix 1 of the report was non-public by virtue of paragraph 3 of schedule 12A of the Local Government Act 1972 and set out detailed tender evaluation for the appointment of the Design Team and subsequent recommendations.

RESOLVED: That the Committee,

- i) receive the views of the Hampstead Heath Consultative Committee on the approach and structure of the team to be appointed to progress the fundamental review of the scheme and detailed design necessary to meet the challenges presented by this complex and sensitive project.
- ii) consider the financial and qualitative assessments along with the officer recommendation included at the Non-Public appendix and approve the appointment of the Design Team.
- iii) delegate authority to the Town Clerk, in consultation with the Chairman and Deputy Chairman, to appoint a Strategic Landscape Architect on completion of the assessment of the tenders for that role.
- iv) approve the involvement of stakeholder representatives, should they wish to have involvement, in the assessment of the Strategic Landscape Architect and Contractor tenders.
- v) approve the Terms of Reference for the Flood and Water Management Stakeholder Group and agree that Ian Harrison, a Member of the Hampstead Heath Consultative Committee representing the Vale of Health Society, be Chairman of the Group.

9.1 **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 as follows:-

Item No.	Paragraphs in Schedule 12A
9 (appendix 1)	3

9.2 **FLOOD AND WATER QUALITY MANAGEMENT, HAMPSTEAD HEATH - PROGRESS AND PROCUREMENT STRUCTURE REPORT (APPENDIX 1)**

The Committee considered the non-public appendix to item 9.

9.3 **READMITTANCE OF THE PUBLIC**

RESOLVED: That the public be readmitted to the meeting for the consideration of the remaining public agenda items.

10. **PROPOSAL TO HOLD AFFORDABLE ART FAIR IN JUNE 2013**

The Committee received a report of the Superintendent of Hampstead Heath that proposed to negotiate a 23-day licence between 2 June 2013 to 24 June 2013 to construct and deconstruct the equipment for an affordable art fair taking place between 12 June 2013 and 16 June 2013. Members noted that in January 2012 the Committee had received a report on the success of the 2011 Hampstead Affordable Art Fair and in principle supported holding an event in June 2013.

RESOLVED: That Members,

- i) approve the proposal to hold an Affordable Art Fair between 12 and 16 June 2013 and delegate authority to the Town Clerk, in consultation with the Chairman and Deputy Chairman, to negotiate a licence, lasting from 2 June to 24 June 2013, that covers the hire fee, construction of the marquee and ancillary parking and entrance arrangements, operation of the event and dismantling structures in accordance with the details set out in paragraph 9 and 15 of the report.
- ii) support the principle of hosting events in June 2014 and 2015, subject to satisfactory review of the 2013 event.
- iii) support the principle of the Affordable Art Fair hosting a second event in addition to the June show in 2014 and/or 2015, that will complement the art fair and outdoor recreational objectives of Hampstead Heath, subject to further research and approval by this Committee.

11. **MANAGEMENT WORK PLAN FOR PRYOR'S FIELD**

The Committee received a report of the Superintendent of Hampstead Heath that presented a detailed management work plan for Pryor's Field.

RESOLVED: That the Committee approve the detailed management work plan for the Pryor's Field area of the Heath.

Highgate Wood & Queen's Park

12. **SUPERINTENDENT'S UPDATE**

The Highgate Wood & Conservation Manager and Operation Services Manager were heard on Highgate Wood and Queen's Park matters.

Conservation Management Plan

Work on the third draft of the Conservation Management Plan was currently in progress. Comments from the July 2012 Hampstead Heath Consultative Committee meeting had been discussed with consultants. A revised draft was expected in August, ready for the consultation event on Heritage Day, 2 September 2012. There would be an additional consultation event for regular site users.

The Highgate Wood & Queen's Park Manager visited Burnham Beeches in July to obtain advice on interpretative material and on how to organise the consultation event.

Assistance from Heath Constabulary

Research into Constabulary powers had identified from the Corporation of London (Open Spaces) Act 1878, as applied by the Highgate and Kilburn Open Spaces Act 1886, that the Heath Constabulary was now able to provide support in Highgate Wood. This discovery had already proven useful in assisting with three robbery incidents in June and early July. The Constabulary had been able to provide daily patrols during commuter periods to provide support to staff and reassurance to the public.

Wild Flower Meadow

The Meadow had been a great success despite the drought conditions when first seeded and the deluge that followed during May and June.

Oak Decline Survey

Leaf emergence had been roughly three weeks late this year and there had been very little leaf defoliation from Tortix moth caterpillars. A Wood Keeper was completing the 2012 survey but, due to the unusual conditions in what had been an exceptional year, the results would be difficult to analyse. Early indications suggested that the surveyed trees were showing signs of improvement.

Green Flag and Green Heritage Awards 2012

Highgate Wood had been successful in gaining these two prestigious awards.

Queen's Park Children's Play Area:

The new equipment was scheduled to be opened on 23 July 2012. Work was ongoing with the local community to consider fundraising initiatives for future development stages.

Events

A Green to Gold event was scheduled to take place in Queen's Park on 28 July, which had been organised in partnership with the London Borough of Brent and Brent Primary Care Trust. The Brent Health Partnership day would be supported by the Brent Stop Smoking service, Queen's Park Safer Neighbourhood Team and Queen's Park Rangers. Advice would be given on health checks and immunisation.

Queen's Park Rangers (QPR), in partnership with the City of London, were organising sport summer camps from 13 August 2012 to be held in the park. Children from ages four to late teens would be able to take part in various sports activities supported by QPR. The end of the 2012 summer term saw a number of schools in the area make use of the park for their sports day.

Green Flag

Queen's Park maintained its Green Flag status.

In response to a Member's query, the Operational Services Manager confirmed that the Queen's Park Café and Highgate Wood Café leases were in the process of being renewed.

RECEIVED

13. QUEEN'S PARK JOINT CONSULTATIVE GROUP MINUTES

The draft minutes from the Queen's Park Joint Consultative Committee meeting held on 13 June 2012 were received.

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

There were no questions.

15. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was no urgent business.

16. 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 as follows:-

Item No.
17

Paragraphs in Schedule 12A
3

17. NON-PUBLIC MINUTES

The non-public minutes of the meeting held on 21 May 2012 were approved.

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

There were no questions.

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

There was no urgent business.

The meeting ended at 12.39 pm

Chairman

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Agenda Item 4

HAMPSTEAD HEATH CONSULTATIVE COMMITTEE Tuesday, 6 November 2012

Minutes of the meeting of the Hampstead Heath Consultative Committee held at Education Centre, the Lido, off Gordon House Road, Hampstead Heath, NW5 on Tuesday, 6 November 2012 at 7.02 pm

Present

Members:

Jeremy Simons (Chairman)	
Deputy Michael Welbank (Deputy Chairman)	
Xohan Duran	- Representative of people with disabilities
Colin Gregory	- Hampstead Garden Suburb Residents' Association
Michael Hammerson	- Highgate Society
Ian Harrison	- Vale of Health Society
Susan Nettleton	- Heath Hands
Helen Payne	- Friends of Kenwood
Mary Port	- Dartmouth Park Conservation Area Advisory Committee
Susan Rose	- Highgate Conservation Area Advisory Committee
Robert Slowe	- Representative of Clubs using Facilities on the Heath
Ellin Stein	- Mansfield Conservation Area Advisory Committee & Mansfield Neighbourhood Association
Richard Sumray	- London Council for Sports and Recreation
Jeremy Wright	- Heath & Hampstead Society

In attendance

John Etheridge	- South End Green Association
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Officers:

Edward Foale	- Committee & Member Services Officer
Simon Lee	- Superintendent of Hampstead Heath, Queen's Park & Highgate Wood
Paul Monaghan	- Assistant Director Engineering
Declan Gallagher	- Operational Service Manager
Jonathan Meares	- Highgate Wood & Conservation Manager
Richard Gentry	- Constabulary and Queen's Park Manager
Paul Maskell	- Leisure and Events Manager
David Bentley	- Information and Communications Officer
Meg Game	- Hampstead Heath Ecologist
Katherine Radusin	- PA to Superintendent of Hampstead Heath

CHAIRMAN'S WELCOME

The Chairman welcomed Susan Nettleton, the new Chairman of Heath Hands, and John Etheridge, who was in attendance in the space of John Hunt.

1. **APOLOGIES**

Apologies were received from John Hunt, John Rogers, Alix Mullineaux, David Walton and John Weston.

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

There were no declarations.

3. **MINUTES**

The minutes of the meeting held on 9 July were agreed as a correct record.

MATTERS ARISING

Hampstead Heath – Public Sex Environment Outreach Work (item 3).

The Superintendent advised that the Constabulary Manager had recently arranged a litter-picking event with ten volunteers from the Terrence Higgins Trust and the Camden Lesbian, Gay, Bisexual & Transgender Forum.

Superintendent's Update (item 6).

The Chairman advised that the Visitor 1 sculpture would remain on the Heath until 15 November 2012.

The Conservation Manager advised that the team believed the Oak Processionary Moth was not present on the Heath. In response to a request from Michael Hammerson, the Superintendent advised that photos of the Moth would be placed on the Heath website in order to help members of the public identify it.

'Wild About Hampstead Heath' Project Application Update (item 10).

The Superintendent advised that he had recently met with the new Projects Officer from the Royal Society for the Protection of Birds (RSPB) and that the project initiation, following the successful award of a Heritage Lottery grant was progressing smoothly. It was anticipated that the Football Pavilion would be used as a workspace for volunteers and RSPB officers and the Golders Hill glasshouse would be used as an education resource.

Dog Control Orders (item 11).

In response to a query from Colin Gregory, the Superintendent clarified that he was currently awaiting the findings of the ongoing trial on Burnham Beeches before circulating a report on dog control orders on possible implementation on the Heath. Ian Harrison advised that he hoped to see the report submitted to the Committee by no later than November 2013.

4. **NATIONAL PLANNING POLICY FRAMEWORK AND NEIGHBOURHOOD PLANNING - IMPLICATIONS FOR THE CITY OF LONDON'S OPEN SPACES**

Members considered a report of the Director of Open Spaces that had been considered previously by the Open Spaces, City Gardens & West Ham Park Committee. The report considered the implications of recent amendments to the National Planning Policy Framework (NPPF) for the City's Open Spaces.

The Superintendent advised that the City did not have the resources to send representatives to sit on Neighbourhood Forums, several of which were currently in the process of being established for neighbourhoods in the Heath vicinity. In response to a query from Richard Sumray, the Superintendent undertook to investigate the possibility of circulating regular update reports to the relevant forums. Ian Harrison advised that it was important for the City to create links with the forums soon after they were established.

The Superintendent advised that it might be helpful to revisit the work undertaken by Urban Initiatives in helping new Forums to shape plans for protection of the immediate environs of the Heath, recognising that the Heath did have statutory protection.

The Superintendent advised that there were many uncertain factors as to how the implementation of the Localism Act would affect local government and it was currently unclear how matters such as "neighbourhood orders" could affect planning policies.

Richard Sumray advised that the City should consider inviting representatives from the local neighbourhood forums to sit on the Committee.

Ian Harrison advised that there were approximately twelve areas of Metropolitan Open Land surrounding the Heath, two of which were currently under threat from development. He believed the approach adopted by the City would help protect the Heath.

RECEIVED

5. HAMPSTEAD HEATH CAR PARK ENFORCEMENT

Members received a report of the Superintendent of Hampstead Heath relative to the Protection of Freedoms Act 2012, which made it an offence to clamp or tow away a vehicle parked on private land without lawful authority, from 1 October 2012.

The report set out the new enforcement model used on Hampstead Heath, which was based upon the arrangements currently operated at Burnham Beeches through an approved external contractor and on-site staff.

The Superintendent advised that the fixed penalty charge would be £100, which would be reduced to £50 if paid within 14 days. There would be a grace period when the new regime was introduced. City staff would issue the notices, which would be processed by the contractor. The contractor would retain 90% of the funds from penalty charges, with the remaining 10% retained by the City.

In response to a query from Michael Hammerson, the Superintendent advised that the Heath was legally classified as private land because it was not managed by the local authority in which it was situated.

In response to a query from Ian Harrison, the Superintendent advised that this scheme was expected to deliver approximately £60,000 of annual savings,

which would go a considerable way towards addressing the 10% budgetary reductions required by the City Corporation.

In response to a query from Richard Sumray, the Hampstead Heath Constabulary Manager advised that, if the occasion were to arise, abandoned cars would be managed through Camden Borough Council, but cars were only very occasionally abandoned on the Heath.

The Superintendent advised that there would be a very clear appeals procedure, which would be managed by the City.

RECEIVED

6. UPDATE ON THE HAMPSTEAD HEATH FLOOD MANAGEMENT AND WATER QUALITY MANAGEMENT PROJECT

Members considered a report of the Superintendent of Hampstead Heath, which provided the Consultative Committee with an update on the progress of this project, since the last report in July 2012.

The Superintendent advised that considerable work had been undertaken in negotiating a contract for the appointment of the Design Team and the Strategic Landscape Architect (SLA). The SLA and the Design Team had now been appointed and the selection process for a Construction Contractor had commenced. The Water Management Stakeholders Group, consisting of representatives from local interest groups, had been established and had met monthly since July 2012. A wider consultation to reach Heath visitors and those living near-by had started and would continue throughout the duration of the project.

The SLA would report directly to the City, which meant that they would remain fully independent from the Design Team, thus providing assurances as to the protection of the natural aspect of the Heath. Once all other parties had been appointed they would all sign a partnership contract, which had been used in other major projects at the City. This contract would emphasise the importance of parties' cooperation through dialogue in order to resolve challenges and ensure project success.

Jeremy Wright advised, that during the week preceding the meeting, officers from the Department for Environment, Food and Rural Affairs (DEFRA) had told him that cascades would not be included in phase one of the implementation of the Flood and Water Management Act 2010. The Assistant Director of Engineering advised that DEFRA had previously advised him that the cascades would be included during phase one. The Assistant Director advised that the project would progress on the basis that cascades would be included, as this presented a more holistic approach in terms of respecting the natural landscape of the Heath and full proofing the need for further works in the future. If the City concentrated on only the reservoirs covered by current statute, then when cascades legislation was implemented it could have resulted in abortive works, with further projects having to be implemented to cover works across the other ponds.

The Superintendent read a letter from Andy Hughes, the project Panel Engineer, which advised that he would undertake a new risk assessment using tier three analysis and the industry standard for high-risk reservoirs. He undertook to circulate this letter to Members. Jeremy Wright requested that the letter containing advice from the Heath & Hampstead Society in relation to the scope of the Fundamental review be circulated as well as the proposed Scope of the Review being prepared by the Design Team.

The Assistant Director of Engineering advised that a competitive dialogue method was currently being undertaken for the appointment of the construction contractors. The process ensured that each applicant could not use the intellectual rights of other applicants' proposals.

In response to a query from Richard Sumray, Ian Harrison, also Chairman of the Stakeholder Group, advised that the process could be too labour intensive for the Group to be involved in the process of contractor appointment. Ian Harrison advised that the stakeholder Group had been involved with the appointment of the SLA. The Group was progressing well and had already been on one site visit, which had proven useful. Informal notes of discussion were taken at each meeting and circulated to Consultative Committee Members.

The Superintendent advised that the Water Management Communications Officer had been managing "pop-up" consultations across the Heath, which had helped spread knowledge of the project to Heath users.

In response to a query from Richard Sumray, the Superintendent advised that he had not included timescales within the report as these had not yet confirmed. It was anticipated that this would be more certain once the Design Team had been appointed and he would be able to include timescales in his next report.

RECEIVED

7. RESULTS OF THE SPARROWS PROJECT

Members received a report of the Superintendent of Hampstead Heath that summarised the findings of the Sparrows Project. The Sparrows Project, led by the RSPB, finished this year. The aims of the project were to elucidate whether changes in grassland management in parks could benefit wildlife as well as help reduce the decline in house sparrow numbers in London.

In response to a query from Susan Rose, the Heath Ecologist confirmed that the planting in the wildflower meadows had proven successful; however the meadow had not successfully attracted any sparrows.

Jeremy Wright advised that the Heath & Hampstead Society would support retaining the area as a wild flower meadow, and the creation of further meadows on the condition of the fencing being removed. The Heath Ecologist advised that, wherever possible, the fencing would be removed by the summer following sowing the meadow. Annual meadows would need to be fenced temporarily each year after they were re-sown.

In response to a query from Colin Gregory, the Heath Ecologist advised that it remained unclear as to why the sparrow population had receded both locally and nationally, although several theories had been put forward. It was hoped that this would be clarified by further research.

RECEIVED

8. REVIEW OF ANNUAL WORK PROGRAMME 2012

Members received a report of the Superintendent of Hampstead Heath that provided a review of the management operations and activities carried out on Hampstead Heath over the past twelve months as part of the 2012 Annual Work Programme. The report also outlined the new 2013 Work Programme.

In response to queries from Helen Payne and Xohan Duran, the Heath Conservation Officer advised that if the Ash Dieback fungal disease arrived on the Heath there was little that staff could do to restrict its spread. However, the Cabinet Office was currently investigating the recent outbreak and would issue guidance towards a national strategy to inhibit its spread shortly.

Jeremy Wright praised the report and hoped that all scheduled works could be completed over the ensuing year. The Superintendent advised that the programme was flexible and would be amended if any urgent matters required exceptional attention.

RECEIVED

9. FEES AND CHARGES REPORT

Members received a report of the Superintendent of Hampstead Heath that set out the proposed fees and charges for a range of facilities and services provided at Hampstead Heath for 2013/14. Bob Slowe, Chairman of the Hampstead Heath Sports Advisory Forum, advised that the Forum had spent a considerable amount of time considering the fees and charges and that he believed the proposed pricing was fair and appropriate.

The Superintendent corrected the car parking charge in appendix 1 of the report as follows:

<i>Facility</i>	Charges approved 1/4/11 (£)	Charges approved 1/4/12 (£)	Proposed Charges from 1/4/13 (£)
<i>Car Parking</i>			
• Up to 2 hours	2.00	2.50	2.50
• Up to 4 hours	4.00	5.00	5.00
• Additional hours or part hours above 4 hours	4.00	4.50	4.50

RECEIVED

10. **SPORTS FORUM MINUTES 2 OCTOBER 2012**

Members received the public minutes of the meeting held on 2 October 2012. Bob Slowe advised that the Forum was working on a series of robust principles for the Superintendent to use as a standard for setting fees and charges in the future. Bob Slowe congratulated the team on the many sports and leisure achievements seen on the Heath over the summer. In response to a query from Michael Hammerson, Bob Slowe clarified that “peak” times referred to bank holidays and weekends.

Ian Harrison advised that he believed the Croquet Club would have difficulty in surviving on a long term basis unless a second lawn was obtained.

The Chairman thanked Bob Slowe and the Forum for the advice they had provided on pricing.

RECEIVED

11. **SUPERINTENDENT'S UPDATE**

The Superintendent of Hampstead Heath updated the team on the following matters:

- The National Grid works were currently progressing satisfactorily.
- Affordable Art Fair visitors were up by 9%. A report would be circulated in due course.
- The “green to gold” campaign was continuing and the winter swim was scheduled to take place on Christmas day.
- 2013 Hampstead Heath Calendars were available to Members for £4.
- The Hampstead Heath Constabulary recently had been involved in a number of successful convictions, including for the attack by a dog and a cyclist who provided false details.
- Phase 2 sustainability planting at Golders Hill had recently commenced.

12. **QUESTIONS**

There were no questions.

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

There was no urgent business.

14. **DATE OF NEXT MEETING**

To be held at 7pm on Monday 11 March 2013.

The meeting ended at 9.02 pm

Chairman

Contact Officer: Edward Foale
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Agenda Item 5

Committee:	Date:
Hampstead Heath, Highgate Wood and Queen's Park Committee	26 November 2012
Subject: Decisions taken under urgency powers	Public
Report of: Town Clerk	For Information
<u>Summary</u> This report provides details of action taken by the Town Clerk in consultation with the Chairman and Deputy Chairman of the Hampstead Heath, Highgate Wood and Queen's Park Committee, in accordance with Standing Order No. 41(a). Recommendations:- That the action taken since the last meeting be noted.	

Main Report

Background

1. Standing Order No. 41(a) provide mechanisms for decisions to be taken between scheduled meetings of the Hampstead Heath, Highgate Wood & Queen's Park Committee where it is urgently necessary that a decision be made.

Decisions Taken Under Urgency Procedures

2. The following actions have been taken under urgency in accordance with Standing Order No. 41(a), since the last meeting of the Committee:

Hampstead Heath Car Park Enforcement

3. From 1 October 2012 the Protection of Freedoms Act 2012 made it an offence to clamp or tow away a vehicle parked on private land, without lawful authority. An alternative enforcement method to ensure payment for parking within the Heath car parks needed to be introduced.
4. Approval was granted (with the approval of the Court of Common Council) by the Town Clerk in consultation with the Chairman and Deputy Chairman in respect of the following:
 - i) proposals for Parking Charge Notice to be issued by Heath Rangers, supported by Heath Constables, following an unauthorised parking event.

- ii) the appointment of District Enforcement to take all subsequent enforcement action and instruct the Comptroller and City Solicitor to enter into a contract for the provision of services.

Reason For Urgency

5. The Protection of Freedoms Act 2012 made it an offence to clamp or tow away a vehicle parked on private land, without lawful authority from 1 October 2012; therefore an alternative model of enforcement was necessary to ensure compliance. The Hampstead Heath, Highgate Wood & Queen's Park Committee meeting due to be held on 24 September 2012 was cancelled due to lack of business. It was not possible for the Committee to approve a new policy ahead of the legislation implementation on 1 October 2012.

Conclusion

6. Members are asked to note to contents of this report.

Contact:

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Agenda Item 6

Committee(s):	Date(s):
Hampstead Heath, Queens Park and Highgate Wood	26 November 2012
Subject:	Public
REVENUE AND CAPITAL BUDGETS - 2013/14	
Report of:	For Decision
The Chamberlain Director of Open Spaces	

Summary

This report updates the Committee on its latest approved revenue budget for 2012/13 and seeks approval for a provisional revenue budget for 2013/14, 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 position.

Summary Of Table 1	Latest Approved Budget 2012/13 £'000	Original Budget 2013/14 £'000	Movement £'000
Expenditure	8,595	8,793	198
Income	(2,936)	(2,928)	8
Support Services and Capital Charges	1,068	1,034	(34)
Total Net Expenditure	6,727	6,899	172

Overall, the 2013/14 provisional revenue budget totals £6.899m, an increase of £0.172m compared with the latest approved budget for 2012/13. Main reasons for this increase are :-

- Increase in City Surveyor's repairs and maintenance programme of £334,000.

- Reduction in local risk budgets to achieve the remaining 10% savings amounting to £104,000.
- Reduction in resources due to provision for the July 2012 pay award amounting to £38,000 being allocated in 2012/13 only.
- Reduction in support services and capital charges of £34,000

Recommendations

The Committee is requested to:

- review the provisional 2013/14 revenue budget to ensure that it reflects the Committee's objectives and, if so, approve the budget for submission to the Finance Committee;
- review and approve the draft capital budget;
- authorise the Chamberlain, in consultation with the Director of Open Spaces, to revise these budgets to allow for any further implications arising from Corporate Projects, departmental reorganisations and other reviews, changes to the Additional Works Programme, and implications arising from Carbon Trading Allowances.

Main Report

Introduction

1. The City of London Corporation owns and manages almost 11,000 acres of historic and natural Open Spaces for public recreation and enjoyment. This includes Hampstead Heath, Queens Park and Highgate Wood which are registered charities and are funded from City's Cash. They are run at no cost to the communities that they serve, as they are funded principally by the City, together with donations, sponsorship, grants and trading income.
2. This report sets out the proposed revenue budget and capital budgets for 2013/14. The revenue budget management arrangements are to:
 - Provide a clear distinction between local risk, central risk and recharge budgets
 - Place responsibility for budgetary control on departmental Chief Officers
 - Apply a cash limit policy to Chief Officers' budgets
3. The budget has been analysed by the service expenditure and compared with the original budget for the current year.

4. The report also compares the current year's budget with the forecast outturn.

Business Planning Priorities

5. The key priorities for this Committee for 2013/14 are:
 - Continue to support the Flood Management and Water Quality project at Hampstead Heath.
 - Implement the Hampstead Heath East Heath Car Park extension to help achieve the efficiency savings.
 - Undertake the Conservation Management Plans at Highgate Wood and Queens Park.
 - Monitor the long term woodland management at Highgate Wood.

Proposed Revenue Budget for 2013/14

6. The proposed Revenue Budget for 2013/14 is shown in Table 1 below 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.
7. The provisional 2013/14 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. The 2% efficiency savings to be achieved by 2014/15 comprise 1% saving in 2013/14 and a further 1% saving in 2014/15. An allowance towards any potential pay and price increases of 1% for 2013/14 has been included, with 2% to be included for 2014/15. The budget has been prepared within the resources allocated to the Director.

TABLE 1

HAMPSTEAD HEATH, QUEENS PARK AND HIGHGATE WOOD COMMITTEE SUMMARY – ALL FUNDS

Analysis of Service Expenditure	Local or Central Risk	Actual 2011-12 £'000	Latest Approved Budget 2012-13 £'000	Original Budget 2013-14 £'000	Movement 2012-13 to 2013-14 £'000	Paragraph Reference
EXPENDITURE						
Employees	L	5,404	5,817	5,799	(18)	
Employees - redundancy	C	110	-	-	-	
Premises Related Expenses	L	430	444	437	(7)	
City Surveyor – Repairs & Maintenance	L	1,217	1,339	1,673	334	10
Transport Related Expenses	L	275	215	167	(48)	11
Supplies & Services	L	1,328	780	717	(63)	12
Transfer to Reserve – City Bridge Trust	L	39	-	-	-	
Transfer to Reserve - Capital	C	202	-	-	-	
		9,005	8,595	8,793	198	
INCOME						
Other Grants, Reimbursements and Contribution	L	(19)	-	-	-	
Other Grants, Reimbursements and Contribution	C	(764)	(560)	(560)	-	
Customer, Client Receipts	L	(1,149)	(983)	(1,025)	(42)	13
Recharges to Capital Projects	L	-	(40)	(40)	-	
Investment Income	C	(1,195)	(1,210)	(1,199)	11	
Transfer from Reserves - City Bridge Trust	L	-	(39)	-	39	
Transfer from Reserves - Capital	C	(135)	(104)	(104)	-	
Total Income		(3,262)	(2,936)	(2,928)	8	
TOTAL EXPENDITURE/ (INCOME) BEFORE SUPPORT SERVICES AND CAPITAL CHARGES		5,743	5,659	5,865	206	
SUPPORT SERVICES AND CAPITAL CHARGES						
Central Support Services and Capital Charges		1,007	900	885	(15)	
Recharges within Fund		197	168	149	(19)	
Recharges to Capital Projects		(8)	-	-	-	
Total Support Services and Capital Charges		1,196	1,068	1,034	(34)	14
TOTAL NET EXPENDITURE/(INCOME)		6,939	6,727	6,899	172	

8. Income and favourable variances are presented in brackets. An analysis of this Revenue Expenditure by Service Managed is provided in Appendix 1. Only significant variances (generally those greater than £50,000) have been commented on in the following paragraphs.
9. Overall there is an increase of £172,000 in the overall budget between the 2012/13 latest approved budget and the 2013/14 original budget. This movement is explained by the variances explained in the following paragraphs.
10. Following the implementation of the MITIE contract in July 2012, budgets have been re-aligned to reflect the tendered cost of the new contracts. The 2012/13 latest approved budgets and 2013/14 Original budgets, therefore reflect these changes. The increase of £334,000 in the budget for the City Surveyor's mainly relates to the additional works programme and reflects changes in the composition and phasing of the work. Furthermore, budgets have provisionally been included for the 2013/14 additional works programme based on the bids considered by your Committee in May 2012 and the Corporate Asset Sub Committee in June 2012. However, a decision on the funding of the programme is not due to be made by the Resource Allocation Sub Committee until December. It may therefore be necessary to adjust the budgets to reflect the Resource Allocation Sub Committee's decision. See Table 2 below.

TABLE 2 - CITY SURVEYOR LOCAL RISK		
Repairs and Maintenance	Latest Approved Budget 2012/13 £'000	Original Budget 2013/14 £'000
Additional Works Programme		
Hampstead Heath	969	1,203
Queens Park	44	48
Highgate Wood	20	189
Planned & Reactive Works (Breakdown & Servicing)		
Hampstead Heath	258	193
Queens Park	17	15
Highgate Wood	31	25
Total City Surveyor	1,339	1,673

11. There is a net decrease in local risk budget transport related expenses of £48,000 due to the changes to the new car park contract which helps the department meet the 10% savings target.
12. The net decrease of £63,000 in local risk budget supplies and services is mainly due to a combination of the fallout of the £38,000 carry forward CBT funding from 2011/12 and a reduction of £25,000 in the bedding budget as part of the 10% savings.
13. The £42,000 increase in overall Customer, Client Receipts income is due to the projected additional income as part of the new East Heath car park extension in order to meet the 10% savings target.
14. The £34,000 reduction in Support Services is due to a reduction in the central support costs as a result of the on-going efficiency saving programmes within central departments.
15. Analysis of the movement in manpower and related staff costs are shown in Table 3 below.

Table 3 - Manpower statement	Latest Approved Budget 2012/13		Original Budget 2013/14	
	Manpower Full-time equivalent	Estimated cost £000	Manpower Full-time equivalent	Estimated cost £000
Hampstead Heath	131.9	5,005	129.9	5,002
Queens Park	13.4	474	12.4	452
Highgate Wood	8.6	338	8.6	345
TOTAL Hampstead Heath, Queens Park and Highgate Wood	153.9	5,817	150.9	5,799

Potential Further Budget Developments

16. The provisional nature of the 12/13 and 13/14 revenue budgets recognises that further revisions may be required, including in relation to:
 - budget reductions to capture savings arising from the on-going PP2P reviews;
 - budget adjustments relating to the implementation of the City of London Procurement Service; and
 - decisions on funding of the Additional Work Programme by the Resource Allocation Committee.

Any revisions will be agreed after consultation with the Director of Open Spaces.

Revenue Budget 2012/13

17. The forecast outturn for the current year is in line with the latest approved budget of £6,727,000.

Draft Capital Budget

18. No new bids were submitted recently by the Committee to the Policy and Resources Committee for resources to evaluate new capital or supplementary revenue projects.
19. The Committee's draft capital and supplementary revenue project budgets are summarised in the Tables below. Estimated expenditure is analysed as follows:
- Committed – Projects which are contractually committed.
 - Uncommitted – Projects which have been the subject of an evaluation report but are not yet contractually committed.
 - Pre-evaluation costs – The costs of evaluating all other schemes approved to proceed to that stage.

	Exp. Pre 01/04/12 £'000	2012/13 £'000	2013/14 £'000	2014/15 £'000	2015/16 £'000	2016/17 £'000	Later Years £'000	Total £'000
<u>Evaluated schemes</u>								
- Uncommitted								
Hydrology improvements	82	612	1,177	6,581	6,386			14,838
Total	82	612	1,177	6,581	6,386	0	0	14,838

Table 5 - Draft Supplementary Revenue Budget								
	Exp. Pre 01/04/12 £'000	2012/13 £'000	2013/14 £'000	2014/15 £'000	2015/16 £'000	2016/17 £'000	Later Years £'000	Total £'000
<u>Evaluated schemes</u> - Committed								
Safety improvements	82	12						94
Total	82	12	0	0	0	0	0	94

20. The latest updated information on the capital project budgets is being submitted in a progress monitoring report to the Finance Committee on 13 December 2012. Summaries of these budgets will subsequently be used to determine overall financing, with the full capital and supplementary revenue project budgets being presented to the Court of Common Council for approval in March 2013.

Contact Officer: Mark Jarvis (1221) or Alison Elam (1081)

APPENDIX 1

Analysis by Service Managed	Actual 2011-12 £'000	Latest Approved Budget 2012-13 £'000	Original Budget 2013-14 £'000	Movement 2012-13 to 2013-14 £'000	Paragraph Reference
CITY'S CASH					
Hampstead Heath	5,762	5,590	5,616	26	
Hampstead Heath CBT	-	-	-	-	
Queens Park	711	700	673	(27)	
Queens Park CBT	-	-	-	-	
Highgate Wood	466	437	610	173	10
Highgate Wood CBT	-	-	-	-	
TOTAL CITY'S CASH	6,939	6,727	6,899	172	
TOTAL	6,939	6,727	6,899	172	

APPENDIX 2

Support Service and Capital Charges from/to Hampstead Heath, Queens Park and Highgate Wood Committee	Actual 2011/12 £000	Latest Approved Budget 2012/13 £000	Original Budget 2013/14 £000
Support Service and Capital Charges			
City Surveyor's Employee Recharge	250	205	205
Insurance	135	144	150
IS Recharges - Chamberlain	84	81	76
Capital Charges	135	104	104
Support Services -			
Chamberlain	129	111	105
Comptroller and City Solicitor	56	49	46
Town Clerk	153	137	130
City Surveyor	47	49	49
Other services*	18	20	20
Total Support Services and Capital Charges	1,007	900	885
Recharges Within Funds			
Corporate and Democratic Core – Finance Committee	(95)	(95)	(95)
Opens Spaces Directorate Recharge	292	263	244
Recharges to Capital Projects	(8)	-	-
Capital Recharges			
TOTAL SUPPORT SERVICE AND CAPITAL CHARGES	1,196	1,068	1,034

* Various services including central training, corporate printing, occupational health. Union costs and environmental and sustainability section.

Agenda Item 7

Committee(s):	Date(s):
Hampstead Heath, Highgate Wood and Queen's Park Committee	26 November 2012
Subject: Risk Management – Local Risk Registers for Hampstead Heath, Highgate Wood and Queen's Park	Public
Report of: Director of Open Spaces	For Decision

Summary

Following a review of the City of London charities in 2010, the Comptroller and City Solicitor advised that it was important that this Committee has ownership of, and receive reports on, key policies including risk management.

As part of the corporate risk management process and in line with the arrangements for the City of London's charities, it has therefore been agreed that this Committee should receive an annual report on the main risks that affect Hampstead Heath, Highgate Wood and Queen's Park and these are attached to this report.

The departmental Risk Register covering all the City Corporation's Open Spaces was included in the Business Plan for 2012 – 2015.

The Director of Open Spaces is accountable for ensuring that significant risks in relation to the operational responsibilities of this Committee are escalated to Members on a timely basis. This report therefore provides Members with an opportunity to examine the main local risks for Hampstead Heath, Highgate Wood and Queen's Park and the mitigating actions and controls that are in place.

Recommendation

That the current local risk registers for Hampstead Heath, Highgate Wood and Queen's Park are agreed.

Main Report

Background

1. The City of London is committed to a programme of risk management as an element of its strategy to preserve the assets of the charities it manages, enhance productivity for service users and members of the public and protect its employees.

2. The City's risk management framework has been developed in accordance with recognised best practice, including, and of particular relevance to the Open Spaces and Charity Commission guidance, to ensure that the role and responsibilities of Trustees in relation to risk management align with those of Members.
3. In order to embed sound practice, a corporate Risk Management Group ensures 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.
4. The City of London 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 to further embed risk management throughout the organisation.
5. Hampstead Heath, Highgate Wood and Queen's Park are charitable trusts, with the City of London acting as trustee and this Committee being responsible for their protection and management. Following a review of the City of London charities, the Comptroller and City Solicitor advised that it was important that this Committee has ownership of, and receive reports on, key policies including risk management.

Current Position

6. The current Open Spaces Department Risk Register was included in the Business Plan for 2012 – 2015, which was approved by the Open Spaces, City Gardens and West Ham Park Committee on 25 April 2012.
7. A report from the Chamberlain to this Committee at the meeting on 21 May 2012 set out the key requirements of the Risk Management Handbook, particularly those in relation to the role and purpose of Service Committees or their designated Sub-Committees. Departments are required to undertake regular systematic review of their key operational risks, updating their departmental Risk Register accordingly.
8. In accordance with the Risk Management Handbook, the Open Spaces Department considers significant risks identified across all its sites. Routine review and monitoring of departmental risk has been aligned with the business performance review and, as such, will now form part of the quarterly business planning update to the Open Spaces, City Gardens and West Ham Park Committee.
9. Advice from the Charity Commission states that where a Council is itself the charity trustee, individual councillors are not a trustee and do not have the responsibilities or liabilities of a trustee. Members do however need to have oversight of the significant risks and how they are being managed,

with the appropriate Chief Officer taking ownership of the risks. The Director of Open Spaces is therefore accountable for ensuring that significant risks in relation to operational responsibilities of the Committee are escalated to Members on a timely basis.

10. Key risk registers have therefore been prepared for Hampstead Heath, Highgate Wood and Queen's Park which identify the potential impact of key risks and the measures which are in place to mitigate such risks. These registers are attached to this report as Appendices A, B and C. The first risk on the Hampstead Heath register is also on the City's Strategic Risk Register and is included in the separate report on Flood Management that is on the agenda for this meeting. For reference, a copy of the Open Spaces departmental register is also attached as Appendix D, with an explanation of the status of all the risks and how the scores are calculated.
11. This is the first annual report on the main risks that affect these charitable trusts and, during the year, any further risk management updates from the Superintendent will be included in his regular verbal update reports to this Committee.

Corporate & Strategic Implications

12. Risk management is a fundamental part of the business planning process and is therefore highlighted when the plan is updated. The key financial, property and other risks have been considered when compiling the registers for the site, together with an indication of the mitigating actions/controls that are in place.

Conclusion

13. In accordance with the City's risk management framework and the administration of the City of London's charities, it has been agreed that this Committee should be updated annually about the key risks faced by Hampstead Heath, Highgate Wood and Queen's Park. Members are asked to note that appropriate actions are being taken to manage and mitigate those risks effectively in a timely manner.

Contact:

Denis Whelton | denis.whelton@cityoflondon.gov.uk | ext.3517

Risk No.	Risk Details	Risk Owner/ Lead Officer	Existing Controls	Likelihood (previous assessment)	Impact (previous assessment)	Status	Further Action
1	Extreme weather or changing environmental conditions having direct impact on site operations and usage <i>(This risk is also on the City's Strategic Risk Register)</i>	Open Spaces Director and City Surveyor / responsible Engineer and Superintendent	Monitoring of reservoirs required to meet statutory obligations. On site Emergency Response Plan for Reservoir Dam Incidents Plan in place, including emergency response contractor. Remote real-time monitoring of water levels with electronic messaging to key contacts. Identified on Corporate Risk Register.	Possible	Catastrophic	22	Following fundamental review, implement Dams Project. Maintain staff call out drills (including evenings, nights and weekends)
Page 32	Impact on assets through outbreak of pest or disease affecting trees or plants with the potential to change the character of the landscape	Superintendent / Tree & Conservation Manager	Key staff trained to observe potential problems and specialist knowledge contracted in. Membership of relevant bodies and forums gives access to latest research / treatments. Monitoring of Bleeding Canker (<i>Pseudomonas syingae</i>) and Leaf Miner (<i>Cameraria ohridella</i>) of Horse Chestnut / Chalara dieback in ash / Oak Processionary Moth / Acute Oak Decline.	Likely	Moderate	16	Additional training needs to be identified to strengthen in-house knowledge base of all staff. Liaise with DEFRA and/or Forestry Commission.
3	Threat of death or serious injury resulting in heavy fines and bad publicity, should health & safety procedures (or other regulations) fail.	Superintendent	The Open Spaces Departmental Framework now in place and being rolled out to team. Self-assessment annual audit carried out with the support of trade union. These audits are independently verified and a robust action plan is put in place. Strong health & safety	Possible	Moderate	13	Continue with ROSPA inspections. Review first aid training on site. Health & Safety a standard agenda item for meetings. Pilot new tree risk management system.

			culture throughout the team, embedded through performance reviews. Low accidents on site. Divisional health and safety meetings.				
4	Unavoidable reduction in income	Superintendent /	Robust budget monitoring regime to ensure that site remains within its local risk budgets. Identification of new income streams/ customers where feasible.	Possible	Moderate	13	Identify further potential funding bids/partners.
5	Buildings / infrastructure may deteriorate or become unstable / unusable through insufficient maintenance and may cause serious injury	City Surveyor / Superintendent	City Surveyor undertakes annual surveys and has a 20 year plan of works to maintain the buildings. Extra investment from the additional works programme. Assets register being undertaken by Buildings Repair and Maintenance (BRM) contractor Mitie.	Possible	Moderate	13	Further meetings taking place with the City Surveyor to develop a Schedule of Responsibilities.

Risk No.	Risk Details	Risk Owner/ Lead Officer	Existing Controls	Likelihood (previous assessment)	Impact (previous assessment)	Status	Further Action
1	Extreme weather or changing environmental conditions having direct impact on site operations and usage	Superintendent / Queen's Park Manager	Severe weather warnings provide alerts in good time. Contingency plans in place to ensure continuity of business in the event of severe flooding. Installation of extensive field drainage systems. Ability to "lock down" site in extreme storm events.	Possible	Severe	18	Review business continuity plan annually or after major incident. Monitor land drainage systems and keep all gullies clear.
Page 34	Impact on assets through outbreak of pest or disease affecting trees or plants with the potential to change the character of the landscape	Superintendent / Queen's Park Manager	Key staff trained to observe potential problems and specialist knowledge contracted in. Membership of relevant bodies and forums gives access to latest research/treatments. Monitoring of Bleeding Canker (<i>Pseudomonas syringae</i>) and Leaf Miner (<i>Cameraria ohridella</i>) of horse chestnut / Chalara dieback in ash / oak processionary moth.	Likely	Moderate	16	Additional training needs to be identified to strengthen in-house knowledge base of all staff. Liaise with DEFRA and/or Forestry Commission.
3	Threat of death or serious injury resulting in heavy fines and bad publicity, should health & safety procedures (or other regulations) fail.	Superintendent / Queen's Park Manager	The Open Spaces Departmental Framework is now in place and being rolled out to team. Self-assessment annual audit carried out with the support of trade union. These audits are independently verified and a robust action plan is put in place. Strong health & safety culture throughout the team, embedded through performance reviews. Low accidents on site. Divisional health and safety meetings.	Possible	Moderate	13	Continue with ROSPA inspections. Review first aid training on site. Health & Safety a standard agenda item for meetings. Pilot new tree risk management system.

4	Buildings / infrastructure may deteriorate or become unstable / unusable through insufficient maintenance and may cause serious injury	City Surveyor / Superintendent	City Surveyor undertakes annual surveys and has a 20 year plan of works to maintain the buildings. Extra investment from the additional works programme. Assets register being undertaken by Buildings Repair and Maintenance (BRM) contractor Mitie.	Unlikely	Moderate	10	Further meetings taking place with the City Surveyor to develop a Schedule of Responsibilities.
5	Unavoidable reduction in income	Superintendent / Queen's Park Manager	Robust budget monitoring regime to ensure that site remains within its local risk budgets. Identification of new income streams/ customers where feasible.	Unlikely	Moderate	10	Identify further potential funding bids/partners.

Risk No.	Risk Details	Risk Owner/ Lead Officer	Existing Controls	Likelihood (previous assessment)	Impact (previous assessment)	Status	Further Action
1	Extreme weather or changing environmental conditions having direct impact on site operations and usage	Superintendent / Highgate Wood Manager	Severe weather warnings provide alerts in good time. Contingency plans in place to ensure continuity of business in the event of severe flooding. Ability to “lock down” site in extreme storm events.	Possible	Severe	18	Review business continuity plan annually or after major incident. Monitor land drainage systems and keep all gullies clear.
Page 36	Impact on assets through outbreak of pest or disease affecting trees or plants with the potential to change the character of the landscape	Superintendent / Highgate Wood Manager	Key staff trained to observe potential problems and specialist knowledge contracted in. Membership of relevant bodies and forums gives access to latest research/treatments. Monitoring of Bleeding Canker (<i>Pseudomonas syingae</i>) and Leaf Miner (<i>Cameraria ohridella</i>) of horse chestnut / Chalara dieback in ash / oak processionary moth / Acute oak decline.	Likely	Moderate	16	Additional training needs to be identified to strengthen in-house knowledge base of all staff. Liaise with DEFRA and/or Forestry Commission.
3	Threat of death or serious injury resulting in heavy fines and bad publicity, should health & safety procedures (or other regulations) fail.	Superintendent / Highgate Wood Manager	The Open Spaces Departmental Framework now in place and being rolled out to team. Self-assessment annual audit carried out with the support of trade union. These audits are independently verified and a robust action plan is put in place. Strong health & safety culture throughout the team, embedded through performance reviews. Low accidents on site. Divisional health and safety meetings.	Possible	Moderate	13	Continue with ROSPA inspections. Review first aid training on site. Health & Safety a standard agenda item for meetings. Pilot new tree risk management system.

4	Major incident affecting services directly or indirectly	Superintendent / Highgate Wood Manager	Business continuity plan produced identifying alternative working locations/ business systems in event of attack. Adhere to advice of Security & Contingency Planning team and Police.	Unlikely	Moderate	10	Review business continuity plan annually or after major incident. Communications with TfL (London underground) regarding Highgate sidings & station.
5	Unavoidable reduction in income	Superintendent / Highgate Wood Manager	Robust budget monitoring regime to ensure that site remains within its local risk budgets. Identification of new income streams/ customers where feasible.	Unlikely	Moderate	10	Identify further potential funding bids/partners.

Open Spaces Department Risk Register

Appendix D

The method of assessing risk reflects the City Corporation's standard approach to risk assessment as agreed by the Strategic Risk Management Group. Each risk is assigned a score from 1 to 25 (with 1 being the lowest risk and 25 being the highest risk) using the 5x5 matrix shown on the next page. The matrix assigns a single score to each risk based on its 'impact' and the 'likelihood' of it happening. The SRMG has also issued guidance on interpretation of the 'Impact Terms' used in the matrix.

The register is divided into columns which show the following:

- Risk number
- Risk Direction
- Risk Details
- Risk Owner/ Lead Officer
- Existing Controls
- Likelihood
- Impact
- Status
- Further Action

The resultant scores can be categorised as:

- Low Risk – 1 to 7 (colour coded green);
- Medium Risk – 8 to 18 (amber);
- High Risk – 19 to 25 (red).

Strategic Risk Management Group

The Risk Assessment Matrix

IMPACT Page 39	LIKELIHOOD					
	CATASTROPHIC	14	20	22	24	25
	SEVERE	11	17	18	21	23
	MODERATE	6	10	13	16	19
	MINOR	3	5	8	12	15
	INSIGNIFICANT	1	2	4	7	9
		IMPROBABLE	UNLIKELY	POSSIBLE	LIKELY	VERY LIKELY

Strategic Risk Management Group – Impact Assessment Criteria

Impact	Description	Indicators
Insignificant	An event where the impact can be easily absorbed without management effort.	<ul style="list-style-type: none"> ▪ No real impact on service delivery ▪ Short term loss up to £5k adverse variances across one or more budget ▪ Very minor injuries ▪ No sustained reputational damage, does not result in adverse media comment
Minor	Impact can be readily absorbed although some management input or diversion of resources from other activities may be required. The event would not delay or adversely affect a key operation or core business activity.	<ul style="list-style-type: none"> ▪ Disruption on a divisional/ business unit level. Impact on service delivery of little/ no concern to stakeholders ▪ Short term loss of up to £10k, or adverse budget variance of up to 10%. ▪ Slight injuries ▪ Minimal localised reputational damage with minor short-term adverse media comment, early recovery possible
Moderate	An event where the impact cannot be managed under normal operating conditions, requiring some additional resource or Senior Management input or creating a minor delay to operation or core business activity	<ul style="list-style-type: none"> ▪ Serious disruption to service delivery from one department, affecting an isolated group of customers, short term impact on the environment ▪ Short term loss of £100k, or adverse budget variance of 10-25%. ▪ Major/Serious injuries ▪ Breach of regulation/ law leading to sanctions or legal action ▪ Local adverse media comment/ public perception, possible medium/ long-term impact
Major	Major event or serious problem requiring substantial management/ Chief Officer effort and resources to rectify. Would adversely affect or significantly delay an operation and/ or core business activity or result in failure to capitalise on a business opportunity.	<ul style="list-style-type: none"> ▪ Serious disruption to service delivery from more than one department, affecting a range of customers, recovery possible in the short term. ▪ Sustained loss of £5-10m, or short term loss in excess of £1m, or adverse budget variance of 25-50%. ▪ Single fatality/ medium-term impact on quality of life. ▪ Serious breach or regulation/ law causing intervention/ sanctions/ legal action ▪ Short-term adverse media comment on a National level with prolonged comment on a local level leading to long-term damage and a general loss of confidence
Catastrophic	Critical issue causing severe disruption to the City of London, requiring almost total attention of the Leadership Team/ Court of Common Council and significant effort to rectify. An operation or core business activity would not be able to go ahead if this risk materialised.	<ul style="list-style-type: none"> ▪ Catastrophic impact on service delivery across the organisation, protracted recovery period, possibly requiring organisational structure or process change ▪ Sustained loss in excess of £10m per annum or adverse budget variance of greater than 50% inadequate resources to fund essential operations ▪ Multiple fatalities/ long-term impact on quality of lives or permanent impact on the environment ▪ Substantial breach of regulation/ law resulting in prosecution of directors/ Corporation ▪ Substantial adverse media comment on an International/ National level, with long-term impact that may threaten the City Corporation's ability to continue to operate as a service provider.

The descriptors above are indicative of likely outcomes/ materiality measures at each impact level, this table has been developed to assist in ensuring that risk is considered and assessed within the appropriate context. As part of the assessment process, due consideration must be given to the lifetime of a risk; the project lifecycle or duration of the activity, whether this is a one off or a recurring activity and the general proximity of the risk.

Open Spaces Department Risk Register	Owned By	Director of Open Spaces	Version	1
	Administered By	Support Services Manager	Date	01/12/2011

Risk No.	Risk Direction	Risk Details	Risk Owner/ Lead Officer	Existing Controls	Likelihood (previous assessment)	Impact (previous assessment)	Status	Further Action
1	↓	Threat of death or serious injury resulting in heavy fines and bad publicity, if health and safety procedures fail or other regulations fail.	Director of Open Spaces and Superintendents	<p>The Department has developed an annual H&S auditing system including independent assessment, and has identified Top X risks.</p> <p>Departmental H&S Policy Framework now developed. Mapping of underground services has been carried out across the Department.</p>	Possible	Moderate	13	<p>Action outcomes from annual audit and accident investigations. Keep Top X risks under review.</p> <p>Alert staff to new mapping arrangements.</p>
2	↓	Buildings/ infrastructure may deteriorate or become unstable/ unusable through insufficient maintenance and may cause serious injury	City Surveyor and the Director of Open Spaces	<p>-City Surveyor undertakes annual surveys and has a 20 year plan of works to maintain the buildings.</p> <p>-The Superintendents have commented on revisions to the maintenance plan including infrastructure.</p> <p>-Extra investment from the additional works programme. Control measures have been introduced for some reservoirs and others are planned.</p> <p>-Corporate training on the Control of Contractors implemented and protocol developed.</p>	Unlikely	Moderate	10	<p>Further meetings taking place with the City Surveyor to develop a SLA.</p> <p>Develop plan to address Wanstead Park "at risk" status. Departmental legionella and asbestos plans have been completed.</p>

Risk No.	Risk Direction	Risk Details	Risk Owner/ Lead Officer	Existing Controls	Likelihood (previous assessment)	Impact (previous assessment)	Status	Further Action
3	→	Extreme weather or changing environmental conditions having an effect on site operations and usage.	Superintendents and the City Surveyor	<p>Monitoring of reservoirs required to meet Environment Agency directives. Emergency plans required and being prepared.</p> <p>Regular monitoring of water levels taking place. Planting regimes adapted to take account of changing weather patterns.</p> <p>Departmental Habitat Fire Management Policy developed.</p>	Possible	Catastrophic	22	<p>Completion of Emergency Plans and introduction at all sites.</p> <p>Agree defined responsibilities for the Director of Open Spaces and City Surveyor to address implications of Dam works at Hampstead Heath and Epping Forest.</p>
4	↓	Major incident (e.g. terrorist attack) leading to OS property/ land being incapable of occupation.	City Surveyor and OS Management Team	<p>Departmental contingency plan produced, which allows the work of the Directorate to move to our local offices, if necessary. Adhering to the advice of the Business Continuity team and City Police.</p>	Unlikely	Moderate	10	<p>Review contingency plan annually or after a major incident.</p>
5	→	Service delivery affected by outside factors e.g. pandemic, strikes, fuel shortages & Olympics.	OS Management Team	<p>Departmental pandemic plan produced. Cover can be arranged for staff, but other controls to mitigate the effect of other factors are more difficult. Olympic Resource plan has been produced.</p>	Possible	Moderate	13	<p>Review in the light of any further advice from the Corporate Business Continuity team.</p>

Risk No.	Risk Direction	Risk Details	Risk Owner/ Lead Officer	Existing Controls	Likelihood (previous assessment)	Impact (previous assessment)	Status	Further Action
6	↑	Failure to secure sufficient external funding for major capital works.	Superintendents of EF and HH	Funding achieved for Wanstead Flats and Branching Out Project. Funding for Hampstead Heath and Wanstead Park still to be identified.	Unlikely	Moderate	10	Project programmes in place to secure funding for Hampstead Heath and Wanstead Park, but will have to follow the further resolution of hydrology issues.
7	→	Unavoidable reduction in income.	Superintendents	All sites monitor their income and debt closely to ensure they remain within their local risk budgets and new income streams have been identified where appropriate. More pressure on budgets due to efficiency savings. Monitoring cross-compliance of ELS/ HLS obligations.	Likely	Moderate	16	Further ways of increasing income to be considered at all sites.
8	↑	Encroaching housing development may have an adverse effect on the Open Spaces, arising from Planning legislation changes	Superintendents	Planning applications monitored closely by Superintendents. Adjoining land is purchased when possible to effect a buffer zone.	Likely	Moderate	16	Monitor further opportunities to purchase land. Need to develop mechanisms and identify new solutions to address planning policy.
9	↓	IS failure affecting service delivery.	IS Division	Risk management included in IS Strategy, numerous measures in place. Departmental business continuity plan has been developed.	Likely	Moderate	16	Continuous review of systems and improvement programme carried out by IS Division.

10	→	Impact on Landscape Management of an outbreak of diseases affecting animals (e.g. foot & mouth) Plant and tree diseases, with the potential to alter the character of land and eradicate plants.	Superintendents	Monitor DEFRA websites for updates. Meet all DEFRA guidance on animal welfare, movements and, if outbreak occurs, protection zones. Train relevant staff. Inform public/ restrict access as required. Monitoring Forestry Commission and DEFRA web sites.	Likely	Moderate	16	Continue to monitor arrangements for grazing animals and local animal enclosures. Consider additional vaccination. Review annually. Introducing further measures, based on advice received.
11	→	Loss of specialist statistical information relating to non-supported data.	OS Management Team and IT Manager	Contingency arrangements for IS and premises in place. Dependence on specialist software kept under review by the departmental IS improvement group.	Possible	Moderate	13	Ensure specialist software used as such as ArboTrack is supported in the future by its supplier. Need to consider moving to GIS in the future.
12	→	Increase fly-tipping, including handling hazardous substances, with risk of contamination, risk of environmental damage, landfill tax.	Superintendents	Ensure staff are appropriately briefed.	Likely	Moderate	16	Promote the need for increased fines and ensure more publicity to highlight the issue.
13	↑	Implications of increasing energy costs.	Superintendents	Departmental Improvement Group and a Departmental Energy Action Plan.	Likely	Moderate	16	Demand to reach Carbon Reduction Commitment.
14	→	Inability to deliver additional burial space.	Superintendent and Registrar	Scheme to use more of existing burial space and reuse graves.	Possible	Moderate	13	Developing a project to prepare additional space for 10 years' time.

Committees :	Dates :
Open Spaces, City Gardens and West Ham Park Committee	8 October 2012
Epping Forest and Commons Committee	5 November 2012
Hampstead Heath, Highgate Wood and Queen's Park Committee	26 November 2012
Subject:	Public
Green Flag and London in Bloom Awards	
Report of:	For Decision
Director of Open Spaces	

Summary

This report informs the Committee of the City Corporation's overall success in the Green Flag Awards this year, provides feedback on the judging process and compares performance with the national results. The report also describes the success achieved by the City Gardens and West Ham Park in the annual London in Bloom Awards.

This year the City's Open Spaces, including the City of London Cemetery and Crematorium, retained 15 Green Flag Awards and nine of the sites were also judged to be of a high enough standard to be awarded Green Heritage Site accreditation, including Kenley Common for the first time.

The City Gardens and West Ham Park were also very successful in winning four London in Bloom categories, including four Gold Awards.

Recommendations

I recommend that

- (i) the great success achieved by the City Corporation's Open Spaces in the Green Flag and London in Bloom Awards is noted and is reported to the Court of Common Council meeting on 25 October 2012.
- (ii) the staff and volunteers at all the Open Spaces are congratulated on their hard work throughout the year to ensure their sites won these prestigious Awards.

Main Report

Background

1. The Green Flag Award is the national standard for parks and green spaces in England and Wales and is designed to recognise and reward the best green spaces in the country. It is also seen as a way of encouraging others to achieve the same high environmental standards, creating a benchmark of excellence in recreational green areas. The scheme was launched in England and Wales in 1996, as a means of recognising and rewarding the best green spaces in the country and the first Awards were presented in 1997.
2. This independent Award aims to set standards for management and to promote the value of parks and green spaces as social places as well as places for walking, play, informal sports and for contact with the natural world. Although the Award was originally set up for public parks, it was recognised that a wider range of green spaces needed to be included if the quality of public green spaces across the United Kingdom was to be improved.
3. Since 2009 the Green Flag Award scheme has been managed by a consortium comprising Keep Britain Tidy, The Conservation Volunteers and GreenSpace which is known collectively as the Green Flag Plus Partnership and manages the scheme on behalf of the Department of Communities and Local Government (DCLG). A Green Flag Advisory Board advises the DCLG on the development of the scheme and brings together the principal stakeholders to discuss its future direction and monitor performance.
4. In the current economic climate with many people looking to enjoy the outdoors, the provision of high quality, free open spaces is of particular importance. The Green Flag scheme is committed to create cleaner, safer and greener communities for all and is one of the key mechanisms for measuring high standards. One of the most significant aspects of the Award is that only green spaces that are free to enter and open to the public are eligible to win. Each park or green space is judged against eight key criteria:
 - A Welcoming Place
 - Healthy, Safe and Secure
 - Clean and Well Maintained
 - Sustainability

- Conservation and Heritage
 - Community Involvement
 - Marketing
 - Management
5. Green Heritage Site accreditation, which is sponsored by English Heritage, is awarded in recognition of achieving the required standard in the management and interpretation of a site with local or national historic importance. The sites are judged on the treatment of their historic features and the standard of conservation.
 6. Parks and green spaces inevitably offer a variety of facilities and are managed and developed in response to a wide range of opportunities and constraints. Judging criteria is therefore sufficiently flexible to allow for these, as well as recognising and encouraging innovation.
 7. While the standards for the Green Flag Award are high, each application is considered on its own merits. It is recognised that every green space has its own unique character and this is reflected in the assessment process. Judging is conducted on a points system based on a desk assessment and an on site evaluation, when required.

2012/13 Green Flag Awards

8. The consortium judged the scheme this year based on a number of factors, taking into account that the scheme's growth is outstripping judging capacity, and reflecting the intelligence being picked up from the industry and discussions at the Green Flag Advisory Board. As a result this year judges only visited all new entries, those with lower scores last year and sites where anomalies had been identified previously. This meant that the City's sites were generally not visited this year because of the high standards previously recorded. However mystery shopping takes place during the year to ensure performance standards are maintained.
9. As part of the further development of the scheme in the last year, the Open Spaces Department has also participated in a Green Flag pilot that seeks to award, through self assessment, a Group Award for organisations that have a high number of Green Flag sites. As part of this pilot, a peer review assessment of the City's Open Spaces was carried out in December 2011 when officers from other authorities met the management team and visited two sites (City Commons and Bunhill Fields). Their overall impression from the assessment was that 'the City's Open Spaces are

extremely well managed by a very strong and capable staff team, working alongside enthusiastic and committed volunteers’.

10. The Green Flag Award scheme has now been in operation for sixteen years and has attracted more entries each year. This year 1,424 green spaces received a Green Flag Award across the country, compared to 1,290 site winners the previous year. The City can be proud that this included all 14 of its Open Spaces that entered plus the City of London Cemetery and Crematorium. In the sixteen years since the Green Flag Award was first presented, Highgate Wood and Queen’s Park remain two of only a few sites in the country that have received the Award every year.
11. Epping Forest, Ashted Common, Burnham Beeches, Hampstead Heath, Highgate Wood, West Ham Park , Bunhill Fields and the Cemetery and Crematorium also maintained their Green Heritage Site status and Kenley Common received this recognition for the first time. This year 51 sites were judged nationally to be of a high enough standard to distinguish them as sites of historical significance and the City again had more Green Heritage Sites than any other authority in this category.
12. As has been the case in recent years, no formal Awards ceremony was held this year although all Award winners were encouraged to publicise their achievements and each site organised its own local celebration to thank their volunteers and acknowledge their commitment and the pride they took in their sites.
13. The growing importance of the Green Flag Award for local authorities across the country, in terms of seeking to gain additional resources for their sites, has resulted in many Metropolitan Councils submitting more of their sites for the Award, particularly in North West England. However the City Corporation still remains one of the authorities across the country with the highest number of Green Flags, in recognition of the high standards of our Open Spaces.

London in Bloom Awards

14. City Gardens and West Ham Park achieved further success when the annual London in Bloom Awards were presented at Pembroke Lodge in Richmond Park on 18 September 2012, when parks and open spaces across London were recognised for their contribution to local and regional recreation and horticulture. The City Corporation’s Open Spaces had a very successful day and won the following Awards :

Borough - Town Category : (based on overall performance for horticulture and maintenance, cleansing and sustainability and community engagement) : Gold Award for the City of London

Park of the Year: Gold and Category Winner for West Ham Park

Small Park of the Year: Gold and Category Winner for Christchurch Greyfriars plus a Gold Award for Cleary Garden and two Silver Gilt Awards (for Portsoken Street Garden and St. Pancras Garden).

Small Cemetery Award (up to five acres): Silver Gilt and Category Winner for Bunhill Fields

15. In their overall report, the judges commented that ‘one thing that stands out apart from the excellent displays in the City is that the whole of the Gardens team from the top to the bottom is dedicated and show a real enthusiasm for their work and a pride and understanding for the job, it was a pleasure to see.’

Other Awards

16. The City Gardens have also participated in the London Garden Squares Awards and the results will be announced on 10 October.

Corporate & Strategic Implications

17. The achievement of winning these Awards supports most of the themes in the City Together Strategy, including ‘supporting our communities’, ‘protecting, promoting and enhancing our environment’, and a City which is ‘vibrant and culturally rich’ and ‘is safer and stronger’. Maintaining a Green Flag Award for each Open Space supports the strategic aim in the departmental Business Plan ‘to provide safe, secure and accessible Open Spaces and services for the benefit of London and the nation’.

Conclusion

18. This has been another highly successful year for the City Corporation in the Green Flag and London in Bloom Awards and the high standards set within its Open Spaces have again been acknowledged nationally. The City also has the highest number of Green Heritage Sites in the country. The achievement of these Awards is a great tribute to the dedication and the hard work of all the staff in the Open Spaces Department, including the City of London Cemetery and Crematorium, and the large teams of local volunteers who help to maintain the high quality of our Open Spaces

throughout the year. Future management plans across the Open Spaces will continue to be influenced by the criteria used in the Green Flag Awards scheme.

19. The Green Flag Award Scheme is the impetus for an ever-increasing improvement in the quality of our parks and green spaces. It continues to provide an independent assessment of each site against prescribed criteria, although the future management arrangements for the Scheme need to be confirmed in the coming year. As the benchmark against which the quality of public parks and green spaces is measured, it is important that the standards are maintained and that recommendations to improve service delivery are carefully considered and where possible implemented.
20. The Open Spaces Department's success in winning a number of national and London Awards is being reported to the Court of Common Council meeting on 25 October 2012.

Contact:

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Committee(s):	Date(s):
Hampstead Heath, Highgate Wood and Queen's Park Management Committee	26 November 2012
Subject: Hampstead Heath Trustee's Annual report and Financial Statements for the Year Ended 31 March 2012	Public
Report of: The Chamberlain	For Information
<p><u>Summary</u></p> <p>The Trustee's Annual Report and Financial Statements for the Year Ended 31 March 2012 for Hampstead Heath are presented in the format required by the Charity Commission.</p> <p>Recommendations</p> <ul style="list-style-type: none"> • It is recommended that the Trustee's Annual Report and Financial Statements be noted. 	

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 24th 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. The consolidated report covers both the operations of Hampstead Heath and the Hampstead Heath Trust Fund which manages the investment of the £15m that was originally transferred from the London residuary Body to help defray the management and maintenance costs of the Heath. Much of the information contained within the Annual Report and Financial Statements has already been presented to your Committee via budget and outturn reports.

Contact:

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HAMPSTEAD HEATH
REPORT AND CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2012

Charity Number: 803392

HAMPSTEAD HEATH

Trustee's Annual Report and Financial Statements for the year ended 31 March 2012

Contents	Page
Trustee's Annual Report	2-8
Independent Auditor's Report	9-10
Consolidated Statement of Financial Activities	11
Consolidated Balance Sheet	12
Hampstead Heath Balance Sheet	13
Consolidated Cash Flow Statement	14-15
Notes to the Financial Statements	16-32

HAMPSTEAD HEATH

Trustee's report for the year ended 31 March 2012

1. Reference and Administration Details

Charity Name:	Hampstead Heath
Registered Charity Number:	803392
Principal Address:	Guildhall, London EC2P 2EJ
Trustee:	The Mayor, Commonalty and Citizens of the City of London
Chief Executive:	The Town Clerk of the City of London Corporation
Treasurer:	The Chamberlain of London
Solicitor:	The Comptroller and City Solicitor
Banker:	Lloyds TSB Bank plc City Office, PO Box 72 Bailey Drive Gillingham, Kent ME8 OLS
Auditor:	Deloitte LLP Chartered Accountants and Statutory Auditor 2 New Street Square London EC4A 3BZ

2. Structure, Governance and Management

The governing document

The governing documents are the Hampstead Heath Act 1871 and the London Government Reorganisation (Hampstead Heath) Order 1989. The charity is constituted as a charitable trust.

Trustee Selection methods

The Mayor, Commonalty and Citizens of London, known as the City of London Corporation, is the trustee of Hampstead Heath. Elected Aldermen and Members of the City of London Corporation are appointed to the committee governing Hampstead Heath by the Court of Common Council of the City of London Corporation. The Finance Committee of the City of London Corporation administers the Trust on behalf of the Trustee.

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 Hampstead Heath, as it considers necessary to enable the Members to efficiently carry out their duties.

HAMPSTEAD HEATH

Trustee's report for the year ended 31 March 2012

Organisational structure and decision making process

The committees governing the charity's activities are noted above. The committees are 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.

Details of related parties and wider networks

Details of any related party transactions are disclosed in Note 17 of the Notes to the Financial Statements.

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.

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.

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 object of the charity is the preservation of Hampstead Heath for the recreation and enjoyment of the public.

This charity is operated as part of the City of London's City's Cash. The City of London is committed to funding the ongoing net operational costs of the charity in accordance with the purpose.

The Hampstead Heath Trust Fund is a subsidiary controlled by this charity. That charity was established by the London Residuary body with an endowment of £15m. Its purpose was to contribute towards the running costs of the Heath. Separate accounts are prepared for the subsidiary, which are consolidated with these accounts.

HAMPSTEAD HEATH

Trustee's report for the year ended 31 March 2012

4. Achievements and Performance

Key targets for 2011/12 and review of achievement

The key targets for 2011/12 together with their outcomes were:

- ***Achieve reductions through outsourcing, shared service delivery or other partnership arrangements. Equality Impact Assessments completed.*** A new model for the management arrangements for the Bowling Green at Parliament Hill is progressing. The Equality Impact assessments have been completed, with very positive results.
- ***Reorganise Heath operational structures to accommodate the necessary budgetary reductions.*** As a result of obtaining a grant from the City Bridge Trust this has not been necessary, but reviews with a focus to the end of the grant period in 2014 are planned.
- ***Achieve grant funding to provide educational and biodiversity projects that support communities across Greater London.*** As stated above, a grant was awarded by the City Bridge Trust which has enabled projects such as a new wild flower meadow, and an Eco-field for educational use to be progressed.
- ***Completion of the Flood and Water Quality management project; keys stages to success include approval of Evaluation Report, Detailed Design and successful public consultation.*** The project is extremely complex and in order to ensure success is being managed carefully and with due consideration to all of the varied aspects. A number of consultation events have taken place and communication with key stakeholders continues.
- ***Continue to develop the Festival of Sport and Well Being as the Heath's contribution to the 2012 celebrations and promote the Green to Gold theme for other Open Space activities.*** The Festival of Sports & Well Being was launched in June 2011, with riders cycling to the City from all of the City's open spaces, where a launch event took place, attended by Olympic athlete, Tessa Sanderson, along with Wenlock & Maderville – the Olympic Mascots.
- ***Liaise with City Surveyor to implement the agreed programme for additional works for Hampstead Heath.*** The programme of works has continued to be carried out with £1.14M allocated for on properties and infrastructure on Hampstead Heath. Projects have included improvements and repairs to the walls in the gardens at Golders Hill Park, Hill Garden/Pergola and Kenwood Yard, the latter being Listed structures.
- ***Celebrate Australia and New Zealand, as part of the City of London Festival, at Parliament Hill in July 2011. Develop concepts before delivering another partnership event in 2012.*** This was a successful partnership event with in the region of 2,500 visitors. Entertainment and events included, a range of music from the Pacific Rim, a number of workshops looking art and sculpture, along with a Hangi – which is a traditional method of cooking, with the visitors being fed from the results.
- ***Continue to investigate measures to control nuisance caused by large packs of dogs and achieve secondary authority status in consultation with the Comptroller and City Solicitor.*** A decision is still awaited from DEFRA on this matter, in the meantime the Constabulary continue to engage with commercial dog walkers to develop relations and advise on responsibilities and appropriate behaviour.
- ***Implement the Sustainable Audit System for Hampstead Heath and develop an Improvement Plan.*** A review and verification took place in September 2011, and was submitted. The improvement plan has been developed and a draft has now been circulated for comment and an action plan in order to address the issues identified is being completed. The findings and areas of best practice will be shared across the department and it is hoped, the wider City of London.

HAMPSTEAD HEATH

Trustee's report for the year ended 31 March 2012

- *Investigate solutions to further reduce risks of pedestrian and vehicle conflict at Parliament Hill main entrance off Highgate Road.* A range of solutions were identified and implemented; these include new signs at the entrance, a series of small humps to reduce vehicle and cycle speed, along with the configuration being placed to direct vehicles away from the Tennis Hut, toilets and Yard entrance. The automatic barrier was shortened to reduce potential cyclist and pedestrian conflict.
- *The Trust continues to meet a proportion of the maintenance cost of the Heath from income generated during the year.*

A review of other achievements:

- Retained external accreditation / Green Flag Awards for all sites. This was achieved during 2011/12 and the site retained its Green Heritage award.
- Heath Hands has continued to work with and support active management of the Heath, developing further programmes and looking at other ways in which to assist.
- Produce and implement annual work programmes linked to the site management plans. This was produced and implemented during 2011/12.

All of the above achievements enhanced the Open Space for the benefit of the public.

5. Financial Review

Review of financial position

The Barratt Bequest Trust Fund (Charity number 1064114) ceased to exist on 23 December 2011 and the Trust's assets and liabilities were transferred to Hampstead Heath (£570,769). Investment income of £1,154,016 (2010/11 £1,161,423) was earned during the year. Other income received included £1,063,384 from donations and other external contributions (2010/11 £10,097), £846,552 from sales, fees and charges (2010/11 £760,681) and £164,362 from rents (2010/11 £191,109). The contribution towards the running costs of the charity amounted to £5,952,338 (2010/11 £7,282,015). This net cost was met by the City of London Corporation's City's Cash. An annual sum of £5,000 was transferred from the restricted fund for maintenance of land transferred to the Heath, from the Athlone House development agreement. The restricted fund is now £56,668 at the end of the year. This fund consists of £25,000 of Athlone House funding and £31,668 of City Bridge Trust resources to be spent in 2012/13.

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. The impact on the financial statements is that the charity's balance sheet reflects its ownership of these fixed asset additions net of depreciation, represented by a designated income fund.

HAMPSTEAD HEATH

Trustee's report for the year ended 31 March 2012

Reserves Policy

The contribution towards the running costs of Hampstead Heath is determined in accordance with a formula set out in the governing document. Reserves therefore represent the accumulated net income that cannot be distributed under the existing governance arrangements. However the higher level of reserves provides the potential for increased annual contributions in future years (calculated in accordance with the formula).

Investment Policy

The investment policy is driven by the concept of total return over the long term. The purpose of this policy is to provide for real increases in annual expenditure whilst preserving the capital base of the Trust in real terms.

For the calendar year 2011, the Trust achieved a return of +2.7% (+13.8% 2010) compared with the WM Unconstrained Universe return of -3.3% (+13.7% 2011).

The modest increase in the market value of the investments held reflects the relative out-performance achieved by the Fund Manager compared to market returns in UK and international markets, and this has been mainly due to favourable stock selection.

Spending Policy

The reserves policy of the Trust is that the original endowment of £15 million (now worth £23.4m) should produce income to cover a proportion of the running costs of Hampstead Heath. The maximum contribution (£1,188,000) is based on the contribution for 2010/11 (£1,175,000) multiplied by the change in the Average Earnings Index between April 2010 and April 2011 (1.011) and is subject to a triennial review. Should the actual income added to the surpluses from previous years in a specific year be less than the maximum contribution as per the Transfer Order, then the lower sum is attributed, unless the Finance Committee decides that an allocation from the capital reserves of the Trust Fund is desirable. This is within the terms of the Transfer Order. The maximum permissible contribution was met and allocated towards the running costs in 2011/12.

Going Concern

The Trustee considers the Trust Fund to be a going concern. Please see Note 1 (b) to the Financial Statements.

HAMPSTEAD HEATH

Trustee's report for the year ended 31 March 2012

6. Plans for Future Periods

The plans for 2012/13 are:

- Achieve budget reductions in accordance with July 2011 Management Committee approval and update Members on progress.
- City Bridge Trust - continue to implement projects and services to promote education and biodiversity that supports communities across Greater London.
- Continue to support the Flood Management and Water Quality project; key stages to success include appointment of a Design team, Detailed Design and successful public consultation and engagement, procurement and implementation.
- Liaise with City Surveyor to implement the agreed programme for additional works for Hampstead Heath.
- Develop and implement Local Improvement Plan arising from the Sustainability Audit for Hampstead Heath. Undertake audit at Highgate Wood and Queen's Park to review progress with implementation of their improvement plan.
- Deliver the Festival of Sport and Well Being as the Heath's contribution to the 2012 celebrations and promote the Get Out, Join in theme for other Open Space activities.
- Celebration of welcoming the World, as part of the City of London Festival, at Parliament Hill in July 2012. Diamond Jubilee Celebrations at Golders Hill Park, in partnership with the London Borough of Barnet, Affordable Art Fair and other third party events, including fairs, circus and Race for Life.
- Achieve budget reductions by developing new management arrangements for Parliament Hill Bowling Green. Develop a Management Plan, implement and monitor new management arrangements.
- Implement, subject to planning approval, extension of car park and South End Green area enhancements.
- Review the options for the management of the car parks to develop a plan which will provide a framework for future improvements and legislative compliance.
- Develop a Policing Plan, including a Purpose, Vision and strategic themes, following review, consultation for presentation to committee.

7. The Financial Statements

The Financial statements are prepared on a consolidated basis for Hampstead Heath and the Trust Fund. Separate financial statements are prepared for the Hampstead Heath Trust Fund which is a subsidiary of Hampstead Heath.

The financial statements consist of the following and include comparative figures for the previous year.

- **Consolidated Statement of Financial Activities** showing all resources available and all expenditure incurred and reconciling all changes in the funds of the charity and its subsidiary charity.
- **Consolidated Balance Sheet** setting out the assets and liabilities of the charity and its subsidiary charity.
- **Balance Sheet** setting out the assets and liabilities of Hampstead Heath charity only.
- **Consolidated Cash Flow Statement** showing the cash inflows and outflows of the charity for the year.

HAMPSTEAD HEATH

Trustee's report for the year ended 31 March 2012

- **Notes to the Financial Statements** describing the accounting policies adopted and explaining information contained in the financial statements.

The financial statements have been prepared in accordance with statutory requirements and the Statement of Recommended Practice *Accounting and Reporting by Charities (Revised 2005)*.

8. Statement of Trustee's Responsibilities

The trustee is responsible for preparing the Trustee's Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 trustees are required to:

1. select suitable accounting policies and then apply them consistently;
2. observe the methods and principles in the Charities SORP;
3. make judgments and estimates that are reasonable and prudent;
4. state whether applicable accounting standards have been followed; and
5. 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 them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the charity's governing documents. They are 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.

R.A.H. Chadwick
Chairman of Finance Committee
Guildhall, London

Raymond Michael Catt
Deputy Chairman of
Finance Committee
Guildhall, London

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF HAMPSTEAD HEATH

We have audited the financial statements of Hampstead Heath for the year ended 31 March 2012 which comprise the Consolidated Statement of Financial Activities, the Consolidated Balance Sheet, the Hampstead Heath Balance Sheet and the Consolidated Cash Flow Statement and the related Notes 1 to 17. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's trustee, as a body, in accordance with section 144 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustee those matters we are required to state to it 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.

Respective responsibilities of trustee and auditor

As explained more fully in the Trustee Responsibilities Statement, the trustee is responsible for the preparation of the financial statements which give a true and fair view.

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustee; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the annual report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the group's and the charity's affairs as at 31 March 2012, 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.

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF HAMPSTEAD HEATH
(CONTINUED)**

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustee's Annual Report is inconsistent in any material respect with the financial statements; or
- sufficient 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.

Deloitte LLP

Chartered Accountants and Statutory Auditor

London, UK

21st August 2012

Deloitte LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006 and consequently to act as the auditor of a registered charity

HAMPSTEAD HEATH

Consolidated Statement of Financial Activities for the year ended 31 March 2012

	Notes	Unrestricted Funds		Restricted Fund	Endowment Fund	2011/12	2010/11
		General Fund	Designated Fund				
		£	£				
Incoming resources							
Incoming resources from generated funds							
Investment Income		1,154,016	-	-	-	1,154,016	1,161,423
Voluntary Income		343,271	-	479,925	240,188	1,063,384	10,097
Grant from City of London Corporation		5,856,868	95,470	-	-	5,952,338	7,282,015
Incoming resources from charitable activities		1,010,914	-	-	-	1,010,914	951,790
Total incoming resources	4	8,365,069	95,470	479,925	240,188	9,180,652	9,405,325
Resources expended							
Costs of generating funds							
Managed investment Expenses	5	147,266	-	-	-	147,266	146,943
Performance measurement service	5	4,595	-	-	-	4,595	4,524
Interest Payable		3,002	-	-	-	3,002	-
Charitable activities	5	7,734,166	118,218	453,257	-	8,305,641	8,976,210
Governance costs	6	338,776	-	-	-	338,776	306,862
Total resources expended		8,227,805	118,218	453,257	-	8,799,280	9,434,539
Net (outgoing)/ incoming resources		137,264	(22,748)	26,668	240,188	381,372	(29,214)
Net movement in funds before other recognised gains		137,264	(22,748)	26,668	240,188	381,372	(29,214)
Other recognised gains							
Net gain on investment assets	10	8,497	-	-	803,691	812,188	819,712
Net movement in funds		145,761	(22,748)	26,668	1,043,879	1,193,560	790,498
Reconciliation of funds							
Total funds brought forward	14	160,157	927,069	30,000	22,374,562	23,491,788	22,701,290
Total funds carried forward	14	305,918	904,321	56,668	23,418,441	24,685,348	23,491,788

All operations are continuing.

HAMPSTEAD HEATH
Consolidated Balance Sheet as at 31 March 2012

	Notes	2012	2011
		£	£
Fixed Assets			
Tangible Fixed Assets	9	904,321	927,069
Fixed Asset Investments	10	<u>22,970,843</u>	<u>22,374,562</u>
		23,875,164	23,301,631
Current Assets			
Debtors	11	255,353	330,727
Investments	10	1,756,196	1,151,634
Cash at bank and in hand		<u>920,425</u>	<u>588,017</u>
		2,931,974	2,070,378
Creditors: amounts falling due within one year	12	(2,121,790)	(1,880,221)
Net Current Assets		<u>810,184</u>	<u>190,157</u>
Total Assets Less Current Liabilities		<u><u>24,685,348</u></u>	<u><u>23,491,788</u></u>
The funds of the charity:			
<i>Unrestricted Funds</i>			
General Fund	13 & 14	305,918	160,157
Designated Fund	13 & 14	904,321	927,069
<i>Restricted Funds</i>	13 & 14	56,668	30,000
<i>Endowment Funds</i>	13 & 14	<u>23,418,441</u>	<u>22,374,562</u>
Total charity funds		<u><u>24,685,348</u></u>	<u><u>23,491,788</u></u>

Approved and signed for and on behalf of the
Trustee.

The notes at pages 16 to 32 form part of these
accounts.

Chris Bilsland
Chamberlain of London
21st August 2012

HAMPSTEAD HEATH
Balance Sheet as at 31 March 2012

	Notes	2012	2011
		£	£
Fixed Assets			
Tangible Fixed Assets	9	904,321	927,069
Current Assets			
Debtors	11	94,735	171,755
Cash at bank and in hand		920,425	588,017
		1,015,160	759,772
Creditors: Amounts falling due within one year	12	(958,492)	(729,772)
Net Current Assets		56,668	30,000
Total Assets less Current Liabilities		960,989	957,069
The funds of the charity			
<i>Unrestricted Funds</i>			
Designated Fund	13 & 14	904,321	927,069
<i>Restricted Funds</i>	13 & 14	56,668	30,000
Total charity funds		960,989	957,069

Approved and signed for an on behalf of the Trustee

Chris Bilsland
Chamberlain of London
21st August 2012

HAMPSTEAD HEATH

Consolidated Cash Flow Statement for the year ended 31 March 2012

	Notes	2011/12	2010/11
		£	£
Net cash outflow from operating activities	1	(337,482)	(576,914)
Returns on investments and servicing of finance	2	1,154,016	1,161,423
Capital expenditure		<u>(95,470)</u>	<u>(224,121)</u>
Net cash inflow before management of liquid resources		721,064	360,388
Management of liquid resources	3	<u>(388,656)</u>	<u>(72,141)</u>
Increase in cash in the year		<u>332,408</u>	<u>288,247</u>
<u>Notes to the Cash Flow Statement</u>			
Note 1: Reconciliation of net outgoing resources to net cash outflow from operating activities			
		£	£
Net outgoing resources before other recognised gains		381,372	(29,214)
Depreciation		118,218	82,935
Investment income		(1,154,016)	(1,161,423)
Decrease/(increase) in debtors		75,046	(67,617)
Increase in creditors		241,570	597,906
Decrease in provisions		<u>328</u>	<u>499</u>
Net cash outflow from operating activities		<u>(337,482)</u>	<u>(576,914)</u>
Note 2: Returns on investments and servicing of finance			
Investment income received		<u>1,154,016</u>	<u>1,161,423</u>
Note 3: Management of liquid resources			
Cash transferred (from) short term investments		<u>(388,656)</u>	<u>(72,141)</u>
Net cash outflow		<u>(388,656)</u>	<u>(72,141)</u>

HAMPSTEAD HEATH

Consolidated Cash Flow Statement for the year ended 31 March 2012 (continued)

Note 4: Analysis of changes in net funds	1 April 2011	Cash Flow	Net Gain on investments	31 March 2012
	£	£	£	£
Cash at bank and in hand	588,017	332,408	-	920,425
Short term investments	1,151,634	388,656	215,906	1,756,196
Change in net funds	1,739,651	721,064	215,906	2,676,621

Note 5: Reconciliation of net cash flow to movement in net funds

	2012	2011
	£	£
Increase in cash in the year	332,408	288,247
Increase in short term investments	604,562	<u>72,141</u>
Change in net funds	936,970	360,388
Net funds balance brought forward	1,739,651	<u>1,379,263</u>
Net funds balance carried forward	<u>2,676,621</u>	<u>1,739,651</u>

HAMPSTEAD HEATH

Notes to the financial Statements for the year ended 31 March 2012

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

These are the Consolidated Financial Statements for the Hampstead Heath Group comprising Hampstead Heath and Hampstead Heath Trust. Separate statements are also produced for the Hampstead Heath Trust which is a subsidiary of Hampstead Heath.

The financial statements have been prepared in accordance with the Charities Act 2011 and Statement of Recommended Practice *Accounting and Reporting by Charities (Revised 2005)* and under the historical cost accounting rules (except for investments recorded at valuation), and in accordance with applicable United Kingdom accounting standards.

(b) 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 updated from City's Cash. The latest forecast to the period 2015/16 anticipates that adequate funding will be available to enable the Trust to continue to fulfil its obligations. On this basis the Trustees consider the Trust to be a going concern for the foreseeable future, therefore has prepared the financial statements on the going concern basis.

(c) Fixed assets

Heritage Land and Associated Buildings

Hampstead Heath comprises 275 hectares (680 acres) of land located in the London Boroughs of Camden and Barnet, together with associated buildings. The objectives of the charity are the preservation of the Heath at Hampstead for the recreation and enjoyment of the public. Hampstead Heath is considered to be inalienable (i.e. may not be disposed of without specific statutory powers).

Land and associated buildings acquired prior to 1 April 2009 are considered to be heritage assets. In respect of the original land and buildings, cost or valuation 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 are included as fixed assets at historic cost, less provision for depreciation and any impairment, where this cost can be reliably measured.

HAMPSTEAD HEATH

Notes to the financial Statements for the year ended 31 March 2012

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 10
Infrastructure	15

(d) Incoming resources

Recognition of incoming resources

All incoming resources are included in the Statement of Financial Activities gross without deduction of expenses in the financial year in which they are due.

Voluntary income

Voluntary income comprises a transfer from the Barratt Bequest Fund, public donations and government grants.

Volunteers

No amounts are included in the Statement of Financial Activities for services donated by volunteers, as this cannot be accurately quantified.

Grants received

Grants are included in the Statement of Financial Activities in the financial year in which they are receivable.

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.

Rental income

Rental income is included in the Charity's incoming resources for the year and amounts due but not received at the year-end are included in debtors.

(e) Resources expended

Allocation of costs between different activities

The City of London Corporation charges staff costs to the charitable activity and governance 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.

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2012

(f) Pension costs

The City of London's Pension Scheme is a funded defined benefits scheme. City of London Corporation staff are eligible for membership of the pension scheme and may be employed in relation to the activities of any of the City Corporation's three main funds, or any combination of them (i.e. City Fund, City's Cash and Bridge House Estates).

(g) Investments

Investments are managed similarly to those pooled from other small City of London charities. Underlying Listed Company investments are valued at The Stock Exchange Trading System price at 31 March 2012. Other investments are valued annually at the mid price of the market at the close of business on 31 March of that year. Gains and losses for the year on investments held as fixed assets are included in the Statement of Financial Activities.

The unrealised gains on investments at the balance sheet date are included in the Trust's funds.

The net gains on investments shown in the Statement of Financial Activities represent the difference in the market value of investments between 1 April 2011 and 31 March 2012.

(h) Foreign Currencies

Transactions in foreign currencies are recorded using the rate of exchange ruling at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies are translated using the rate of exchange ruling at the balance sheet date and the gains or losses on translation are included in the capital fund. There were no gains or losses on foreign currency transactions in the year.

(i) Fund Accounting

The charity has three funds – an unrestricted income fund which comprises a general fund representing the net income of the Trust distributed annually towards the running costs of the Heath and a designated fund consisting of fixed assets at historic cost less accumulated depreciation; a restricted income fund in respect of Athlone House and the City Bridge Trust (see Note 18) and a permanent endowment fund which represents the original endowment invested shown at current market value.

(j) Governance costs

The nature of costs allocated to Governance are detailed in Note 6.

2. Tax Status of the Charity

Hampstead Heath is a registered charity and as such its income and gains are exempt from income tax to the extent that they are applied to its charitable objectives.

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2012

3. Indemnity Insurance

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. Incoming Resources

Incoming resources are comprised as follows:

	Unrestricted Funds		Restricted Funds		2011/12 £	2010/11 £
	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Endowment Fund £		
Incoming resources from generated funds						
Investment Income	1,154,016	-	-	-	1,154,016	1,161,423
Voluntary Income	343,271	-	479,925	240,188	1,063,384	10,097
Grant from City of London Corporation	5,856,868	95,470	-	-	5,952,338	7,282,015
	7,354,155	95,470	479,925	240,188	8,169,738	8,453,535
Incoming resources from charitable activities						
Fees and charges	809,591	-	-	-	809,591	744,725
Sales	36,961	-	-	-	36,961	15,956
Rental income	164,362	-	-	-	164,362	191,109
	1,010,914	-	-	-	1,010,914	951,790
Total incoming resources	8,365,069	95,470	479,925	240,188	9,180,652	9,405,325

Investment Income

Incoming resources from generated funds consist of investment income and interest received on average cash balances for the year. Income for the year amounted to £1,154,016 (2010/11 £1,161,423).

Voluntary Income

The voluntary income relates to donations and sponsorship income of £12,690, the transfer of the assets of the Barrat Bequest Trust fund of £570,769 and grant funding from the City Bridge Trust of £479,925 to provide educational and biodiversity projects that support communities across Greater London.

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 201

Deficit funding Contribution from City's Cash

The City of London Corporation's City's Cash meets the deficit on 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.

5. Resources Expended

Resources expended are analysed between activities undertaken directly and support costs as follows:

	Activities undertaken directly £	Support costs £	2011/12 £	2010/11 £
Charitable activities	7,632,306	673,335	8,305,641	9,127,677
Costs of generating funds	154,863	-	154,863	-
Governance costs	-	338,776	338,776	306,862
Total resources expended	7,787,169	1,012,111	8,799,280	9,434,539

No resources are expended by third parties to undertake charitable work on behalf of the charity.

Charitable activities

Expenditure on charitable activities includes labour, premises costs, equipment, materials and other supplies and services incurred as the running costs of Hampstead Heath.

Costs of generating funds

Consists of Fund managers fees of £147,266 (2010/11 £146,943), performance measurement fees of £4,595 (2010/11 £4,524) and interest payable of £3,002 (2010/11 Nil).

Governance costs

General

Governance costs relate to the general running of the charity, rather than specific activities within the charity, including strategic planning and costs associated with trustee meetings. These costs are initially borne by the City of London Corporation and then charged to individual charities on the basis of time spent, as part of support costs, where appropriate.

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2012

Auditor's remuneration and fees for external financial services

The City of London's external auditor audits this charity as one of the numerous charities administered by the City of London Corporation. 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 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 were incurred in the year. (2010/11 £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 £	Governance £	2011/12 £	2010/11 £
Department				
Chamberlain	-	108,609	108,609	73,214
Comptroller & City Solicitor	-	47,060	47,060	50,998
Open Spaces Directorate	248,369	-	248,369	417,466
Town Clerk	-	128,438	128,438	122,725
City Surveyor	238,196	39,266	277,462	264,567
Information Systems	70,540	-	70,540	80,788
Other governance and support costs	116,230	15,403	131,633	136,488
Total support costs	673,335	338,776	1,012,111	1,146,246

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2012

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, records office.
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.

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2012

7. Staff Numbers and Costs

The full time equivalent number of staff employed by the City of London Corporation charged to Hampstead Heath in 2011/12 is 117 (2010/11 130) at a cost of £4,609,254 (2010/11 £4,678,364). The table below sets out the employment costs and the number of full time equivalent staff charged directly to the charity.

	No of employees	Gross Pay £	Employers' National Insurance £	Employers' Pension Contribution £	Total £
2011/12 Charitable activities	117	3,810,566	301,780	496,917	4,609,254
2010/11 Charitable activities	130	3,826,375	300,451	551,538	4,678,364

No employees earned more than £60,000 during the year (2010/11 nil).

8. Heritage Assets

Since 1880 the primary purpose of the Charity has been the preservation of Hampstead Heath for the recreation and enjoyment of the public. As set out in accounting policy 1(c), the original heritage land and buildings are not recognised in the Financial Statements.

Policies for the preservation and management of Hampstead Heath are contained in the Hampstead Heath Management Plan 2011. Records of heritage assets owned and maintained by Hampstead Heath are held by the Director of Open Spaces.

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 (c).

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2012

9. Tangible Fixed Assets

At 31 March 2012 the net book value of tangible fixed assets relating to direct charitable purposes amounts to £904,321 (31 March 2011: £927,069) as set out below. All tangible fixed assets are held by Hampstead Heath.

	Land and Buildings £	Infrastructure £	Infrastructure (WIP) £	Equipment £	Total £
<u>Cost</u>					
At 31 March 2011	169,101	743,984	229,458	197,810	1,340,353
Additions	-	-	95,470	-	95,470
At 31 March 2012	169,101	743,984	324,928	197,810	1,435,823
<u>Accumulated depreciation</u>					
At March 2011	33,912	326,457	-	52,915	413,284
Charge for year	6,760	98,286	-	13,172	118,218
At 31 March 2012	40,672	424,743	-	66,087	531,502
<u>Net book values</u>					
At 31 March 2012	128,429	319,241	324,928	131,723	904,321
At 31 March 2011	135,189	417,527	229,458	144,895	927,069

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2012

10. 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 and cost of investments held in the consolidated balance sheet comprise:

	Endowment Fund	
	2011/12	2010/11
	£	£
Market Value at 1st April	23,026,772	20,945,889
Add: Additions to investments at cost	6,828,659	7,643,988
Less: Disposals at market value	(7,696,776)	(6,382,817)
Add: Net Gain on Revaluation	812,188	819,712
Market Value at 31st March	22,970,843	23,026,772
Cash held by Fund Managers	1,756,196	499,424
Total investments at 31st March	24,727,039	23,526,196
Cost at 31st March	22,883,379	22,544,354

The increase in the market value of the investments held reflects the general recovery in the UK and overseas stock markets together with some fund manager outperformance.

Total investments as at 31 March are analysed between long term and short term investments as follows:

	2012	2011
	£	£
Long term	22,970,843	22,374,562
Short term	1,756,196	1,151,634
Total	24,727,039	23,526,196

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2012

The Geographical Spread of Investments at 31 March 2012

	2012 £	2011 £
Fixed Interest Securities		
- UK	1,732,269	1,598,874
- Overseas	-	131,938
	1,732,269	1,730,812
Unit Trusts		
- UK	274,951	251,902
	274,951	251,902
Equities		
-UK	17,870,460	17,751,132
-European	2,533,976	2,596,146
-United States	507,198	628,424
-Pacific Basin	51,989	68,356
	20,963,623	21,044,058
Cash held by Fund Managers	1,756,196	499,424
Market Value 31 March	24,727,039	23,526,196

11. Debtors

Debtors consist of amounts owing to the charity due within one year.

Hampstead Heath Consolidated

	2012 £	2011 £
Rental Debtors	5,016	20,853
Other Debtors	160,618	172,791
Payments in Advance	50,204	49,803
Recoverable VAT	39,515	87,280
Total	255,353	330,727

Hampstead Heath

	2012 £	2011 £
Rental Debtors	5,016	20,853
Other Debtors	-	13,819
Payments in Advance	50,204	49,803
Recoverable VAT	39,515	87,280
Total	94,735	171,755

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2012

12. Creditors

Creditors consist of amounts due within one year.

Hampstead Heath Consolidated

	2012 £	2011 £
Bank Overdraft	1,126,118	1,106,781
Trade Creditors	40,356	194,724
Accruals	797,042	465,069
Other Creditors	158,274	113,647
Total	2,121,790	1,880,221

Hampstead Heath

	2012 £	2011 £
Trade Creditors	47,602	194,724
Accruals	761,975	420,674
Other Creditors	86,663	35,548
Other Deposits	34,431	34,431
Receipts In Advance	27,821	44,395
Total	958,492	729,772

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2012

13. Analysis of Consolidated Net Assets by Fund at 31 March 2012

	Unrestricted Funds		Restricted Fund	Endowment Fund	2012	2011
	General Fund	Designated Fund				
	£	£	£	£	£	£
Fixed Assets						
Tangible Fixed Assets	-	904,321	-	-	904,321	927,069
Investments	-	-	-	22,970,843	22,970,843	22,374,562
Total Fixed Assets	-	904,321	-	22,970,843	23,875,164	23,301,631
Current Assets	1,792,700	-	56,668	447,598	2,296,966	1,482,361
Current Liabilities	(1,486,782)	-	-	-	(1,486,782)	(1,292,204)
Total Net Assets	305,918	904,321	56,668	23,418,441	24,685,348	23,491,788

Capital Fund – Permanent Endowment

This represents the investment of the endowment of £15 million received from the London Residual Body.

Hampstead Heath Analysis of Net Assets by Fund at 31 March 2012

	Unrestricted Funds		Restricted Fund	2012	2011
	General Fund	Designated Fund			
	£	£	£	£	£
Fixed Assets					
Tangible Fixed Assets	-	904,321	-	904,321	927,069
Total Fixed Assets	-	-	-	904,321	927,069
Current Assets	911,731	-	56,668	968,399	759,772
Current Liabilities	(911,731)	-	-	(911,731)	(729,772)
Total Net Assets	-	904,321	56,668	960,989	957,069

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2012

14. Consolidated Movement of Funds during the year to 31 March 2012

	Balance at 1 April 2011	Net (outgoing)/ incoming resources	Revaluation of Investments	Balance at 31 March 2012
	£	£	£	£
Unrestricted Funds				
General Fund	160,157	145,761	-	305,918
<i>Designated Funds</i>				
Tangible Fixed Assets	927,069	(22,748)	-	904,321
Restricted Funds (Note 18)	30,000	26,668	-	56,668
Permanent Endowment (Note 13)	22,374,562	240,188	803,691	23,418,441
Total Funds	23,491,788	389,869	803,691	24,685,348

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2012

Hampstead Heath Movement of Funds during the year to 31 March 2012

	Balance at 1 April 2011	Net incoming /(outgoing) resources	Transfers /Adjustments	Balance at 31 March 2012
	£	£	£	£
Unrestricted Funds				
General Fund	-	(5,000)	5,000	-
Designated Funds				
Tangible Fixed Assets	927,069	(22,748)	-	904,321
Restricted Funds (Note 18)	30,000	31,668	(5,000)	56,668
Total Funds	957,069	3,920	-	960,989

Designated funds

Designated funds consist of fixed assets at historic cost less accumulated depreciation in accordance with Note 1 (c).

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2012

15. Pensions

The triennial valuation undertaken as at 31st March 2010 revealed a reduced funding level of 86% (from 87% in 2007). Following this valuation, the contribution rates to be applied for 2011/12, 2012/13 and 2013/14 are 17.5%.

In 2011/12, the total employer's contributions to the pension fund for staff employed on City's Cash activities were £6.0m amounting to 17.5% of pensionable pay. The figures for 2010/11 were £6.5m and 18.5% of pensionable pay.

Although the Pension Fund is a defined benefit scheme, for the purpose of FRS 17 City's Cash is unable to identify its share of the underlying assets and liabilities. Consequently the pension arrangements are treated as a defined contributions scheme in the City's Cash and these accounts. The deficit of the scheme calculated in accordance with FRS 17 by independent consulting actuaries at 31 March 2012 is £351m (2010/11 £188m).

16. Related Party Transactions

The following disclosures are made in recognition of the principles underlying Financial Reporting Standard 8 concerning 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 "Resources expended" and an explanation of these services is set out in Note 6 for support costs of £1,012,111. The City of London Corporation's City's Cash meets the deficit on running expenses of the charity. This amounted to £5,952,338 as shown in Note 5 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 Hampstead Heath, with the exception of the Hampstead Heath Trust and the City Bridge Trust (charity number 1035628). Hampstead Heath benefits from the income from the Hampstead Heath Trust (charity 803392-1). By virtue of the London Government Reorganisation (Hampstead Heath) Order 1989, the City of London Corporation acquired responsibility for the management of Hampstead Heath with effect from 31 March 1989. At the same time the London Residuary Body transferred £15 million to the City of London Corporation for the establishment of the Hampstead Heath Trust Fund, the purpose of which is to meet a proportion of the maintenance cost of the Heath. Contributions are assessed on a triennial basis and increased annually in accordance with the average earnings index. This income is shown as income in the statement of financial activities. 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.

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2012

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 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.

17. Restricted Fund

The sum of £50,000 was received in 2006/07 from a property company for the ongoing maintenance of one hectare of land transferred to the Heath as part of an agreement for the development of Athlone House, Highgate Lane, N6. The receipt is being applied in equal installments over ten years towards the maintenance costs of the transferred land. This balance of £25,000 is held as cash. There is also funding from the City Bridge Trust to provide educational and biodiversity services to support communities within the Greater London area. This balance of £31,668 is also held in cash making an overall restricted fund balance of £56,668.

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Committee(s):	Date(s):
Hampstead Heath, Highgate Wood and Queen's Park Management Committee	26 th November 2012
Subject: Update on the Hampstead Heath Flood Management and Water Quality Management Project	Public
Report of: Flood Management and Water Quality Project Board	For Information

Summary

This report provides the Management Committee with an update on the progress of this major project, since the last report in July 2012. Considerable work has been undertaken in negotiating a contract for the appointment of the Design Team and the Strategic Landscape Architect. These appointments have now been made and the selection process for a construction contractor has commenced.

The Water Management Stakeholders Group, consisting of representatives from local interest groups, has been established and has been meeting monthly since July 2012. A wider consultation to reach Heath visitors and those living near-by has started and will continue throughout the duration of the project.

Recommendations

That Committee note the progress being made towards the implementation of the Flood Management and Water Quality project.

Main Report

Background

1. At the Court of Common Council on the 14th July 2011 approval was given to the upgrade of the pond embankments on the Hampstead and Highgate chains, at an estimated cost of £15.12m, ±20%. These works are necessary to reduce the risk of dams failing, to comply with the Reservoirs Act 1975 together with the emerging Flood and Water Management Act 2010. It will also be essential to consider design solutions that ensure the City also meeting its obligations under the Hampstead Heath Act 1871.
2. Given the complexity and risks associated with this project the Chairman has requested that both the Hampstead Heath Management and Consultative Committees receive regular updates on progress.
3. The primary aim of the project is to ensure peak water flows pass safely through the ponds or over the dams without any collapse, ensuring the City of London meets its statutory obligations. Works include:

- Embankment improvements - crest armouring, raising and creation of designed spillways
- Landscape amelioration in terms of preserving the semi-rural character of the Heath and habitat improvement
- Replacement of the building currently on the embankment of the Ladies' Bathing Pond
- Water quality improvements

Strategic Risk

4. The risk of failure of dams on Hampstead Heath is listed as Strategic Risk 11 on the Corporate Risk Register and is rated red due to the likelihood being rated as Possible and the impact as Catastrophic.
5. The likelihood assessment was reduced from Likely to Possible to reflect that in some scenarios, the dams will have the capacity to receive waters without breach and flooding downstream. However it should be noted that should severe overtopping occur, erosion is highly likely to result in partial or complete embankment failure and catastrophic flooding into communities downstream of the ponds.
6. Despite this re-assessment, the risk remains red rated. The red rating reflects that, despite our interim measures, the risk of dam failure remains possible under the terms of the risk register and would have a catastrophic impact. Despite the warning systems which the City has put into place, the damages to property and associated loss of life could be severe. (See risk register extract at appendix 1).

Current Position

7. Over the summer and autumn period the following actions have taken place:

Water Management Stakeholders Group

- In July the inaugural meeting of the Water Management Stakeholders Group was held. The Water Management Stakeholder Group is comprised of a body of some fourteen local people with knowledge and interest in Hampstead Heath to provide views and advice to this Committee in relation to the Flood and Water Management Project within the context of the Hampstead Heath Act 1871 and relevant reservoirs legislation.
- The Stakeholder Group is chaired by the Chairman of the Vale of Health Society a founding representative of the Consultative Committee. The Stakeholders Group have met monthly since inception and have received presentations on the background to the project, a legal overview and a briefing on the technical guidance. They have also attended and

contributed to a very informative walk of the Highgate chain of ponds. Notes from each meeting are circulated to the Consultative Committee.

Procurement

- Strategic Landscape Architect – a landscape architect from Wilder Associates has been appointed as Strategic Landscape Architect to the project. This followed the City of London’s evaluation of tenders together with presentations from the two lead candidates to the Water Management Stakeholder Group. Following consultation with their members there was clear support from the Stakeholders Group for Mr Wilder, he took up the position in October.
- Design Team – Following detailed negotiations on costs and finer details, W.S Atkins have been appointed to manage the following packages within the Design Team: engineering, planning, landscape and ecology. It is anticipated that local architectural practice Walters & Cohen will be appointed by W.S Atkins to support the changes required at the Kenwood Ladies Pond. Capita Symonds has been appointed as the cost consultants and the Client Representatives. This dual role for Capita Symonds has generated cost savings. These appointments have all been made within budget.
- Construction Team – Given the nature of the project the City Corporation are keen to appoint the Construction Contractor early in the process. This will provide them with an opportunity to fully understand the sensitivities of the site in working up the construction management plan and technical solutions to meet the emerging designs. The tendering process to appoint the Construction Contractor is currently underway.

Design Review

- The first task of the newly appointed Design Team will be a review of the fundamental aspects associated with the project. This will include verifying (or amending) hydrology studies, including the design flood, downstream impacts, potential options for spillway/dam design that are viable and comparing the existing landscape situation with the proposed changes. Given the importance of this review in determining the level of intervention and potential design solutions to meet the vision and primary aim of the project, the outcome of this review will be reported to both the Heath Consultative and Management Committees. This review will also require the Design Team to consider the current programme, particularly in view of the level of consultation required.

Implementation of the 2010 Flood and Water Management Act

- Over the past months the City has been liaising closely with DEFRA over the implementation of the above Act. The Act will be implemented in a number of phases with Stage 1 expected to come into force over the coming months, subject to ratification by Government. Stage 1 is likely to result in a change of classification of reservoirs from the current A-D (the Heath reservoirs are currently Category A), to a single “High Risk” category [where likely loss of life is 1 or more] with a high level of supervision and control, and a “Not High Risk” category with less control. It is likely that the Heath dams will be reclassified as High Risk.
- It was anticipated that Stage 1 would also introduce the concept of cascade of reservoirs with an aggregate volume in excess of 25,000 cubic metres, resulting in potentially more of the Heath ponds being subject to reservoir legislation. It is now considered unlikely that this will form part of Stage 1. Officers are seeking a meeting with DEFRA to try and clarify the position.

Consultation

- Initial ‘pop-up’ consultations are taking place once a week at various locations on the Heath to canvas opinion and spread information about the project to visitors. These will continue and will increase in frequency as the need arises. A more structured and widespread consultation programme will be devised when clearer timescales and parameters of what can be consulted upon are set out upon further discussion with the Design Team.

Corporate & Strategic Implications

8. The works support the strategic aim ‘To provide valued services to London and the nation’. The scheme will improve community facilities, conserve/enhance landscape and biodiversity and contribute to a reduction in water pollution whilst meeting the City Corporation’s legal obligations. The risk of any dam breach and serious downstream flooding of communities (and consequent harm to the City’s reputation) is mitigated.

Financial and Risk Implications

9. The aim of the work is to ensure the dam structures are able to cope with the requirements of the reservoir legislation and guidance. Although extreme storms may still result in floods in the area downstream after the work is complete, the risk of the dam embankments failing, which would lead to sudden and severe inundation, will be virtually eliminated. The proposed works also include improvements to water quality to reduce non-compliance with the Water Quality Directive. The project team have

developed a comprehensive Risk Register which is regularly reviewed at Project Board meetings.

10. Project costs (at a Q4 2010 price base) were outlined at £15.12m, this figure was estimated to have a confidence 'range' of $\pm 20\%$ at this stage of the project. Further cost plans will be developed as the detailed design options are produced.

Conclusion

11. This is a major project for the Heath and the City will make every effort to ensure it succeeds in both meeting current and planned reservoir legislation, while also preserving as far as maybe the natural aspect and character of the Heath, in accordance with the Hampstead Heath Act 1871.

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APPENDIX 1

Risk	Major Flooding caused as a result of pond embankment failure at Hampstead Heath Links to: Strategic Aim SA3 and Key Policy Priority KPP4	Gross Risk		R
		Likelihood	Impact	
		3	5	

Detail	If there were to be failure of the pond embankments during a major storm, and no warning was given, the number of lives at risk on the Hampstead chain would be in the region of 400 and on the Highgate chain would be around 1000. This would also result in inundation and damage to local properties, roads and the railway lines towards Kings Cross. Detailed analysis has identified that dam crests are not currently able to cope with the level of overtopping expected to occur as a result of such a storm, increasing the risk of erosion and dam failure. The City of London Strategic Flood Risk Assessment 2012 with new surface water modelling identified 4 areas of risk in the City from upstream run-off (including Hampstead Heath).
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<u>Specific Issues</u>	<u>Mitigating Controls</u>
Insufficient warning given of flooding	Telemetry system installed and managed by the City Surveyor as an integral part of the on-site Emergency Action Plan for reservoir dam incidents enabling early warning where pre-determined water levels at key ponds in both the Hampstead and Highgate chains of ponds are breached. Testing of this with the emergency plan and Hampstead staff has happened and further tests are planned with Mite. (City Surveyor/Director of Open Spaces)
Inadequate response to dam overtopping	Emergency Action Plan for on-site response in place and Camden now have an off-site plan in place Liaison with Camden Council's emergency planners is on-going, to work through issues raised by Emergency Services and to appraise them of revisions to our work plan as it develops. (City Surveyor/Director of Open Spaces)
Sensitivities of the local community regarding the natural aspect of the Heath	The City has undertaken extensive consultation with local stakeholders about why this project is required. The City has established a Stakeholder Group to enable key groups to contribute to the detailed design of the scheme and has appointed a dedicated officer to manage consultation. Hampstead Heath, Highgate Wood and Queens Park Committee actively engaged with local community. The group has already met several times to develop their understanding of the project. A Strategic Landscape Architect independent of the Design Team has been appointed to champion the landscape. (Director of Open Spaces)
Non delivery of project to upgrade pond embankments (includes slippage from agreed timetable and budget)	There remains a potential risk for Judicial Review. This is most likely to arise in relation to the City's need to adhere to current Guidance that sets standards for dams that is opposed by certain Groups/individuals. On-going monitoring by Project Board and Projects Sub Committee. Negotiations for the appointment of the Design Team are complete but took a month longer than planned, The contractor's appointment may be affected by the Purdah period for spring elections, the Project Board are considering ways to mitigate this (City Surveyor) .

<u>Summary and Further Action</u>	Net Risk		R
	Likelihood	Impact	
	3	5	
	Control Evaluation		
	A		

A project has been initiated to upgrade the pond embankments, but until such time that this project is completed (2014/15) there remains a risk of flooding downstream. Responsibility for the delivery of this project rests with the City Surveyor and in relation to the City's reputation, day to day management of the ponds and the community welfare aspects of this risk, the Director of Open Spaces.

Page 92

Committee(s):	Date(s):
Hampstead Heath, Highgate Wood and Queen's Park Management Committee	26 th November 2012
Subject: Fees and Charges Report	Public
Report of: Superintendent of Hampstead Heath	For Decision

Summary

This report sets out the proposed fees and charges for a range of facilities and services provided at Hampstead Heath for 2013/14.

Recommendations

That Committee approves the proposed fees and charges for Hampstead Heath, Highgate Wood and Queen's Park 2013/14 as set out in Appendix 1 of this report.

Main Report

Introduction

1. Charges for the wide range of recreation and sporting facilities that are provided in all the City's open spaces are traditionally reviewed annually. The current charges for 2012/13 for Hampstead Heath were approved by the Management Committee in November 2011.

Current Position

2. Weather conditions during the summer were very unfavourable, June and July were extremely wet months. Whilst bookings remained consistent across the various sport and recreation activities, a significant number of cancellations were made. As an example at Parliament Hill cricket square games played were 60% down on the previous year. This situation is reflected in other activities and has consequently had a detrimental impact on income generation for some activities.
3. Interestingly, whether the build up and success of the Olympics/ Paralympics or the desire to make the most of the sun when it appeared, but the Lido takings are actually significantly up on the £95,200 taken during the same period in 2011. The few hot days presented very significant crowds which presented its own challenges in being able to effectively resource this facility and the bathing ponds.
4. For the period April – September 2012 inclusive the following income levels have been achieved across sports and recreation facilities:

Facility	Income Budget (£)	Income for period April – September 2012 (exc. VAT) (£)
Athletics Track	15,000	14,200
Cricket	5,000	7,600
Lido	125,000	142,300
Swimming/Bathing Ponds	80,000	34,800
Tennis	37,000	56,300
TOTAL	262,000	255,200

NB. Invoices for rugby and football have been raised but income is recorded for the third and fourth quarter periods.

Proposed Charges for 2013/14

5. Back in 2005 the City introduced revised charges based on a detailed benchmarking survey with other local providers. Whilst fees and charges have been surveyed against other providers since this period, reservations were expressed last year by the Sports Advisory Forum that adopting a pricing policy based solely on benchmarks is too simplistic an approach.
6. Concern was rightly expressed that benchmarking can be a crude measure in setting appropriate fees and charges, lacking sophistication in understanding current usage patterns, quality of service provision and whether prices are actually encouraging or deterring users, particularly from hard to reach groups.
7. Over the past six months the Sports Advisory Forum has undertaken considerable work in starting to analyse some of these complexities. The initial work has focused on developing processes to understand usage patterns for some of the key activities.
8. The Forum is starting to prepare a set of overriding objectives on aspirations for sport and recreation provision across the Heath, supplemented by some underpinning principles to help develop a more sophisticated and flexible charging regime. These objectives and principles will come before this Committee during 2013 for discussion.
9. Another factor that has been considered in developing this year's fees and charges is the success of the Olympics/Paralympics and the noticeable upsurge in interest in sports participation. The Highgate Harriers had an additional 30 members wanting to join their Club after the conclusion of the Games.
10. With growing concern about obesity and healthy lifestyles across all ages, the open spaces have an important role to play in offering opportunities for

people to improve their well-being. This has very much been the focus of our Green to Gold campaign and it is important that we endeavour to build upon the success of this campaign over the next 12 months as part of our legacy activities.

11. In line with discussions at the Hampstead Heath Management Committee the fees and charges for 2012/13 were rounded where appropriate to the nearest 50pence. It has been custom to increase figures by Retail Price Index which is currently fluctuating at around 3%. A view has therefore been taken to retain the lower fees and charges at their current rates for a further 12 months to avoid the problems of having to manage increases of 5p or 10p and to encourage participation in sport following the success of the Olympic/Paralympic Games.
12. The proposed increases in charges for sports and recreational facilities during 2013/14 are set out in Appendix A.

Financial Implications

13. Further works are proposed during 2013 to develop a more sophisticated approach to pricing sports and recreational facilities.

Consultation

14. At the Sports Advisory Forum there was agreement with the proposed approach to adoption of fees and charges for 2013/14 as set out in this report. Concerns were however raised again about the appropriateness of the sports booking systems and whether these tools were sophisticated enough in terms of capturing essential management information to make better informed decisions. A sports booking system for all the City's Open Spaces is currently in the initial stages of development.

Strategic Implications

15. The current management policy plan states at policy 78 that: "recreational facilities will be managed in a way which recognises the right and ability of everyone to use and enjoy the Heath ...". The proposals set out in this report contain a range of charges with concessionary rates which have been assessed against other local providers.
16. The provision of a wide range of recreational and sporting facilities meets the current Business Plan strategic aim of 'promoting opportunities to value and enjoy the outdoors for recreation, learning and healthy living'. Access for all to facilities that help improve fitness and promote healthy lifestyles particularly obesity in young people is an important objective.

Conclusion

17. The proposed sports and recreation fees and charges in this report has been determined by a number of factors, not least the need to harness the current popularity of sports participation arising out of the Olympic and Paralympic Games. The development of overriding objectives and principles for sports and recreation provision has commenced.

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APPENDIX A – HAMPSTEAD HEATH, HIGHGATE WOOD AND QUEEN'S PARK

The proposed charges operate from 1 April 2012, all charges include VAT at 20%

Facility	Charges approved 1/4/11 (£)	Charges approved 1/4/12 (£)	Proposed Charges from 1/4/13 (£)
ATHLETICS TRACK			
● Meetings Monday - Friday, (except bank holidays)	81.50	85.00	87.50
● Meetings Peak Times	115.50	120.00	123.50
● Schools Use - standard session charge	48.00	50.00	51.50
● Corporate events	270.00	280.00	290.00
● Individual Ticket - Adults	3.00	3.00	3.00
● Individual ticket - Concessionary Rate	1.50	1.50	1.50
● Season Ticket - Adults	55.00	58.00	60.00
● Season Ticket - Concessionary Rate	28.00	29.50	30.00
BOWLS			
● Seasonal Fee	107.50	113.00	n/a*
● Seasonal Fee - Concessionary Rate	54.00	57.00	n/a*
● Hourly charge per person	3.50	3.50	3.50
CROQUET (GOLDERS HILL)			
● Hourly charge (members of HHCC) for rink	4.00	4.00	4.00
● Hourly charge (non members) for rink	7.50	7.50	7.50
CRICKET			
● Reserved match pitch (prepared and marked)	68.00	71.00	73.00
● Reserved match pitch Parliament Hill weekends (prepared and marked)	-	90.00	92.50
● Junior pitch (prepared and marked)	41.00	43.00	44.00
● Cricket nets (per hour)	6.00	6.50	6.50
● Season Adult (10 games pro-rata thereafter)	610.00	625.00	644.00
● Season Junior (10 games pro-rata thereafter)	370.00	380.00	391.50
FOOTBALL AND RUGBY			
● Reserved match pitch Adult (with goal posts)	63.50	66.00	68.00
● Reserved match pitch Junior (with goal posts)	40.00	42.00	43.00
● Season Adult (10 games, pro-rata thereafter)	560.50	575.00	592.00

Facility	Charges approved 1/4/11 (£)	Charges approved 1/4/12 (£)	Proposed Charges from 1/4/13 (£)
● Season Junior (10 games pro-rata thereafter)	356.50	360.00	370.00
● Hire of goal nets	13.50	14.00	14.00
Schools Use - standard session charge	36.50	38.00	39.00
● Charge for damaged nets	35.00	36.50	37.50
BASEBALL/SOFTBALL			
● Reserved Pitch	45.00	47.00	48.50
GOLF			
● Practice nets per half hour	4.00	4.00	4.00
PENTANQUE			
● Hourly charge/rink	2.50	2.50	2.50
● Deposit for Boules hire	12.00	12.00	12.00
PITCH & PUTT			
● One Round Adult	4.50	4.50	4.50
● One Round Concessionary rate	2.50	2.50	2.50
PUTTING			
● One Round Adult	3.00	3.00	3.00
● One Round Concessionary rate	1.50	1.50	1.50
● Lost or damaged putter	21.00	25.00	25.00
● Lost ball	5.00	5.00	5.00
ROUNDERS			
● Pitch per hour	12.00	12.50	13.00
SWIMMING			
<i>Lido</i>			
● Early Morning - Adult	2.00	2.00	2.00
● Early Morning - Concessionary	1.00	1.00	1.00
● Evening - Adult	2.00	2.50	2.50
● Evening - Adult	2.00	1.50	1.50
● Adults	5.00	5.50	5.50
● Concessionary Rates	3.00	3.50	3.50
● Daily family ticket (up to 2 adults & 2 children)	14.00	14.50	14.50
● Daily adult and child ticket	-	7.50	7.50
● Book of tickets (10 for the price of 9)	45.00	49.50	49.50
● Book of tickets (10 for the price of 9) Concessionary	27.00	31.50	31.50
● Monthly Ticket – Adults	30.00	40.00	40.00
● Monthly Ticket – Concessionary	15.00	20.00	20.00

Facility	Charges approved 1/4/11 (£)	Charges approved 1/4/12 (£)	Proposed Charges from 1/4/13 (£)
● Season Tickets - Adult (All Year)	136.00	140.00	144.00
● Season Tickets - Concessionary Rate (All Year)	85.00	90.00	92.50
● Summer Season Ticket – Adults	100.00	110.00	113.00
● Summer Season Ticket - Concessionary Rate	50.00	55.00	56.50
● All Facilities – Adults (All Year)	160.00	180.00	185.00
● All Facilities – Concessionary Rate (All Year)	90.00	100.00	103.00
● Summer Season All Swimming Facilities – Adults	102.00	110.00	113.00
● Summer Season All Swimming Facilities - Concessionary rate	51.00	55.00	56.50
<i>Natural Ponds</i>			
● Highgate: Mens', Kenwood: Ladies', Hampstead Mixed - Adult	2.00	2.00	2.00
● Highgate: Mens', Kenwood: Ladies', Hampstead Mixed - Concessionary	1.00	1.00	1.00
● Ponds – Adults (All Year)	110.00	115.00	118.50
● Ponds – Concessionary Rate (All Year)	55.00	60.00	62.00
● Ponds – Adults (6 month)	55.00	60.00	62.00
● Ponds - Concessionary rate (6 month)	27.50	30.00	31.00
TENNIS			
● Annual registration fee	12.00	15.00	15.00
● Adult Hourly Charge - hard or grass court (per hour)	6.00	6.50	6.50
● Concessionary Rates - hard or grass court (per hour)	3.00	3.50	3.50
VOLLEYBALL			
● Reserved pitch	40.00	40.00	41.00
CHANGING ACCOMMODATION			
Private changing room with hot water	37.50	40.00	41.00
Keys - deposit or charge for loss	22.00	25.00	25.00
SPORTS COACHING			
<i>Tennis Coaching</i>			
Adult Beginners/improvers			
● 5 weekly 1 hour lessons	40.00	45.00	46.00
● 5 weekly 1 1/2 hour lessons	54.00	65.00	67.00
● 5 weekly 2 hour lessons	73.00	85.00	87.50

Facility	Charges approved 1/4/11 (£)	Charges approved 1/4/12 (£)	Proposed Charges from 1/4/13 (£)
Children Beginners/improvers			
• 5 weekly 1 hour lessons	34.50	36.00	37.00
<i>Football Coaching</i>			
Children			
• 5 weekly 2 hour lessons	40.00	45.00	46.00
<i>Car Parking</i>			
• Up to 2 hours	2.00	2.50	2.50
• Up to 4 hours	4.00	5.00	5.00
• Additional hours or part hours above 4 hours	4.00	4.00	4.00

* the bowls facility is now leased to the Parliament Hill Bowling Club supported by the Hampstead Heath Croquet Club who set their own fees for Members

Committee(s):	Date(s):
Hampstead Heath, Highgate Wood and Queen's Park Management Committee	26 th November 2012
Subject: Results of the Sparrows Project	Public
Report of: Superintendent of Hampstead Heath	For Decision

Summary

The Sparrows Project, led by the Royal Society for the Protection of Birds (RSPB), finished this year. The aims of the project were to elucidate both whether changes in grassland management in parks could benefit wildlife as well as help reduce the decline in house sparrow numbers in London. This report summarises the findings of the project.

A perennial wild flower meadow was created on the Heath above the Paddling Pool at Parliament Hill as part of the project. The biodiversity value of such meadows was found to be significantly greater than the species-poor long grass which it replaced.

No sparrows were seen using the perennial wild flower meadow at Hampstead Heath or elsewhere. As part of the project, areas of annual wild flowers were established in eight other open spaces, although not at the Heath. Sparrows were seen feeding in four of these. However, there was no statistically significant correlation between sparrow numbers and management of the area, so that no definitive conclusion can be reached on whether annual meadows benefit sparrows.

The creation and maintenance of the wildflower meadow has been well received by the public.

Recommendations

That the Committee:

- note the findings of the Sparrows Project.
- approves the retention of the 'Sparrow Site' as a wild flower meadow.

Main Report

Background

1. In 2008 the City joined seven other open space managers in London in a project led by RSPB. The project aimed to test the effectiveness of changes in land management in stemming the decline in house sparrow numbers in London, estimated as 68% between 1994 and 2009. It was largely funded

by SITA Trust through the Landfill Communities Fund, and the work on the Hampstead Heath was carried out at little expense to the City.

2. House sparrows predominantly eat seeds in winter and invertebrates in summer, supplemented by food scraps. However, chicks require a protein diet from invertebrates in the early stages of their growth to ensure adequate development. Research has shown that survival of young house sparrows in urban areas is often low, and it has been postulated that this is due to lack of invertebrates.
3. The project assessed the benefits to invertebrates and birds, especially house sparrows, of three different types of habitat management. These were: an area of long grass; a meadow of perennial wild flowers; and an area of specially selected annuals, for example those with seeds attractive to birds. These three were compared with grass which was mown regularly.
4. In 2009, a quarter of a hectare of low-diversity grassland above the paddling pool at Parliament Hill - the 'Sparrows Site' - was stripped and then sown with a seed mix of perennial wild flowers. By 2010 the flowers had established very well, and the meadow looked extremely attractive, and continues to do so. The area was chosen to be as close as possible to established colonies of sparrows near the Lido and the gardens of houses near Nassington Road.
5. The meadow was initially protected with wire mesh fencing, but this was later changed to a rope. The barrier was removed entirely in 2011, to the annoyance of local ornithologists, who had enjoyed watching interesting birds alighting on the fence posts. (Several fence posts were left in place for this purpose, but they were continually removed.) Nearby areas of amenity and of long grass provided two of the other management regimes.
6. The City opted not to sow an area of annual plants as part of the project. However, two small plots of annuals were sown elsewhere, one near Duke's Field (Parliament Hill) and one on the Heath Extension. The species mix used for these was of plants which have disappeared from our cornfields, such as corn marigold, corn chamomile and poppy, rather than the mix designed specifically for bird seed and containing species such as millet and sun flower which was used for the project. However, many of the plants used do produce copious quantities of seeds likely to benefit birds.



The Sparrows site

7. All areas were monitored by a volunteer, students, or by RSPB or City of London staff. Bob Gillam from the Conservation Team monitored the long grass and amenity grass plots monthly for 2½ years, patiently watching each for three quarters of an hour, but usually seeing no more than pigeons, gulls and crows. The RSPB carried out invertebrate sampling, using sweep nets and a special machine like a vacuum cleaner which hoovered them up from near the ground. 139,446 invertebrates were captured during monitoring of all the plots in London. Those over 2mm in length were identified to group, or family where possible.

Current Position

8. The project ended this year and this report summarises the main findings.

Results

9. No house sparrows were seen on any of the study areas on Hampstead Heath.
10. In four other open spaces, sparrows were seen on the areas of annual wildlife seed plants. These areas were used by the birds for gathering invertebrates, mainly during the breeding season: the time at which invertebrates are needed for feeding young. It is postulated that the wildlife

seed plots may have been used most because the varied structure of the vegetation allowed birds easier access to the invertebrates. However, the results were not statistically significant, so no firm conclusion can be made.

11. The perennial wild flower meadows were used more often by seed-eating birds in general, such as goldfinches, than the long grass plots. Migrating birds have also used the wild flower meadow on the Heath, and ornithologists have enjoyed sighting them, as witnessed by a outcry on the London birdwatchers' website occasioned by the City cutting the meadow in September 2012 as part of normal management.
12. Significantly more invertebrates were found in the wild flower meadows than in the long grass plots or wildlife seed plots.
13. The results of the study show that meadows of perennial wild flowers and wildlife seed plots both benefit biodiversity. The former add to the diversity and abundance of native plants on the Heath and are particularly beneficial to invertebrates. The latter may be most beneficial to seed-eating birds. Both are very attractive, especially if a cornfield mix is used for the annual plots, and both have been admired on the Heath.

Proposal

14. It is proposed that the 'Sparrows Site' be maintained as an unfenced wild flower meadow, with an annual cut. This proposal was supported by the Hampstead Heath Consultative Committee at its meeting in early November 2012.

Corporate & Strategic Implications

15. The City has a legal duty under the Hampstead Heath Act 1871 to preserve, as far as may be, the natural aspect and state of the Heath.

Strategic Implications

16. The proposal links to the theme in the Community Strategy to protect, promote and enhance our environment.
17. It also links to the Open Spaces Department Plan through the Strategic Aim to 'adopt sustainable working practices, promote the variety of life (biodiversity) and protect the Open Spaces for the enjoyment of future generations', and the Improvement Objective to 'ensure that measures to promote sustainability and biodiversity are embedded in the Department's work'.

18. The proposal also fulfils a number of Essential Actions in the Part 1 Management Plan, including:

Retain and enhance the Heath's habitats and natural resources to enable continued quiet enjoyment and appreciation of the natural world by its visitors

Manage the Heath's grasslands to enhance their nature conservation and aesthetic value.

Financial Implications

19. Management of the wild flower meadow can be undertaken as part of the normal management of the grasslands on Hampstead Heath. No extra cost will be incurred since the area would need to be cut in any case, the costs of maintenance are met from the Superintendents local risk budget.

Key risks

20. Creeping thistle is likely to become more common in the plot. Options for the control of thistle will be presented to Committee in 2013.
21. It is possible that people and dogs may damage the area, making it look unattractive in summer due to vegetation being trodden down. However, this did not occur in 2012, when the area was unfenced. Should it happen seriously, the meadow could be cut, although this would reduce its value for wildlife.

Conclusion

22. The results of the study show that meadows of perennial wild flowers and wildlife seed plots both benefit biodiversity. The former add to the diversity and abundance of native plants on the Heath and both benefit invertebrates. The latter may also provide for seed-eating birds. Both are very attractive, especially if a cornfield mix is used for the annual plots, and both have been admired on the Heath.
23. The area should continue to be maintained as a wild flower meadow.

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Committee(s):	Date(s):	Item no.
Hampstead Heath, Highgate wood and Queen's Park Management Committee	26 th November 2012	
Subject: Review of Annual Work Programme 2012		Public
Report of: Superintendent of Hampstead Heath		For Decision
<p><u>Summary</u></p> <p>The report below provides a review of the management operations and activities carried out on Hampstead Heath over the past 12 months as part of the 2012 Annual Work Programme, and to consider the new 2013 Work Programme appended to this report.</p> <p>Recommendations</p> <p>That the Management Committee:</p> <ol style="list-style-type: none"> a) notes the work undertaken during 2012 to enhance the natural aspect and designed landscapes within the Heath. b) approves the proposed 2013 Annual Work plan appended to this report. 		

Main Report

Background

1. Hampstead Heath is a complex mosaic of different habitats, comprising extensive areas of grassland and secondary woodland, hedgerows, water bodies, streams, a raised bog, heathland and formal areas. It is also extremely popular and well used. These factors make it complex to manage.
2. The Interim Management Policy Plan for the Heath states, in Policy 6, that the City will draw together an annual work plan for the Heath in consultation with local groups and interested parties. The Annual Work Plan will reflect the primary objective set out in the Mission Statement and will broadly cover planned conservation operations including vegetation, pond and wetland management, tree work and footpath maintenance and fencing works.

Review of the 2012 Annual Work Programme

3. The following section sets out in some detail the extensive work that has been undertaken in maintaining and monitoring the complex landscape of the Heath.

Arboriculture and Veteran Trees

- The Hampstead Heath Tree team has undergone a restructure with a new Team Leader and Arborist all joining the team over the last 12 months. The task of creating a new team has been very effectively and professionally managed by the Tree Management Officer, and we hope to return the team to full strength before Christmas.
- The Team have continued their rolling programme of management work on the current tranche of Veteran trees, assisted by the Conservation team.
- During the spring the team identified the disease *Massaria* on a London Plane tree in Queen's Park. Subsequently the team have discovered a number of other trees affected by the same disease within the various avenues and plantings of London Plane on Hampstead Heath. *Massaria* of Plane is a fungal disease with an aggressive and rapid pathology, and is now widespread in the London area. Fortunately the disease does not kill the host tree but effects the lower lateral branches, and with good management can be controlled. Virtually all the Plane trees on Hampstead Heath are located at busy access points, often close to highways and facilities, which has necessitated the tree team to focus on inspections and removal of any suspected limbs, and consequently other tree work has had to be postponed. The team have now completed most of the work and are able to return to other priority works.
- Tree risk management and inspections is a critical component of the tree team's work and due to the urgent deployment action following the discovery of *Massaria*, an external Consultant was commissioned to continue the programmed work of plotting the priority areas within the green zone or medium risk areas across the site. This work will enable the tree team to carry out the tree condition surveys more effectively.
- 2012 was another year marked by several storm events resulting in a number of tree failures. The most severe weather event occurred in early June with a rare episode of high winds and rain resulting in a number of significant tree related incidents on the Hampstead Heath and Queen's Park.

Nature Conservation Work

- This year has been an exceptionally challenging year for the Conservation Team, having to work through record rainfall during June and July resulting in considerable disruption to their core work. With the saturated ground conditions machinery could only be used with great caution to avoid damage to the ground. This coupled with a change of green waste disposal arrangements necessitating sourcing a

new site to remove the considerable volume of compostable material, created some logistical problems which have now been resolved.

- The grass cutting operations this year have had to be reduced due to these factors, but plans are already moving forward to change to more traditional hay making techniques for the 2013 season with the purchase of new equipment to bail the grassland areas following cutting.

Community Outreach Work and the City Bridge Trust Project

- This has been a very successful and productive year for the City Bridge Trust Project with the development of an educational garden facility adjacent to Kenwood Nursery Staff yard (see Figure 1 below) alongside heathland restoration work and control of invasive species, all involving Heath Hands.



Figure 1: New pond under construction at Kenwood Nursery Yard as part of CBT project

- In addition to our regular programme of Heath Hands volunteer sessions the Conservation Team were also able to accommodate a number of work experience placements this year, as well as young people working towards their Duke of Edinburgh award and also in collaboration with the princes trust scheme.
- We have also been developing links and supporting local community based projects through advice and provision of waste by-products generated by operations undertaken on the Heath, such as, woodchips, leaf mould, timber and other re-cycled materials.

Control of Invasive Species

- Himalayan balsam has been prolific this season due to high germination rates, necessitating a targeted and systematic approach, working down the Fleet stream catchment and along other riparian areas. Additional sessions were added to Heath Hands work programme, which has greatly assisted our control programme this year.
- Continued control of Giant hogweed using stem injection techniques.
- The extent of yellow balsam control was extended this year across the Heath again with the assistance from the Heath hands volunteers.
- Bracken spread continues to be managed using carefully applied chemical spraying in the West Heath and Sandy Heath areas. We will only be using non-chemical procedures such as rolling for the foreseeable future due to the withdrawal of the chemical Asulox from the market.
- The conservation team have been targeting the small isolated pockets of Japanese Knotweed across the Heath, and is now using a more precise and effective injection system,
- Rodents were particularly visible during the spring and summer season, possibly due to high rainfall and raised ground water levels. This generated a great deal of public concern and due to this the team deployed additional control measures across the site, which appears to have been effective in controlling the rat population.
- Thistles and Ragwort continue to be a problem with areas being cut at various locations during July which has had limited success. We will be looking at more intensive management operations next year to control these two species. Options being considered include the use of Cinnabar moths and the ragwort flea-beetle as a natural biological control. More frequent cutting may help control thistles, and this will be tried on Parliament Hill.
- Areas of Californian brome, Michaelmas daisy, Canadian goldenrod and Russian comfrey have been repeatedly cut and/or dug up to reduce their vigour and prevent seeding.

Woodland Management and Hedges

- Hedgerows were laid at the back of the Drying Ground on the edge of West Heath, along the First and Third Hedge lines in the Parliament Field area, and the Heath Extension. This work provides crucial undisturbed habitat for nesting birds and is part of a rolling programme of restoring historic boundary hedges.
- A new hedgerow was planted along the perimeter wall of the Hill garden which was sadly vandalised and pulled up within 24 hours of planting.

- Supplementary planting was undertaken to some existing hedgerows, both to fill gaps and diversify the species range.
- On-going programme of volunteer sessions directed by the conservation team to remove non-native tree saplings at various wooded location on the Heath. With particular focus within areas of secondary woodland adjacent to the Spaniards Road.
- Coppicing and laying of the shrub islands at Parliament Hill and the on the causeway at the Men's Pond.
- The collection of 30 oak saplings from around the Heath for potting up and transfer to Northern Ireland for planting.
- The ecologist
- has carried out a condition survey of the Heath's extensive network of hedges, identifying areas where restoration work is required. A student volunteer assisted with the work. Data will be analysed over the winter months.
- In February we took delivery of approximately 250 micro propagated Dutch elm disease resistant Elm tree saplings. Working in partnership with the Conservation Foundation and as part of the 'Ulmus Londinium' and Great British Elm experiment projects, we will be distributing these trees to schools and other local community groups during the winter.
- The Conservation team carried out selected holly removal around the veteran trees in South Meadow as part of the CBT programme of veteran tree management.
- Extensive plantings of native bulbs at the Whitestone garden.
- On-going restoration of the old orchard at Springett's Wood through additional planting of old fruit tree varieties.
- Removal of sycamores and subsequent re-planting with native whips within the shelterbelt adjacent to Springett's Wood.

Heathland, Bog, and Wetland Areas

- An area next to the Viaduct Bridge was planted up with heather plugs following the removal of a storm damaged oak tree.
- The area of Gorse was expanded on the West Heath at Sandy Heath involving coppicing and planting seedlings raised Kenwood Nursery. This work was carried out as part of the City Bridge Trust programme involving the Heath Hands Volunteers
- Heather patch near the middle gate to the Hill Garden weeded and improved.
- Heather patch close to Pitt's Garden has been improved by selective thinning of existing birch and pine trees to improve light levels
- Continued vegetation management at the West Heath valley mire site.

Grassland Management

- Four new annual and perennial wildflower areas were created this spring. Two composed of cornfield annuals, located on the Heath Extension and Duke's Meadow (see figure 2 below). The two perennial wildflower areas were located on the higher areas of the Heath, at the old Hockey pitch and behind the old dump site. The Old Hockey Pitch site has developed successfully, but the seed at the other perennial meadow did not germinate well. It was re-seeded in early October. One area of sunflowers was seeded for the local bee keepers association to provide additional forage for bees.



Figure 2: Annual wild flower meadow at Duke's Field

- Successful conclusion of the R.S.P.B. house sparrow project.
- Work was undertaken to expand the acid grassland at the 'Tormentil Slopes' at the Vale of Health by removal of bramble and tree cover. This has already led to an expansion of the tormentil population. An experiment to increase the spread further was carried out by spreading tormentil prunings containing ripe seed onto the newly cleared area.
- As with previous years the team have continued to manage the spread of bramble with existing areas cut back to agreed boundaries recognising their value as habitat.

Paths and Erosion Issues.

- A new path surface has been constructed on the West Heath using materials which are geologically similar and sympathetic to the surrounding landscape.
- Monitoring for the potential development of bare eroded footpaths across grasslands and halting the development of these through the cutting of alternative desire routes to distribute foot traffic and subsequent compaction.
- De-compaction and diversion of paths that have developed under veteran trees.
- Restoration of a number of informal paths through wooded areas achieved via the removal of accumulated mud and detritus, with the aim of reducing erosion and compaction to veteran trees as a result of foot traffic.
- Serious erosion issues to open grassland areas have been addressed with the removal and repair of some informal paths.(boating pond and cross country route)
- Work has continued to improve drainage alongside existing paths and also to reduce gullyng at various locations on bound gravel surfaces.
- A number of other small repairs were carried out at various locations.
- The path adjacent to the boating pond has been re-laid.

Ponds

- Expansion of pond edge habitat through the lifting, and thinning of existing trees along the margins of the Highgate and Hampstead chains of ponds. This forms part of the dam's vegetation management programme currently being implemented on the site.
- Installation of dams along catchments to slow water flow and improve the conservation value of ditches.
- Replacement of the vegetated island at the Vale of Health .
- Improvements to the marginal edges of the Ladies pond through clearance and additional planting.
- As mentioned in the above section on the control of invasive species the conservation team continue to work closely with the Hampstead Heath Angling Society on various projects to improve the fishing environment.
- Several fishing workshops were held during the summer, raising the profile of angling and promoting recreational benefits.
- Regular removal and checking for rubbish, snags and discarded fishing tackle in all the ponds.
- Some judicious coppicing has taken place to trees along the marginal edges of a number of the ponds. This has proved to be very

adventitious to the amphibian population due to increased light levels along the all-important warm marginal edges.

- The Ecology team continued to monitor the amphibian populations on the Heath. A student was involved with newt monitoring in 2012. 5 volunteers received training on newt ecology in liaison with the nearby Glebelands nature reserve.
- Creation of a new pond to be used by school groups for pond dipping at the Kenwood educational garden.
- New ephemeral pools were dug at Springett's wood.

Wildlife Welfare

- Some supplementary feeding of wildfowl during extended frozen periods.
- Songbird feeding stations have been maintained at Kenwood, the Ladies Pond and the Bird Sanctuary.
- The successful capture, rehabilitation and release of injured birds and other wildlife was undertaken, working with the zoo at Golder's Hill.

Managing Water Quality

- During the summer period monitoring of oxygen levels was essential to maintain adequate water quality. Aeration equipment was deployed on the Viaduct and Swan ponds as a precautionary measure. Rapid deployment of oxygenation equipment to the ponds is essential if dissolved oxygen levels fall below a critical level, therefore reducing the risk of a fish kill incident.
- This monitoring is a core part of the Ecology Team's work.
- Fortunately this year there has been no further evidence of the Azolla outbreak that occurred in 2010 at the Viaduct Pond.
- Both the water aeration and mixing equipment were given a complete overhaul at the Boating pond.
- Barley straw was again positioned in some of the swimming ponds to reduce the likelihood of blue green algae blooms.
- Regular removal of blanket weed at the Whitestone pond.
- Slit traps have been placed in a number of locations along ditches within the pond catchments to help reduce sedimentation.
- Continuous monitoring of catchments leading from developments and private residences for pollution and unlawful discharge incidents.

Habitat and Species Monitoring and Planning

- Four volunteers continued to carry out reptile surveys across the Heath in liaison with the ecology team. This continues the successful surveys

carried out in 2011 which recorded 5 times as many snake sightings than the previous year.



Figure 3: Grass snakes

- The experiment to compare the effects of grassland cutting times continued on the wild flower area on the Extension, with three different regimes. The area was monitored.
- Grassland monitoring including Small Tumulus Field, the Sparrows Site, the ‘Tormentil Slopes’ and acid grassland above the Vale of Health. Selected areas of creeping thistle, common hogweed and bracken were also monitored. Data will be analysed over the winter months.
- The Butterfly transect that has been running successfully for thirty one years indicated a hard year for a number of species due to the poor weather.
- Bat surveys were carried out on the Hampstead and Highgate pond chains in areas likely to be affected by the forthcoming flood and water management work.
- The Ecology Team produced three Compartment Management Plans, for Sandy Heath Ponds, Sandy Heath and Flagstaff Gorse Patches, and Pryor’s Field. .

- Quarterly walks were held with the Heath Subcommittee of the Heath and Hampstead Society.

Formal Areas

Golders Hill Park / Pergola & Hill Garden / Keats House

- Design, planting and establishment of sustainable and structured plants in the Wall Garden – Figure 4 & 5.
- Replanting of shrub borders following phase three wall repairs in the Hill Garden.
- Installation of shade canopy and new play equipment in the children’s play area.
- Additional sustainable planting in Keats House.
- Creation of natural grass habitats in the Swan Pond.
- Reed control in the Water Garden Pond.

Parliament Hill Fields

- Completion of landscape improvement works in the front of the Lido and Education Centre.



Figure 4: Front border Golders Hill Park



Figure 5: Front border Golders Hill Park

Proposed Annual Work Plan 2013

4. The proposed Annual Work Plan for 2013 is appended to this report, together with a separate map indicating the location of the main conservation works. Again this is an ambitious plan of work and circumstances will dictate the extent to which it can be completed.
5. For completeness the major tasks within the formal areas of the Heath have also been included within the proposed 2013 Annual Work Plan.
6. The City is currently monitoring the situation across all of its open spaces regarding the outbreak of 'Ash dieback' fungus *Chalara fraxinea* in the United Kingdom. Depending upon the spread of this disease across the country it may be necessary to review the implementation of annual work programme for the Heath.

Corporate & Strategic Implications

7. The protection of the natural aspect cannot be taken for granted and to retain the existing mosaic of vegetation that makes the Heath such a popular open space, whilst fulfilling the basic services to keep the site clean and well maintained, requires significant investment.
8. The preparation and implementation of an Annual Work Plan in accordance with Policy 6 of the Interim Management Plan contributes to the strategic theme of A Clean, Pleasant and Attractive City. The natural aspect is a significant factor in the popularity of the Heath for general

recreation and sport and this also helps to contribute towards A Healthy City.

9. The actions for the new annual work plan are set out under the main character areas of the Heath. This follows the format of the proposed Part III section of the management plan, detailed prescriptions of work. What is ultimately required for each of these character areas is a clear vision on and long term aspirations together with those policies that are relevant to these areas, that will be taken from the Part I overriding strategic direction and Part II policies for each Topic Area.

Implications

10. The costs of meeting this ambitious programme are funded through the Superintendents' local risk budgets, together with the grant funding from City Bridge Trust. Wherever possible opportunities are sought for external funding to support these essential works.

Conclusion

11. The Heath is a complex site and it is impossible to set out in full all the work required to manage it a year ahead. Unanticipated circumstances may require a change of priorities, such as storms. However, the plan establishes our intentions for the year, subject to the Committee's comments.

Background Papers:

Committee Report - Sustainable Planting - Golders Hill Park

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Hampstead Heath Annual Work Plan January to December 2013

Introduction

The Annual Work Plan January-December 2013 includes conservation and arboricultural work and work related to the formal areas of Hampstead Heath. It outlines the management works that will take place over the coming 12 months. Like all working documents it must be recognised that weather, seasonal changes and other factors can have an impact on the programme and lead to unavoidable changes. Sunday working which causes noise will be avoided where possible, but may from time to time be necessary. For example, in wet summers it may be necessary to take advantage of dry weekends to cut grass.

Note that items from the 2012 Annual Work Plan which have not yet been undertaken have been included. Many of these may be completed before the end of 2012 and, if not of a repetitive nature, will then be removed from the 2013 list.

The work programme is an ambitious one. It is hoped that it can be completed in full, but it is necessary to consider which items could be deferred if the need arises. Items listed in normal typeface are those required to be undertaken this year to maintain the Heath in the short term.

Any comments or queries should be made, in the first instance, to the Conservation Manager, 020 8347 0389.

Conservation work

Principles for ecological management

Much conservation work on the Heath aims to maintain the *status quo*. Without this work, large areas of the Heath would succeed to dense and spindly secondary woodland. Our current guiding ecological principles are:

- To maintain current grassland areas, particularly the scarcer patches of 'acid grassland' on the Heath's upper areas. This involves keeping back encroaching bramble, thistle and tree seedlings and dealing sensitively with the margins of adjacent woodland and hedges, which can be particularly valuable ecologically. Such work will be completed from autumn to early spring, to avoid disturbing breeding birds, or from late autumn where there may be grass snakes present. If necessary, low bramble can be cut again outside this season, ideally on a hot day when grass snakes will probably be in retreat underground or can move away from machinery, or it can be cut by hand.
- Where choices are possible, to aim for a mosaic of vegetation of different aspects and height. Such mosaics are essential for many invertebrates, amphibians and reptiles. This principle applies to both woodland (where it translates into a tiered canopy) and grassland.
- To be on the lookout for opportunities to develop undisturbed areas of dense scrub or woodland understorey, to provide additional (currently scarce) bird-nesting habitat.

- To try to eradicate or prevent the spread of invasive species, e.g. Japanese knotweed and Himalayan balsam, which would be detrimental to the Heath's wildlife value if allowed to increase their populations.
- The public enjoyment of nature in a safe environment is of paramount importance.
- Particular care is taken to attend to the needs of valued or special species and habitats, e.g. veteran trees and ancient hedge lines, kingfishers, and the rare *Atipus affinis*, a purse web spider.
- In non-formal parts of the Heath we seek to avoid planting purchased trees and shrubs, relying instead on natural regeneration. Where a more reliable or quicker result is required, only stock of local provenance will be used.

New work for 2013

This section identifies the major items of new work which we shall be undertaking in 2013. Numbers refer to locations shown on attached map.

Wildflower meadows

The 'Sparrows' wildflower meadow (number 32), above the paddling pool at Parliament Hill and measuring about a quarter of a hectare, was established in 2009 and has been a considerable success. Two further meadows were seeded in 2012 using funds provided by the City Bridge Trust. That on the Old Hockey Pitch (not shown on map) germinated sufficiently well for the fence to be removed this autumn. Unfortunately establishment at the Parliament Hill site (number 26) was very poor, probably due to slug damage on this relatively damp site during the extremely wet spring. The site was re-sown in early October, and it is envisaged that the fence will be removed by early summer 2013.

The 2012 programme listed the establishment of about 0.1 hectares of perennial wildflowers in an area of rough grassland below the Pergola (number 96). This has been held over to 2013. Two further areas are planned for seeding with perennial wildflowers in 2013, as agreed by the Management and Consultative Committees in 2011. These are in Tumulus Field (number 28) and are situated near the top north-west corner (a City Bridge Trust project) and 0.08ha near the top of cycle track (part of the RSPB Heritage Lottery Fund project). They together amount to 0.25 hectares.

Two small areas of annual wildflowers have also been established on the Heath, one by the northern-most entrance to Parliament Hill, near Duke's Field (number 41), and the other on the Heath Extension (number 88). These have been greatly admired by the public, and will be re-sown in spring 2013. The fence round the area on the Extension will be removed once the flowers have established, but it will not be possible to take down the fence round the one at Parliament Hill due to the number of dogs frequenting this part of the Heath. However, the fence will be made sinuous and the area will be extended slightly towards the road to make it look more natural.

Hedge work

About 100m of hedge will be laid in 2013, mostly on the Heath Extension. One exception is the eastern-most section of Hedge 1 at Parliament Hill, near the first pond (number 42). This old hedge is becoming a line of spindly trees and shrubs, and it is imperative that it is laid to preserve it as a hedge, and prevent it becoming a line of trees, as has happened to Hedges 2 and 3. The adjacent section was laid in 2011. A third of the blackthorn-dominated boundary between Pryor's Field (number 16) and the Mixed Pond will also be coppiced or laid, to regenerate it.

There is a large patch of scrub in Small Tumulus Field (number 31) adjacent to Hedge 3. Scrub between this and the Hedge will be cut back to prevent the area becoming part of the Hedge.

Invasive species

Ragwort is becoming more common on the Heath. It is a native plant of considerable wildlife value, and there is no legal requirement to control it. However, we do not wish it to dominate significant areas of grassland, as has happened on one of the Paddocks on Sandy Heath and on part of Small Tumulus Field. A report on options will be produced.

An experiment will be initiated to test methods of controlling creeping thistle. Different cutting and topping treatments will be tried on the southern slopes of Parliament Hill (number 34), where thistle is extensive, and the area will be monitored.

Work will continue to prevent unwanted spread of bramble. This will include reducing its extent in Pryor's Field (number 16), in line with the agreed Management Work Plan. The Heath and Hampstead Society has also requested that several cuts are made into the bramble round attractive trees in the more open sections of South Meadow (number 46), so that their trunks can be admired, and this has been inserted into the work programme.

New kingfisher bank

A new kingfisher bank is proposed on the northern bank of the Viaduct Pond (number 15). This will be partly hidden by trees and shrubs, and if successful will allow unrivalled views of the birds from the Viaduct.

New boundary posts

Where new boundary posts ('shark's teeth') are required due to decay of the existing ones, it is proposed to shear off the old ones at ground level but leave their bases in place, and insert the new ones adjacent to the old. This is to protect any stag or lesser stag beetle larvae, which are from time to time discovered in the rotting bases of old posts. Newts have also been found sheltering in the bases of rotten posts on the Extension.

Work required by the Dams Supervising Engineer

The Supervising Engineer will require further tree and scrub clearance to reduce flood risk. The City has a legal requirement to carry out this work. This is in advance of the proposed major project on the flood alleviation. Several ponds, including Highgate no 1, Hampstead no 1, Vale of Health and the Viaduct may be affected.

Vale of Health

It is proposed to coppice willow trees in the centre of the Upper Vale of Health (number 2). This will reduce shading to the edge of the acid grassland and improve the view over the Vale from entrance to the Heath from Whitestone Lane.

Removal of trees and scrub adjacent to the Tormentil Slopes (number 12) in 2012 has successfully increased the population of this iconic flower of acidic grassland. It is proposed to further improve the habitat here by removing a fallen willow tree, removing lower branches of trees at the bottom of the slope, and attempting to control bramble, willowherb and coarse grasses.

Flagstaff area

It is proposed to extend the gorse in this area (number 94), in line with the management plan. This will entail removing tree and scrub cover from and planting with gorse.

Leg of Mutton pond

It is proposed to cut back holly & coppice or pollard selective trees from the banks of the pond (number 105) on 4-year rotation, to allow light to reach marginal areas. Regrowth will be prevented in areas of good emergent vegetation. In addition, tree and scrub cover shading out marginal vegetation will be removed, particularly on the north side.

South Meadow

In the wooded section of South meadow (number 46) it is proposed to remove or high pollard a small number of ash trees and up to six young oaks near the boundary with Tumulus Field in order to improve the view from the Chubb Shelter. The trees will subsequently be maintained at this height.

Tumulus Field

Saplings and seedlings near the dead tree in Tumulus Field (number 28) will be removed, leaving the three best as options to be grown on as replacements.

Parliament Hill

Another of the shrub patches on Parliament Hill (number 37) will be layed, to retain the rotation and keep these areas as thick shrubs. The best one to lay has yet to be decided.

Compartment Management Work Plans

In 2012 management work plans covering Pryor's Field, Sandy and Flagstaff Gorse Patches and Sandy Heath Ponds were approved. The management items detailed in these have been added to the work programme. In 2013, in addition to those currently under way (Harry's Compartment (numbers 55 and 56) and Sandy Road Coupes (number 119)), detailed management work plans will be prepared for the Hampstead Branch of the Fleet Stream (number 10), Preacher's Hill (number 20) and Small Tumulus Field (number 31).

General maintenance

In addition to habitat management, this Plan also includes other works within the more formalised parts of the Heath. It has not been possible to include all the general maintenance and development tasks that take place, but elements of these can be summarised as:

- Amenity grassland areas are provided and maintained for recreation.
- Areas of formal gardens are maintained throughout the Heath, but principally at the Hill Garden, Golders Hill Park and formal recreational areas below Parliament Hill to Gospel Oak entrance and from Highgate Road to Nassington Road.
- Daily litter picking and Trilo collection from bins is carried out on a daily basis. Dedicated fishing tackle bins at each fishing pond are emptied separately by the Heath Rangers Team.
- Maintenance of sporting and recreational facilities for athletics, football, fishing, tennis and many more activities.
- Supervised swimming facilities at the Lido and at the three natural bathing ponds.
- Play facilities including maintenance of playgrounds, the Peggy Jay Centre and the Adventure Playground.
- Daily cleaning and inspection of public toilets.
- Liaison with the City's Sustainability Working Group to implement the City's sustainability policy wherever possible.
- Path maintenance Heath-wide as and when required: power harrow, add agreed aggregates and roll; and fill in potholes.
- Cleaning and maintenance of benches.
- Maintenance of fences.

Notes on the tables

The relevant Natural Landscape Chapter policies from the Hampstead Heath Management Plan 2007-2017 are given in the first column, or where appropriate references to the Part I Plan itself.

Areas of the Heath are listed in the second column. Where possible, location names relate to those used on the Hampstead Heath Map. Numbers in the third column relate to approximate locations of proposed work as illustrated on the accompanying map.

General items

Map ref.	Policy nos.	Location	Description of work
	47	Hedgerows Heath-wide	Report on survey of the Heath's hedgerows
	50	Hedgerows Heath-wide	Remove non-native tree seedlings
	27	Hedgerows Heath-wide	Carry out any necessary management to promote trees which could grow into veterans.
	Access	Pavement edge general	Lift all trees & shrubs to 2m & cut back to pavement edge as necessary
	36, 46	All water areas	Manage routine incidents, & assist Wildlife Rescue experts in dealing with distressed water fowl. Assist Constabulary in preventing & investigating dog attacks.
	47	All or several ponds	Reinstate dragonfly monitoring scheme
	36, 37, 47	All or several ponds	Use a boat to check for and remove line & tackle & other debris during the fishing season.
	36	All or several ponds	Organise & oversee regular work parties of members of the Hampstead Heath Angling Society to conduct more thorough clean-ups of the ponds & other fishing-related conservation work.
	36	All or several ponds	Work with the Hampstead Heath Angling Society to ensure fishing regulations are understood & adhered to & assist Constabulary in checking permits & rod licenses
	36	All or several ponds	Try to improve marginal vegetation
	36	All or several ponds	Check & clean pond inlets & outlets
	Access, 36	All or several ponds	Monitor ponds for general problems and algae scums, and ensure warning notices are promptly put up & taken down
	36	All or several ponds	Maintain water mixing equipment at the Boating Pond.
	36, 47	All or several ponds	Monitor water oxygen and phosphorus levels
	36, 50	All or several ponds	Alleviate problems such as duckweed blooms and oxygen crashes when required
	36	All or several ponds	Liaise with Hampstead Heath Angling Society
1	Safety issue	Several ponds, including Highgate no 1, Hampstead no 1, Vale of Health, Viaduct	Carry out tree and scrub clearance required by Supervising Engineer to reduce flood risk
	27	Heath-wide	Survey the Heath for opportunities to promote existing trees or plant new ones to become veterans of the future
	50	Heath-wide	Control Himalayan balsam, Japanese knotweed, giant hogweed, California brome and, where necessary, creeping thistle, ragwort and bracken
	50	Heath-wide	Produce map with locations of Japanese knotweed sites
	50	Heath-wide	Redo 2006 map of Himalayan balsam sites.
	50	Heath-wide	Establish a policy for control but not elimination of ragwort where necessary

	50	Selected locations Heath-wide	Top thistles before they seed to try to control them
	47	Selected locations Heath-wide	Monitor selected features, including certain invasive species, Small Tumulus Field grassland, Vale of Health acid grassland, Tormentil slopes, Sparrows site, experimental cutting area, amphibians and reptiles
	3	Heath-wide	Planning, facilitating and overseeing the work of Heath Hands

East Heath, Hampstead Valley and Vale of Health

Map ref.	Policy nos.	Location	Description of work
2	16	Upper Vale of Health	Control bramble as necessary to prevent further spread
2	4	Upper Vale of Health	Reduce brambly clumps by steps opposite Vale Lodge
2	H6	Upper Vale of Health	Cut bramble etc. round Pound to maintain views to it
2	1	Upper Vale of Health	Cut Cotoneaster opposite The Gables every 1-2 years to maintain at about 1m70cm
2	14	Upper Vale of Health	Maintain patches of acid grassland by re-cutting areas created in 2012 by cutting 2 small scallops into the gorse at the lower edge
2	4	Upper Vale of Health	Mow majority of fertile grassland (including along paths) annually in September, removing arisings
2	4	Upper Vale of Health	Maintain uncut strip of grass by wood opposite The Gables by cutting once p.a. at the end of the season
2	13	Upper Vale of Health	Weed heather annually
2	4	Upper Vale of Health	Maintain rough vegetation at top of slope near Whitestone Pond by cutting annually after cow parsley has flowered
2	50	Upper Vale of Health	Pull Japanese knotweed then spray regrowth in late summer
2	50	Upper Vale of Health	Cut areas of hogweed in rough grassland 2-3 times p.a. to prevent spreading
2	16	Upper Vale of Health	Ensure trees & shrubs in bramble areas do not become more numerous
2	46	Upper Vale of Health	Skirt bramble carefully by hand on Atypus slopes, & remove tree & shrub seedlings. Cut back overhanging branches if they have extended from previous year.
2	50	Upper Vale of Health	Control invasive species, e.g. sycamore, southern woodland, adjoining Vale of Health Approach Road
2	50	Upper Vale of Health	Remove Himalayan balsam from area
2	6, H6	Upper Vale of Health	Coppice willow trees in the valley to increase acid grassland and improve view over the Vale from entrance to the Heath from Whitestone Lane

2	Access	Upper Vale of Health	Approach LB Camden to erect public footpath sign at end of Whitestone Lane
2	Access, H6	Upper Vale of Health	Install memorial bench at viewpoint over Vale on access path onto the Heath from Whitestone Lane
3	Safety issue	Vale Approach Road	Maintain sightlines at junction of East Heath Road
4	4	Springett's Wood	Mow grass 2-3 times avoiding bluebell leaves.
4	Access	Springett's Wood	Clear & mow path to new gate (see below)
4	Access	Springett's Wood	Clean & oil bench
4	36	Springett's Wood	Remove excessive marginal vegetation in pond
4	50	Springett's Wood	Remove & dispose of Crassula helmsii if present in pond
4	36	Springett's Wood	Enlarge pond
4	Access	Springett's Wood	Install second gate near western end of fence
4	16	Springett's Wood	Check tree guards & tree ties, & clear scrub around young trees
4	16	Springett's Wood	Remove bramble etc. from fallen live pear tree
5	29, 50	Row of trees/hedge on north/upper side of Hockey Field	Water newly planted shrubs as required
6	Access	The Elms/Radio Mast	Cut back bramble/scrub encroaching on access road
7	6	Vale of Health Valley	Keep central area open, but retaining elder bushes at south-west edge. Retain nettle/comfrey area on south-west side. Mow south-eastern side as required to control bramble with aim of recreating grassland.
8	16	Pines near the Ice House	Clear saplings round old pines and bring on new ones to replace them as they decline
9	16	Woodland south of Vale of Health Approach Road	Remove ivy from 20% of trees each year
10	25	Fleet Stream, Hampstead branch	Prepare a compartment management work plan
11	36	Fleet stream crossing to Viaduct slopes	Re-coppice/clear area previously opened up by crossing to Viaduct pond slopes
11	Access	Fleet stream crossing to Viaduct slopes	Improve crossing, e.g. with wood sleepers
12	13, 14	Tormentil Slopes	Cut bramble patch and rosebay willowherb repeatedly, starting before bird nesting season
12	13, 14	Tormentil Slopes	Cut areas of coarse grass repeatedly
12	14	Tormentil Slopes	Remove fallen willow branches by Tormentil slopes and raise crowns of trees along lower slopes
13	16	Path between Viaduct pond slopes and Hollow Beech	Scallop bramble edges
14	4	'Secret glade' W of path between Viaduct pond & Vale toilets	Continue reducing bramble & rosebay willowherb. Reduce birches and prune back overhanging oak branch on NW of clearing

15	42	Viaduct Pond	Construct new kingfisher bank on northern arm as part of RSPB project
15	16, 50	Viaduct Pond	Remove or coppice young sycamores in enclosures to west of pond
15	13	Viaduct Pond	Remove bramble and tree saplings from gorse. Plant more gorse if necessary
15	H6	Viaduct pond	Heavily cut back hedge by fence at south-west of pond to restore view of water from grassy slope.
15	H6, 16, 39	Viaduct Pond	20% (approx. 55m of pond edge) of alder, willow to be coppiced every year where they occur within 5m of pond edge. Also in 2013 cut ½ of alder obstructing view of pond from grassy slope to south-west of pond. Consider treating where marginal vegetation is present.
15	39, 50	Viaduct Pond	Remove sycamore and false acacia and recoppice tree regrowth between Bird Bridge and the Viaduct to maintain open area.
15	39	Viaduct Pond	Coppice willow, alder and silver birch along east bank.
15	13	Viaduct Pond	Maintain heather patch on slope by regular weeding
15	50	Viaduct Pond	Manage/remove/spray Japanese knotweed in enclosed area.
15	50	Viaduct Pond	Pull Himalayan balsam from marsh area
15	13	Viaduct Pond	Remove bramble and saplings from gorse area. Coppice any degrading gorse
15	36	Viaduct Pond	Remove 25% of elodea to maintain open water and reduce chance of oxygen depletion late in season. Review requirement for this with reference to upcoming dams work.
16	Access, 7	Pryor's Field	Mow fertile grassland in southern part of field
16	7	Pryor's Field	Cut or dig up patch of blackthorn suckers on western side of path along Mixed Pond side of field
16	46	Pryor's Field	Check area where common spotted orchid grows to ensure it is not being outcompeted; manage appropriately if so.
16	50	Pryor's Field	Clear sycamore saplings and laurel from woodland strip along north edge
16	50	Pryor's Field	Pull any Himalayan balsam in damp patch. Pull Himalayan balsam in central bramble patch only if whitethroat not breeding.
16	Access	Pryor's Field	Make sure main paths are clear of bramble and in good order, and ditch line running along the south of the field has been regularly cleared of leaf litter and debris.
16	16, 29	Pryor's Field	Blackthorn shrubs along Mixed Pond fence line: remove oak sapling, coppice blackthorn to within 2.5m of fence and lay remaining shrubs along fence line. Achieve this through cutting 3 tranches on a 9 year rotation
16	20	Pryor's Field	Cut 1/3rd of the scalloped eastern edge of Pryor's Field between the path and shrubs (excluding the area dominated by blackthorn) on a rotational basis
16	13	Pryor's Field	Maintain gorse along northern edge by clearing bramble as necessary
16	6	Pryor's Field	Reduce the extent of areas of bramble as specified on management plan, cutting by hand where ant hills are present.

16	50	Pryor's Field	Remove sycamore trees and saplings from large willow area on the southern edge near the fairground site
16	Access	Pryor's Field	Plant a band of shrubs such as hazel and hawthorn adjacent to the white poplars along the south-east boundary to shield views of the fairground site and improve the sense of enclosure
16	16	Pryor's Field	Coppice selected areas of shrubs on the Field side of the scrub band parallel to East Heath road, in order to thicken it up. Plant hazel or hawthorn where additional shrubs are required. This will improve the visual screen and the habitat for birds. Carry out in two tranches, one within 3 years, the other in perhaps 10 years' time, to be assessed
16	Access	Pryor's Field	Remove some bramble from north-west corner access path on both sides to make entrance to Pryors Field more attractive, with a better view of the field
16	Access	Pryor's Field	Remove small hawthorn growing too close to path to road from south-west corner of Field before it interferes with access
16	14	Pryor's Field	Plant more gorse in small area recently cleared
16	4	Pryor's Field	Cut a small area of bramble in north-east of field with aim of eradicating it
16	50	Pryor's Field	Pull or cut any purple Michaelmas daisy or white Michaelmas daisy not growing in main patch
16	47	Pryor's Field	Monitor extent of hogweed
16	50	Pryor's Field	Remove hogweed flowers before seeding and take off site in all areas except that specified on map in management plan
16	50	Pryor's Field	Cut round Michaelmas daisy and bramble patches to retain current extent
16	50	Pryor's Field	Control Japanese knotweed
16	6, 50	Pryor's Field	Control bramble and thistle as specified in management plan
17	Access	South End Green	Remove wooden fence alongside the plane trees to open up this entrance to the Heath
18	6	East Heath Road	Control spread of bramble, trees etc. onto road and grassland
18	6	East Heath Road	Regularly prune willows to maintain form and maintain safe driver visibility at car park entrance
19	6	Willow Road	Keep bramble back to current frontier, with elm suckers removed
20	25	Preacher's Hill	Prepare a compartment management work plan
20	20	Preacher's Hill	Continue habitat management of woodland copses by sensitive coppicing and dead hedging
20	50	Preacher's Hill	Cut area of California brome repeatedly to stop it flowering
21	1	Lime Avenue	Cut back epicormic growth at base of limes along avenue length
22	1	Vale of Health toilets area	Divert runoff along cycle path to limit erosion during heavy rain
23	38, 39	Hampstead No. 1 pond	Continue establishing marginal plants along east bank and cut back overhanging trees in the north/north-west edge to improve marginal vegetation.

24	Access	Hampstead No 2 Pond	Address tree root trip hazards on paths
24	36	Hampstead No 2 Pond	Replace bird island.
25	6	Mixed Pond meadow	Cut grassland regularly, to keep back bramble encroachment
25	H6	Mixed Pond meadow	Prune oaks to retain view of Christchurch steeple

Parliament Hill and Kenwood

Map ref.	Policy nos.	Location	Description of work
26	Access	Meadow near the Dump / back of Parliament Hill	Remove fence round wild flower area in summer.
27	6	Second Hedge	Cut back western half of bramble fringe by meadow at western end, south side, by half its width
28	32	Tumulus Field	Allow regeneration or transplant 3-4 oak saplings to former hedge line across Tumulus Field, in line with existing trees, & protect.
28	9	Tumulus Field	Create 2 new perennial wild flower meadows: 0.08ha near top of cycle track (RSPB HLF project) and 0.25ha near top north-west corner (CBT project). Fence temporarily. Remove fence late summer assuming adequate vegetation establishment
28	6	Tumulus field	Remove all but 3 selected tree saplings from around dead oak to allow for their regeneration.
29	32	Tumulus Field pond	Manage thistle if necessary July and August. Remove any not native aquatics
30	29	Third Hedge	Lay another very short section along southern side of hedge.
30	46	Third Hedge	Cut bramble on southern side of hedge to protect pignut
30	6	Third Hedge	Cut back current year's extension of bramble on southern side of hedge
31	25	Small Tumulus Field	Prepare a compartment management work plan
31	50	Small Tumulus Field	Cut area of hogweed near main path before seeding
31	50, Access	Small Tumulus Field	Cut central triangle, where ragwort has become dominant
31	6	Small Tumulus Field	Cut back bramble, western edge

31	6	Small Tumulus Field	Create a gap between large shrub patch and Third Hedge to prevent them merging
31	4, 16	Small Tumulus Field	Cut top half of rough area in upper, south, corner of field
32	4, 6, 7	Sparrows site	Manage Sparrows site as wildflower meadow: possibly cut in July to control thistle, otherwise cut in August
33	4, 6, 7	Southern side, Parliament Hill	Control remaining oak seedlings above Sparrows site
34	50	Southern side, Parliament Hill	Experiment with methods of controlling creeping thistle, for example by cutting several times during the growing season
35	6	Parliament Hill, near Dump	Mow close to fallen tree to prevent brambles growing up
36	9	Parliament Hill near bandstand	Sow perennial wild flowers following gas works, approx. 0.12ha, and fence temporarily. Remove fence late summer assuming adequate vegetation establishment.
37	16	Parliament Hill scrub thickets	Lay one scrub island
38	50	Nassington Road Entrance	Control patch of Japanese knotweed north of entrance
39	E1	Heath Life Education Centre	Manage wildlife garden for ecology & education. Lay or reduce hedges around pond.
40	Access	Secret Garden	Cut down bramble at the rear of the site
40	E1	Secret Garden	On-going maintenance work
41	9	Grassland west of Secret Garden entrance	Re-sow a strip of cornflower annuals along edge away from path. Make boundary more sinuous than in 2012.
42	30	First Hedge	Lay eastern section
43	Access	Highgate no 1 and Men's ponds	Maintain windows onto ponds at trig points
44	H6, 1, 39	Highgate no 1 pond	Maintain open view and prevent shading of marginals by coppicing willows
44	36	Highgate No.1 pond	Trial methods of reducing up to 25% of aquatic vegetation. Review this requirement with reference to any potential dams work.
45		Boating pond	Repair and maintain fence surrounding reedbeds
45	42, 45	Boating pond	Maintain floating reedbeds/islands and aerators
46	7	South Meadow	Mow all grassy glades except large areas north of stream to allow access & maintain grassland. Retain strip of long grass round edges.
46	7	South Meadow	North of stream, cut $\frac{1}{3}$ grassland (see management plan), leaving refuges
46	50	South Meadow	Remove oak seedlings from grassland
46	6	South Meadow	Cut areas of bramble cleared in September 2011 several times in order restore grassland. In grassy northern section this will entail cutting back to tree drip lines. All glades in woodland which are currently predominantly thick bramble should be left as such, apart from maintaining any footpaths through them. Retain a brambly fringe round woodland glades.
46	46	South Meadow	Release scaly male fern from brambles

46	50	South Meadow	Pull or cut small balsam in Kenwood SSSI strip before it flowers
46	50	South Meadow	Remove laurel & sycamore saplings & seedlings
46	Access	South Meadow	Strim bramble from paths if required to maintain access
46	Access	South Meadow	Try to reduce erosion on S side of wooden bridge over stream by placing brash & logs over area
46	Access	South Meadow	Maintain area in front of Chubb shelter
46	27	South Meadow	Pollard taller of 2 ash saplings in glade on S edge & remove smaller nearby ash, with long-term aim of creating veteran tree
46	6	South Meadow	Fell one small sycamore tree
46	6, 19	South Meadow	Cut back encroachment of grey sallow in N grassland; coppice remaining grey sallow
46	26	South Meadow	Carry out programme of arboricultural etc. work to maintain veteran trees
46	50	South Meadow	Remove invasive Michaelmas daisy in glade
46	Access	South Meadow	Reinstate sign in Chubb shelter
46	H6, access	South Meadow	Move benches to Becky; Charles & Ken; Max Sondheimer; Susi Holzer; & Herman Bap to edge of woodland or glade
46	H6	South Meadow	Remove or high pollard a small number of ash trees and up to 6 young oak trees near the boundary with Tumulus Field to improve the view from the Chubb Shelter and maintain trees at this height
46	Access	South Meadow	Cut a path through bramble below selected fine oak trees to allow access to see trunks
47	Access	Chubb shelter	Clear any scrub obscuring shelter as necessary
48	47	Stream culvert crossing by bird feeders	Cut round where cuckoo flower grows
49	Infrastructure maintenance	Kenwood nursery	Prune ivy, honeysuckle & buddleia growing along & on top of Hampstead Lane wall as necessary
50	19	Orchard	Continue to coppice area of hazel/ash on a 7 year rotation. Plant additional hazel to fill gaps. Section 2 in 2013. Do section 1 also if not completed in 2012.
50	16	Orchard	Coppice more ash/hazel from section 6 as more required in order to plant fruit trees
50	Access	Orchard	Cut hedges, cut back nettles and other vegetation from path.
50	16	Orchard	Clear around recently planted hazels
50	16	Orchard	Remove one large sycamore
50	16	Orchard	Raise crowns of selected beeches, especially near footpaths
50	16	Orchard	Plant 2-4 pear and 2-4 apple trees into section 6. London and Middlesex varieties
51	47, 50	New Cohen's Field ponds	Monitor for invasive species and remove as necessary
51	36	New Cohen's Field ponds	Dig out dry reedy pond with digger

51	46, 50, visual access	New Cohen's Field ponds	Stop shrubs & climbers growing higher than fence
51	36	New Cohen's Field ponds	Autumn or late winter cut to pond edges to maintain a grassy fringe.
52	6, 16	Upper (western) Cohen's Field	Cut back overgrown fringe of scrub/tall vegetation on eastern boundary, preserving suitable saplings which will help screen Athlone House
52	H6	Upper (western) Cohen's Field	Plant black poplars along eastern boundary of field where screening of Athlone House is required
52	6	Upper (western) Cohen's Field	Remove patch of field maple saplings at north-east corner of field, near entrance from The Orchard
52	Access	Upper (western) Cohen's Field	Maintain ditch to upper new pond to retain nearby crossing point
52	50	Upper (western) Cohen's Fields	Control Japanese knotweed re-growth above Goodison fountain hedge line
53	46	Lower (east) Cohen's Field	Remove sapling oaks from bramble fringe adjacent to Harry's hedgerow.
53	30	Lower (east) Cohen's Field	Thicken understory along Stock Pond path beside Lower Cohen's field by laying shrubs
53	6	Lower (east) Cohen's Field	Cut back bramble island developing under isolated trees to tree canopy & remove any tree & shrub regeneration within these bramble islands.
53	6	Lower (east) Cohen's Field	Grub out sapling trees from western fringe.
53	6	Lower (east) Cohen's Field	Cut back brambles which have encroached on eastern edge half way to streamline
54	46, 50	Harry's compartment - Model Farm	Eradicate knotweed and balsam. Also cut back fringe vegetation and saplings to maintain some open ground
55	7, 46	Harry's compartment: top meadow	Continue to manage as open grassland by cutting initially in spring and autumn.
56	7	Harry's compartment: Middle section	Maintain as rough meadow through autumn cut
57	7	Pipeline Triangle	Early summer cut to Triangle to reduce coarse grass vigour & encourage later-flowering knapweed & bedstraw
58	1 & others	Athlone House acquisition	Management according to detailed management plan
59	19	Cohen's Wood	Thin oaks selectively and use timber for projects around the Heath
60	16	Allotment fringe	Remove sycamores from area next to the lower allotment fence line to free up native oak
61	36	Stream line from Cohen's Wood to Ladies pond	Recoppice streamline area. Maintain dams & aquatic vegetation to improve water quality along catchments. Further clearance & dam creation may be necessary.
62	36	Stream line from Cohen's Wood to Ladies pond	Ensure corrugated stream cover is removed by the contractor.
63	1, 36 & others	Ecofield	On-going maintenance including planting, pruning, weeding & mowing
63	36	Ecofield	Restoration of pond
63	29	Ecofield	Cut Leylandii hedge
63	46	Ecofield	Plant sunflowers for bees

63	1	Ecofield	Develop management plan for area
63	9	Ecofield	Develop wildflower area
64	6	Ladies Pond meadow	Prune tips of isolated ash sapling back 1m to retain as bird perch but not let grow into tree
64	6	Ladies Pond meadow	Cut back periphery of isolated bramble patch 1m and whole of newly-developing bramble patch nearby further north
64	47, 50	Ladies Pond meadow	Monitor and possibly remove thistle & ragwort round damp area
64	6	Ladies Pond meadow	Cut back bramble patch developing along tarmac path and southern streamline during winter & repeat cut 3 times during growing season
64	4	Ladies Pond meadow	Reduce erosion caused by paths by cutting alternative desire lines adjacent to existing path in summer
65	47	Stock Pond meadow	Monitor extent of bracken and rush
65	47	Stock Pond meadow	Cut back bramble and bracken along Kenwood edge by 3m before mid-March, then cut re-growth 3-4 times
65	47	Stock Pond meadow	Cut patches of invading rush in cold weather to reduce vigour, leaving main patch beside path
65	6	Stock Pond meadow	Remove saplings growing near rushes and oval sedge
66	1	Ladies Pond enclosure	Carry out wildflower meadow improvements, cyclical coppicing and pollarding
66	Access, 39	Ladies pond enclosure	NW edge of pond: remove woody debris from water & coppice 15m section of bankside to encourage emergent vegetation & reduce debris encroachment into the swimming area
66	36	Ladies pond enclosure	Enhance wetland through creation of pools at the northern marsh area of pond
67	Access	Stock Pond	Lift trees on causeway side to improve viewing
67	36	Stock Pond	Continue to selectively thin & lift bankside trees to increase light levels & reduce leaf litter
67	46	Stock Pond	Clear round wild service tree saplings
67	36	Stock Pond	Cut back scrub encroaching onto northern marsh area. Cut back to dead hedge.
68	50	Bird Sanctuary	Control Himalayan balsam & giant hogweed
68	47	Bird Sanctuary	Weekly clean & fill bird feeder
68	Access	Bird Sanctuary	Trim small hedge in front of bird feeder to maintain visibility
68	39	Bird Sanctuary	Coppice 10% of willows & alder along eastern edge. Avoid working near kingfisher nesting bank
68	39	Bird Sanctuary	Regular coppice or removal of recent regrowth from large birch tree southwards on one-year rotation, to provide more light to water
68	36	Bird Sanctuary	Continue to expand wet meadow E of pond through selective coppicing of trees and scrub encroachment
68	H6	Bird Sanctuary	Coppice alder & dogwood S end of pond to maintain view points
68	19	Bird Sanctuary	Coppice hazel area E of pond on 7 year rotation. Remove competing elm scrub.

68	36	Bird Sanctuary	Create large pool/channel N side of pond to increase wetness & habitat for reedbed
68	39	Bird Sanctuary	Remove selected trees and shrubs near reedbed
68	36	Bird Sanctuary	Create new area of reedbed in section 4. Review this requirement with regards to any potential dams works.
68	36	Bird Sanctuary	Dig more pools in western meadow to prevent drying out
68	36	Bird Sanctuary	Continue to increase reedbed through selective felling of birch & willow along NW edge of pond
68	6	Bird Sanctuary	Cut eastern dry area to prevent scrub encroachment in autumn/early winter
68	36	Bird Sanctuary	Cut eastern wet meadow late winter
68	6	Bird Sanctuary	Cut north western rough meadow to prevent succession. Keep some rosebay willowherb and maintain a bramble fringe. Autumn cut followed by late spring and mid summer cut.
68	6	Bird Sanctuary	Cut rough meadow to the north of the reedbed late winter/early spring.
68	6	Bird Sanctuary	Late cut and early summer cut to grass area surrounding bird feeders to maintain as grassland
68	H6	Bird Sanctuary	Consider opening up viewing window again from corner nearest Millfield toilets
68	36	Bird Sanctuary	Remove birch trees which have fallen into water from western edge
68	Access	Bird Sanctuary	Open up 1-2 new sightlines from western section towards reeds.

Hampstead Heath Extension

Map ref.	Policy nos.	Location	Description of work
69	Access	Heath Extension, path edges	Rough cut throughout growing season
70	7	Heath Extension meadows	Late cut to meadows in general
70	6, 50	Heath Extension meadows	Removal of thistles, ragwort and seedling trees
70	20	Heath Extension meadows	Development of scalloped edges between mown and long grass
70	4, 20	Heath Extension meadows	Reduction in the amount of bramble & some thistle where prolific on edges
71	6	Meadow above changing rooms	Hand grub tree seedlings and saplings

71	6	Meadow above changing rooms	Cut back bramble 2m if expanding into meadow
71	9	Meadow above changing rooms	Cut back raspberry to try and control it. Prevent it spreading into the grassland.
72	6, 7	Ikin's Corner meadow	Clear scrub and bramble to protect broad-leaved helleborine, then maintain
72	6, 8	Ikin's Corner meadow	Cut grassland every 2 years - next cut 2013
72	6, 9	Ikin's Corner meadow	Cut bramble growing either side of hedge running down to ponds, including twice in growing season
73	7	New hockey pitch	Top 50% thistle along hedgerow on west of grassland
73	7	New hockey pitch	Maintain scalloped edge to bramble & close-mown grass
74	7	Meadow west of children's play area	Top 80% thistle along east hedge
75	6	Meadow Lower & Upper Wield Field (formerly Meadow 308)	Reduce peripheral bramble. Target encroachment along north edge & remove seedling tree encroachment into meadow.
76	Access	Meadow Lower & Upper Wield Field (formerly Meadow 308)	Maintain horse ride and reinstate signposting
77	50	Meadow at North Point (far NE corner of Extension)	Hand pull or cut 80% thistle
77	7	Meadow at North Point (far NE corner of Extension)	Late annual cut leaving refuges
77	20	Meadow at North Point (far NE corner of Extension)	Develop scalloped edge between mown & uncut grass
78	7, 47	Meadow at North Point (far NE corner of Extension)	Cut & monitor three trial grassland management strips, cutting e.g. April/May; July; July then late
79	29	Meadow at North Point (far NE corner of Extension)	Cut hawthorn hedge
80	4	Eastern edge of Extension	Maintain cut grass strip at base of privet hedges at rear of private gardens
81	4, 16, 18	Damp triangle	Allow to develop as rough grassland dotted with trees and shrubs, which will in future be coppiced
82	16	Copse of aspen saplings	Weed as required. Keep free of everything except aspens. Do not thin aspens.
83	20	Hedge between cricket & football pitches	Retain 4m bramble/grassland fringe to hedge, leaving some wide sections clear to give occasional access to stream
84	6	Hedge between horse ride & junior cricket field	Hand grub tree seedlings and saplings in uncut area & allow habitat to improve for meadow ants. Cut around hills

84	6	Hedge between horse ride & junior cricket field	Cut thistle areas thistles to east and west in July to stop spread into area of ant hills
85	46	Large cricket field	Maintain native black poplar saplings at lower north corner of field
85	46	Large cricket field	Plant two more native black poplar saplings at lower north corner of field
86	16, 18	Old wood banks to east of Extension ponds	Remove holly if supressing young trees & alder stools along wood bank edge
87	H6	Near damp patch	Maintain viewing windows on both sides to give more view of stream
88	9	Wild flower area west of ponds	Clear and re-sow with an annual meadow mix. Remove fence in late spring/summer once establishment adequate
89	30	Extension Hedges	Lay 50m of hedgerow to North of Cricket pitches alongside stream.
90	29, 30	Extension Hedges	Lay a further section to be decided
91	4, 7	Extension Ponds	Maintain damp meadow by late winter/ early spring cut & clear from W edge of ponds 2-7, Feb or early March. See management plan for location.
91	6, 16	Extension Ponds	Cut/coppice scrub & grub bramble for N, S & E edges of ponds 5&6 to maintain low scrub & wildflower area & prevent encroachment into pond. See management plan for location
91	6, 16	Extension Ponds	Cut/coppice scrub & grub bramble for N, S & E edges of pond 7 to maintain low scrub & wildflower area & prevent encroachment into pond. See management plan for location
91	H6	Extension Ponds	Maintain shrub islands by laying shrubs along N edge of pond 2 on 10 yr. cycle starting 2012 to increase bank protection & improve public viewing. Layed section may be pruned yearly if extra viewing is desired. It will however need a few years' growth before laying again. See management plan for location
91	16	Extension Ponds	Selectively coppice shrub islands on 10 yr. cycle to maintain thick vegetation. Coppice 1 island/yr. See management plan for location
91	29, 30	Extension Ponds	Lay or thicken short hedge section running from pond 1 east towards Wildwood road.
91	36	Extension Ponds	Maintain open water by removing 50%-75% emergent vegetation from ponds 2-6 approx. every 10 years. Spread arisings along ground to west of ponds 4-6. Maintain minimum 50% open water. Pond 3 2013, pond 4 2015, Pond 6 2018, ponds 2& 5 2020.
91	50	Extension Ponds	Remove New Zealand Pigmyweed, Crassula helmsii, from pond 5 and any other ponds where it is present
91	47	Extension Ponds	Monitor dragonflies
91	41	Extension Ponds	Remove silt from ponds 1 & 7 by dredging sediment. Engineers department

91	Access	Extension Ponds	Maintain views to ponds in small sections of east and west sides through summer coppicing of vegetation.
92	46	Path edge near to Extension No.1 pond	Ensure marsh woundwort population is protected and maintained.

West and Sandy Heaths and Judges Hollow

Map ref.	Policy nos.	Location	Description of work
93	2, 7	Flagstaff	Regular cut, but with midsummer window to allow flowering of wildflowers
93	H6	Flagstaff	Maintain view from benches towards Harrow
94	13,14	Flagstaff gorse patch	Gorse expansion in section 1. Remove tree and scrub cover from area. Grub out any bramble. Rake and remove as much top soil as possible. Plant up with potted gorse.
94	13, 14	Flagstaff gorse patch	Plant any open areas with gorse
94	13, 14	Flagstaff gorse patch	Follow up management of recently expanded area of gorse. Section 12- Revisit section to remove any returning scrub or bramble growth. Replant any failed gorse.
94	Access, safety	Flagstaff gorse patch	Coppice 1-2m strip of gorse from either side of main east-west track to maintain access and firebreak
95	13	Heath lands, next to Jack Straws car park	Late annual cut, leaving refuges
96	7, 9	Meadow below Pergola	Create wildflower meadow area
97	13, 14	Heather stand on slope by Hill garden middle gate (old section of Pergola)	Weed existing heather & grow on gorse seedlings for future planting. Increase area of heather/acid grassland by cutting back scrub
97	13, 50	Heather stand on slope by Hill garden middle gate (old section of Pergola)	Control bracken
98	46, 50	Area opposite Hill Garden main gate, adjacent to North End Way	Remove bramble & bracken encroaching on lily-of-the-valley & grassland
99	13	Inverforth Close/Hill Garden heather site	Weed and maintain heather
99	14	Inverforth Close/Hill Garden heather site	Increase area of heathland/acid grassland through selective tree and scrub removal from eastern edge

100	13	Drying Ground	Coppice or lift gorse growing over heather surrounding gorse patch. Weed & maintain heather on slopes
100	15	Drying Ground	Maintain open aspect under pines by bramble & scrub removal
100	14	Drying Ground	Continue to Increase area of Heathland/acid grassland through selective tree and scrub removal southern slopes towards hollow. Rake or scrape off heavy areas of leaf mulch.
101	7	Grass Square opposite Bull & Bush public house	Late cut to grass, removing cuttings. Cut away from road edge.
101	50	Grass Square opposite Bull & Bush public house	Control knotweed
102	29	Cuttings Path	Maintain hedge and prevent encroachment
102	7	Cuttings Path	Maintain grass bank with late annual cut
102	16, 19	Cuttings Path	Maintain sightlines and open aspect along length of path
103	Access	Sandy Road	Keep grass edge mown throughout growing season
104	50	Heather adjacent to main path leading through West Heath 50m in from Dump	Control bracken on slope adjacent to area
104	4, 6	Heather adj. main path leading through West Heath 50m in from Dump	Regular cuts of newly opened grass areas to prevent scrub encroachment
104	14	Heather adjacent to main path leading through West Heath 50m in from Dump	Increase area of Heathland/acid grassland through selective trees and scrub removal from lower slopes of existing site. Scrape off heavy leaf mulch to allow better establishment of grass. Regularly cut every 3 weeks in summer.
105	39, 40	Leg of Mutton Pond	Cut back holly & coppice/pollard selective trees from pond banks, on 4-year rotation to allow light to penetrate marginal areas. Prevent regrowth in areas of good emergent vegetation. 1 side a year
105	39	Leg of Mutton Pond	Removal of tree and scrub cover-shading out marginal vegetation, particularly on north side
105	39	Leg of Mutton Pond	Remove willow and birch scrub growing in reedbed. Cut back/grub out bramble encroachment from edges
106	50	Woodland rear of garden fences (area south-west of Leg of Mutton Pond)	Monitor & control Japanese knotweed
107	16	Main body of West Heath woodland	Develop & increase deadwood habitat piles. Place timber in bramble in shade.
107	16	Main body of West Heath woodland	Maintain open glades through removal of sycamores
108	Access	West Heath roadside	Keep road edge & bollards visible by close-mowing through season
109	7	West Heath	Late cut to lower part of meadow, leaving refuges

		meadow	
110	36, 44, 46	West Heath valley mire (West Heath bog)	Remove encroaching bramble from around dwarf willow & seepage points
110	46	West Heath valley mire (West Heath bog)	Cut Juncus & Glyceria before frosts to allow improved growth of sphagnum species
110	46	West Heath valley mire (West Heath bog)	Try to expand sphagnum through pool re-creation & translocation
110	46	West Heath valley mire (West Heath bog)	Maintain low herbage through regular cutting. Monitor for development of sphagnum. Possible involvement of PhD student
110	14	West Heath valley mire (West Heath bog)	Regular cut of area between West Heath meadow & bog through removal of scrub & selective lifting & thinning of trees. This will increase area of acid-loving flora such as tormentil.
110	36	West Heath valley mire (West Heath bog)	Increase extent of boggy area through scrub removal from northern seepage point.
111	36	Whitestone Pond	Maintain pond to specification outlined by City Surveyors. Cut reedbed in early spring
112	7, 50	Flat area at top of Judges Hollow, close to flagstaff	Early cut; top thistle within grassland area
113	Access	Lower corner West Heath road/ Branch Hill junction	Maintain sightlines for traffic on lower bend.
113	Access	Lower corner West Heath road/ Branch Hill junction	Cut back road edge from Branch Hill junction down to West Heath meadow if necessary road closure can be obtained.
114	7, 13	Judges Hollow small wooded area & steep slope	Late annual cut to half slope
114	50	Judges Hollow small wooded area & steep slope	An isolated & expanding area of thistle & nettle on edges of bank needs regular cut to prevent expansion into acid grassland
115	50	Judges Hollow lower section & gentle slope	Cut or pull patches of nettle among fine grasses
115	50	Judges Hollow lower section & gentle slope	Selective cut during May & July to reduce aggressive coarse grasses.
115	50	Judges Hollow lower section & gentle slope	Remove bramble & seedling trees encroaching on all open areas
116	50	Judges Hollow area of mature gorse	Remove large turkey oak and any seedling sycamores
117	7	Judges Hollow lime & chestnut avenue	Late cut of grass next to houses.
117	Access	Judges Hollow lime & chestnut avenue	Prune epicormic shoots on limes

118	Access	Path from Spaniards Green to Ikin's Corner	Cut back bramble encroachment
119	20	Sandy Road	Continue cutting 2 coupes/year along ride in 5-year rotation. Sections 1a +5a 2013. See map.
119	25	Sandy Road	Prepare compartment management work plan
119	20	Sandy Road	Scallop path edge during July
120	H1	Cooling Track	Monitor & remove tree seedlings along ditch as necessary
120	7	Cooling Track	Glade opposite Extension top locking bar: late cut at end of season
120	43	Cooling Track	Clear ditch culvert as necessary
121	50	Old Sand Pit, behind Heath House	Remove seedling sycamores
121	Access	Old Sand Pit, behind Heath House	Shape low epicormic growth from lime trees by bench
122	7, 50	Woodland next path & horse chestnut avenue, south of end of North End	Late cut to the Lily of the Valley area to remove bramble & ivy encroachment
122	16	Woodland next path & horse chestnut avenue, south of end of North End	Develop deadwood habitat
123	39	Sandy Heath pond 3	Selectively coppice or remove tree/gorse and scrub cover from the edge of No.3 pond to prevent shading and establishment of large trees. Attempt to establish soft rush in pond margins.
124	4, 14	All Sandy Heath ponds	Remove bramble developing in damp shaded areas & acid grassland
124	36	All Sandy Heath ponds	Remove selected emergent vegetation + sediment to prevent succession & maintain area of open water. Pond 1 in 2013
124	14	All Sandy Heath ponds	Regular cut of grass adjacent pond 4 to establish & maintain acid grassland
125	36	Main Sandy pond	Boom and net duckweed from pond No.2 surface when covering greater than 25% of pond surface
125	39	Main Sandy pond	Remove trees from centre of large Iris bed in pond No.2 to prevent shading
125	38	Main Sandy pond	Plant emergent vegetation into suitable less shaded areas on the pond margins.
126	14	Sandy Heath grassland	Review removing turkey oaks from selected areas to increase the extent of acid grassland.
127	13, 14	Pitt's Garden	Weed & maintain heather plantings. Remove pine tree seedlings & saplings. Remove willow saplings.
127	16	Pitt's Garden	Remove three pine tree to provide room for the rest to mature
127	13	Pitt's Garden	Keep bramble controlled in areas of gorse
127	Access	Pitt's Garden	Remove wooden fence surrounding the arch
127	H1	Pitt's Garden	Keep listed wall adjacent to North End clear of vegetation.

127	H1, 50	Pitt's Garden	Remove some bramble & buddleia & coppice gorse along top of crib wall bank
127	4	Pitt's Garden	Maintain margins as grassland & prevent scrub encroachment on path by fence adjoining North End Way
127	14	Pitt's Garden	Increase area of potential heathland through removal of selected shrubs and trees from northern section.
128	6	Paddock	Grub tree seedlings & bramble as necessary
128	50	Paddock	Reduce thistles
128	7	Paddock	Early spring cut to 80% of meadow, leaving refuges, & repeat cut in summer, to encourage scabious
128	46	Paddock	Plant scabious plugs around Paddock to encourage spread
129	50	Large (Summer) Meadow	Control majority of Canadian golden rod, Russian comfrey & Michaelmas daisy as required
129	50	Large (Summer) Meadow	Remove non-native tree seedling in peripheral areas of meadow
129	7	Large (Summer) Meadow	Early spring cut (around March) to allow invertebrates to overwinter in dead stems
129	6	Large (Summer) Meadow	Cut back bramble edge on south side by 3m
129	6	Large (Summer) Meadow	Continue to remove saplings coming up through gorse
130	13, 14, 15	Gorse patch	Gorse expansion in section 1. Remove tree and scrub cover from area. Grub out any bramble. Rake and remove as much top soil as possible. Plant up with potted gorse.
130	13	Gorse patch	Follow up management of recently expanded area of gorse. Section 12- Revisit section to remove any returning scrub or bramble growth. Replant any failed gorse.
130	13	Gorse patch	Coppice 1-2m strip of gorse from either side of main east-west track.
130	13, 14, 50	Gorse patch	Control bracken
131	16, 22	Woodland adjacent Spaniard's Road	Develop deadwood habitat
131	16, 23	Woodland adjacent Spaniard's Road	Remove cycle jumps
132	H6	North End Green: corner North End & North End Avenue	Cut bramble beneath trees to open view of Green from North End Avenue.
132	Access	North End Green: corner North End & North End Avenue	Put in new boundary posts adjacent to old ones, leaving the bases of the former rotten posts in the ground for stag beetle larvae and prevent disturbance of newts
133	1	Woodland edge north end Bridle Cottage entrance	Maintain open aspect along Bridle Cottage wall
134	4	Hill above Wylde's Farm	Maintain 5m grass verge by cutting twice p.a.
134	H6	Hill above Wylde's Farm	Remove small holly regrowth & saplings

134	H6	Hill above Wylde Farm	Cut low bramble on bank in summer
135	Access	Wylde Farm access road	Remove any garden rubbish
135	Access	Wylde farm access road	Strim round bollards throughout season
135	Access	Wylde farm access road	Selectively thin trees growing into road
136	16	Woodland near Wylde Farm	Manage area with pines to encourage these by removing senescent larches and nearby Turkey oaks and planting new Scots pines.

Arboricultural Work Program

Veteran Trees

Policy no.	Location	Details of proposed work
NL13	Various locations within the 9 Veteran Tree Survey areas	<p>Management to tranche of next 50 nominated trees from the Veteran Tree Survey.</p> <p>Proposed works to include:</p> <ul style="list-style-type: none"> Haloing adjacent tree canopies Felling selective encroaching trees Retrenchment pruning Dead hedging Mulching Moving paths/targets

Wild service trees

Policy no	Location	Map ref	Details of proposed work
NL4	Various Locations across the Heath	Various	<p>Continue to record new found specimens</p> <p>Works to nominated trees</p> <p>Proposed works to include:</p> <ul style="list-style-type: none"> Haloing adjacent tree canopies Felling selective encroaching trees Retrenchment pruning Dead hedging Mulching Moving paths/targets Planting saplings in identified locations

Unprogrammed and routine tasks

Policy no.	Location	Details of proposed work
NL14	Various Locations across the Heath & Queens Park	<p>Emergency works, to include making safe windblown and recently identified (Arbortrack) unstable and/or decayed trees</p> <p>Felling dead elm regeneration</p> <p>Retrieval of kites and other foreign objects</p> <p>Crown lifting for public/transport access</p> <p>Remedial tree works, to include reduction, felling, pollarding, coppicing & airspading</p> <p>These works produced from Arbortrack survey.</p>
	All sites within NLOS	<p>Pest and disease monitoring: Monitor for disease and pests within tree populations including AOD (Acute Oak Decline) Oak Processionary Moth & Massaria</p>

Additional Works

Policy no.	Location	Details of proposed work
HY1	Burnham Beeches	Veteran beech pollard restoration
	Haringey	Working Party – assisting neighbouring LA to carry out woodland conservation
	City Bridge Trust	Assisting with various arboricultural operations when required on CBT projects
	Hampstead Heath	Flood Management: assisting and advising on arboricultural operations on dam structures on Highgate and Hampstead chains

Formal Areas Parliament Hill Fields

Policy nos.	Area	Description
S1,2,7	Cricket Square and Outfield	Maintain cricket table and outfield which will include mowing, preparation and re-instatement of individual wickets, rolling, fertilising and irrigation. Priority will be given to non-chemical control methods. Inspect and maintain cricket practice nets.
S1,2,7	Cricket Square and Outfield	End of season renovation of cricket table to include deep scarification, solid tine aeration, top-dressing with surrey loam, over seeding with dwarf perennial rye grass, disease and weed control. Priority will be given to non-chemical control methods.
S1,2,7	Cricket Enclosure	Pruning management of blackthorn, hawthorn, rosa, buckthorn plantings along East and Southern boundary of cricket enclosure.
S1,2,7	Bowling Green	Liaise with licensee of the Bowling Green and offer advice and support throughout the year.
S1,2,7	Grass Sports areas: 2 soccer pitches / 1 rugby training grid / 6 schools training grids / 1 soft ball area / 3 rounder areas / 4 mini soccer training grids	Maintain grass sports pitches and training grids which will include marking out, setting out goal posts, mowing; preparation and re-instatement of individual areas and fertilising. Routine checking of goal post will be completed by daily inspections. Priority will be given to non-chemical control methods. Maintain and foster close working relationships with neighbouring schools and encouraging usage of facilities.
S1,2,7,8	Grass Sports Areas: 2 soccer pitches / 2 rugby training grids / 6 schools training grids / 1 soft ball area / 3 rounder areas / 4 mini soccer training grids	Renovation of grass pitches and grids to include aeration to overcome surface compaction, top-dressing and over-seeding centre circle and goal month areas. Repairing and checking goal posts, nets and sockets. Priority will be given to non-chemical control methods.
S1,2,7,8	Athletics Track	Daily inspection of track (including hammer cage / pole vault, long jump and javelin run-ups / high jump fan / shot putt landing area / throwing areas etc. to check for debris and wear and tear. Check sand depth and quality and replace as necessary. Keep abreast with current UKA regulation changes. Routine checking of hurdles / landing mats / hammer wires / throwing equipment / pole fault and high jump stands and bars / judges stand / starting blocks / flags / relay batons. Replacement and repair as necessary. Setting out of track for meetings and training events (including schools). Ensuring the changing facilities including toilets are in a clean and tidy state on a daily basis. Maintain grass centre area and routinely replace divots
S1,2,7	Petanque Area	Daily checking of Petanque area to include debris removal, raking and replacement of topdressing material as necessary. Continual monitoring of weed and moss growth. Priority will be given to non-chemical control methods.
S1,2,7	Tennis Courts	Maintain ten hard tennis courts to include daily inspections for debris, vegetation, wear and tear. Daily checking of nets and fencing. Management of bookings from 1 April to 31 September and also weekend bookings from 01 October to 31

Policy nos.	Area	Description
		March. Monitor open access during the winter season. Priority will be given to non-chemical control methods for the control of moss and algae.
P1	Informal Recreational Grass Areas (Dukes Field / Stone of Free Speech / Bandstand / Sports Areas Surrounds / Children's Enclosure).	Grass cutting of individual grass recreational areas a minimum once every seven days. Daily collection of litter, debris and dog faeces. During Spring & Summers term times place temporary bins on Dukes Filed & Stone for Free Speech.
NL3	Natural Grassland Areas in Parliament Hill	Management of existing recently developed natural grass areas (front of Lido) to encourage flora and fauna and extend the natural aspects of the Heath into this municipal area.
NL3	Natural Grassland Areas in Parliament Hill	Yearly cut and collection of designated areas on a three yearly cycle. All cut grass to be removed.
D1	Recently planted Specimen Trees – Dukes Field / Stone of Free Speech	Maintain specimen trees to include irrigation, pruning for vigour, form, safety, weed and disease control, checking of tree stakes. Priority will be given to non-chemical control methods.
B4	Public Toilets	Ensure daily cleaning of toilets and regular checks. Replenish toilet rolls and soap on an hourly basis during peak times. Arrange for one deep clean in March/April.
D1	Mixed Boarders (Bowling Green)	Maintain boarders to include mulching, routine, formative and regenerative pruning. Non-chemical weed and disease control via hoeing and removal or pruning out dead plants or branches. Hand irrigation if necessary. Priority will be given to non-chemical control methods.
NL6	Hedge Rows at Highgate Road, Tennis Courts, Petanque and Bowling Green	Cut hawthorn hedges (outside of bird nesting season) to an appropriate height to encourage vigour, density and maintain views.
P3 B8	Memorial Benches / Litter bins / Tennis Hut Shelter / Tennis Huts	Repair and re-stain or re-paint benches and remove graffiti and bird droppings.
B8	Footpaths, Signage, Fences	Footpaths, signage, fences will be checked on a daily basis and repairs carried out as and when required. Grass edging will be carried out during the growing season and wooded edging boards repaired as necessary.
P1	Routine patrolling of Parliament Hill Area	Visual present will be maintained by Keeping staff during opening hours. Staff will interface with the public and hand out information answer enquires and monitor bye-laws as necessary. Assist the Hampstead Heath Constabulary with emergency situation, for example lost children.
	Christmas Tree	Erection and, later, dismantling of Christmas Tree by main Highgate Road Entrance.
A8	Heath Hands Volunteers	Provide a programme for Heath Hand volunteers for the horticulture projects and works undertaken at the Parliament Hill area.
P8	Filming	Manage filming events on the Heath to ensure that there is no long-term damage to the landscape and minimise disruption to local communities.
B14	Parliament Hill Projects Ball Path Gateway	<ul style="list-style-type: none"> Lodge Garden, Highgate Road – removal of ornamental planting along fence line and replace with a mixed native

Policy nos.	Area	Description
NL6	Football Changing Rooms	<p>hedge.</p> <ul style="list-style-type: none"> Lodge Garden, Highgate Road – replenish crocus bulbs to front lawn Ball Path – remove metal fence line and non- native shrub plantings. Mature trees will be left insitu. Screen off Parliament Hill School and establish nature grass vegetation. Inform Parliament Hill School and customers of intended works.
NL6	Bowling Green	<ul style="list-style-type: none"> Re-plant shrub beds at football changing room after RBPB works are complete – plantings to be native species.
NL6	Highgate Road Boundary Hawthorn Hedge	<ul style="list-style-type: none"> Bowling Green Hawthorn Hedge – reduce height of hedge by .8m to improve hedge vigour; air circulation around green and reduce the events of persons working at height
NL6	Tennis Courts 5-10	<ul style="list-style-type: none"> Review long term management of boundary hedge on Highgate Road
NL6	Tennis Courts 5-10	<ul style="list-style-type: none"> Plant natural hedge whips around tennis court. Root barrier to be installed to protect the courts.

Golders Hill Park, Hill Garden and the Pergola (Includes sports areas on the Heath Extension and Keats House)

Policy nos.	Area	Description
S1,2,7	Heath Extension 2 Cricket Squares and Outfield	<p>Maintain cricket table and outfield which will include mowing; preparation and re-instatement of individual wickets, rolling, fertilising and irrigation. Priority will be given to non-chemical control methods. Inspect and maintain 2 cricket practice nets.</p>
S1,2,7	Heath Extension 2 Cricket Squares and Outfield	<p>End of season renovation of cricket table to include deep scarification, solid tine aeration, top-dressing with surrey loam, over seeding with dwarf perennial rye grass, disease and weed control. Priority will be given to non-chemical control methods.</p> <p>Erect post and chain fence during off season.</p>
S1,2,7	Heath Extension Grass Sports Areas: 3 football pitches / 2 rugby pitches / Hockey Pitch / 1 school running track	<p>Maintain grass sports areas which will include marking and setting out goal posts, mowing; preparation and re-instatement of individual areas and fertilising. Priority will be given to non-chemical control methods.</p> <p>Maintain and foster close working relationships with sports and leisure administration officer, and encourage usage of the facilities with sports clubs and neighbouring schools.</p> <p>One rugby pitch has been temporary re-located during National Grid works for one season</p>

Policy nos.	Area	Description
S1,2,7	Heath Extension Grass Sports Areas: 3 football pitches / 2 rugby pitches / Hockey Pitch / 1 school running track	Renovation of grass pitches to include aeration to overcome surface compaction, top-dressing and over-seeding centre circle and goal mouth areas. Repairing and checking goal posts, nets and sockets.
S1,2,7	Heath Extension 6 Changing Rooms 2 Officials Rooms	Provide clean, well-maintained facilities to schools and sports clubs all year round. Facilities to be cleaned on a daily basis.
S1,2,7	Heath Extension Informal Recreational Grass	Grass cutting of informal recreational areas a minimum once every seven days. Daily collection of litter, debris and dog faeces.
B4	Public Toilets - Golders Hill Park x 2 / Heath Extension x 1	Ensure daily cleaning of toilets and regular checks. Replenish toilet rolls and soap on an hourly basis during peak times. Arrange for one deep clean in March/April.
A1	Golders Hill Park / Heath Extension / Pergola Routine patrolling	Visual presence will be maintained by keeping and gardening staff during opening hours. Staff will interface with the public and hand out information, answer enquires and monitor bye-laws as necessary. Assist the Hampstead Heath Constabulary with emergency situation, for example lost children.
S1,2,7	Golders Hill Park 2 Grass Tennis Courts 2 Croquet Squares 1 Putting Green 2 Golf Practice Nets	Maintain grass tennis courts and croquet squares to include twice weekly mowing, monthly verti-cutting, aeration, fertilising, disease, weed, moss control. Priority will be given to non-chemical control methods. Irrigation, divot repairs and marking out and rotation of individual courts.
S1,2,7	Golders Hill Park 2 Grass Tennis Courts 1 Croquet Square 1 Putting Green 2 Golf Practice Nets	End of season renovation of grass tennis courts, putting green and croquet lawns to include scarification, aeration, topdressing, over seeding with bent & fescues mix. Disease, weed and moss control. Priority will be given to non-chemical control methods, for example, daily dew removal to discourage disease outbreaks and dispersal of worm casts.
S1,2,7	Golders Hill Park 4 Hard Tennis Courts	Maintain four hard tennis courts to include daily inspections for debris, vegetation, wear and tear. Daily checking of nets and fencing. Taking of tennis booking from 1 April to 31 September and also weekend bookings from 01 October to 31 March. Monitor open access during the winter season. Priority will be given to non-chemical control methods for control of moss and algae.
NL3	Golders Hill Park Natural Grassland Areas / Orchard Meadow / Dell Area / Swan Pond	Management of natural grass areas to encourage flora and fauna. Pathways cut through on a weekly basis and areas are "framed".
NL3	Golders Hill Park Natural Grassland Areas Orchard Meadow / Dell Area	Late September annual cut and collection - all grass cuttings to be re-cycled. Followed by two general maintenance cuts before end of November.
D1	Golders Hill Park / Heath Extension / Hill Garden, Pergola / Kitchen Garden / Keats House: Specimen Tree Management	Maintain specimen trees to include irrigation, pruning for vigour, form, safety, pest, weed and disease control, checking of tree stakes. Priority will be given to non-chemical control methods.
D1	Golders Hill Park / Heath Extension / Hill Garden, Pergola, Kitchen Garden /	Maintain shrub beds to include mulching, routine, formative and regenerative pruning. Non-chemical weed and disease control via hoeing and removal or pruning out dead plants or

Policy nos.	Area	Description
	Keats House Shrub Bed Management	branches. Hand irrigation if necessary. Priority will be given to non-chemical control methods.
NL6	Golders Hill Park / Heath Extension / Hill Garden, Pergola, Kitchen Garden / Keats House Hedge Management	Cut hedges to an appropriate height to encourage vigour, density and maintain views. Hedges include Privet, Hornbeam, Yew, Buxus, Holly, Copper Beech, and Lonicera. Priority will always be given to the bird nesting season.
D1	Golders Hill Park Hanging Baskets by Café / Planting Tubs / Spot planting in boarders	Install hanging baskets and other seasonal planting areas maintenance to include weed & disease control, dead-heading, fertilising and daily irrigation. Priority will be given to non-chemical control methods.
E1,3 P1	Golders Hill Park / Heath Extension Children's Play Areas	Children's play areas will be formally checked by qualified playground inspectors on a weekly basis. Daily visual inspections will be carried out by keeping staff. Annual external playground inspections will be carried out by ROSPA.
E1,3 P1, 10	Golders Hill Park Zoo	Recommendations from the London Borough of Barnet's licensing authority will be adhered to. Links will be pro-actively maintained through BIAZA (British and Irish Association of Zoos and Aquariums) and via the Zoo ethics committee which meets twice per year.
E1,3 P1, 10	Golders Hill Park Zoo	Maintain all livestock and enclosures within the zoo to the animal welfare and husbandry standards as required by the Zoo license. Monitor and maintain all enclosures and housing infrastructure within the zoo, to ensure safety and continued suitability, reporting any defects that may require attention. Liaise regularly with the zoo veterinarian to ensure the health of all the livestock within the zoo. Prepare for and attend bi-annual zoo ethics meetings. Ensure grass levels and general foliage within the animal enclosures is kept at a presentable level throughout the year. Areas left uncut to encourage natural animal behaviour e.g. foraging Promote the zoo to members of the public through advertised feeds, talks, donkey walks and animal adoption scheme. Continue to work towards the approved collection plan for the zoo. This includes the sourcing of new animals for the zoo as well as research into new enclosures and livestock
E1,3 P1	Golders Hill Park Butterfly House	Full access to the Butterfly House will be available to the public during opening hours. Friday 31 March 2013 to Sunday 8 September 2013, 2-4pm every day. Saturday 14 September 2013 to Sunday 27 October 2012, 2-4pm, Saturday and Sunday only. 28 October 2013 to April 2014 - CLOSED FOR WINTER PERIOD. The facility will be maintained in accordance with good husbandry practice.
B8	Golders Hill Park / Heath Extension / Pergola Memorial Benches / Gazebo / Litter bins	Repair and re-stain benches and remove graffiti and bird droppings as and when required. Annual clean and re-painting of gazebo.

Policy nos.	Area	Description
P3	Golders Hill Park / Heath Extension / Hill Garden, Pergola, Kitchen Garden Litter	All areas to be litter picked daily. Litter bins to be emptied daily.
B8	Golders Hill Park / Heath Extension / Hill Garden, Pergola, Kitchen Garden / Keats House Footpaths, Signage, Fences	Footpaths, signage, fences will be checked on a daily basis and repairs carried out as and when required. Wood edging boards repaired as necessary. Wooden edging to be replaced with steel metal edging over a 20 year period.
	Golders Hill Park Christmas Tree	Erection and, later, dismantling of Christmas tree by main North End Road entrance.
A8	Golders Hill Park / Hill Garden, Pergola, Kitchen Garden / Keats House/Butterfly House Heath Hands Volunteers	Provide a programme for Heath Hand volunteers for the horticulture projects and works undertaken at the various locations across the Heath.
HY1 NL5	Golders Hill Park / Heath Extension Ditch Management	Maintain ditches and water courses. Grid clearance to be carried out during inclement weather. All ditches to be maintained as specified in Corporation of London hydrology policy.
A1 D3	Children's Entertainment / Bandstand Concerts / Open House / Open Squares	Overseeing of children's education / interpretation / Open House & Square events, bandstand concerts etc.
HY1	Golders Hill Park Ponds and Streams	Quarterly maintenance of pond pumps and filters. Daily inspection of overflows and safety equipment.
	Golders Hill Park - Projects	
D1	Sustainable Planting	Design, plant and maintain with permanent and semi-permanent plants in flower beds and herbaceous borders in the Walled Garden over a 2 year period.
P1, 10	Zoo	Continual addition to the stock in accordance with the animal collection plan. Stag introduction is a priority
P1	Children's Play Area	Install second shading canopy and research new additional play equipment.
D1	Hill Garden	Re-plant shrub borders following phase five wall repairs.
D1	Keats House	Additional planting to Keats House – subject to monies being available.
NL4, NL9	Create a stump	Following research works at Highgrove House, install a stump in wooded walk area, next to Lily Pond.
NL5	Lily Pond	Plant native Water-Lily (Nuphar lutea and Nymphaea alba) and monitor their establishment.
NL11	Fossil Fuel Day	Manage the operation of Golders Hill Park 2 days per year where no fossil fuel is to be used (excluding heating).
NL6	Boundary Fence in Orchard	Plant native mixed hedge with whips.

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Hampstead Heath Annual Work Programme 2013

Numbers in bold refer to areas where more than one work item is listed, or where a single item refers to a wide area (such as the Extension ponds)

Numbers not in bold indicate the approximate location of a single work item



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Committee(s):	Date(s):
Hampstead Heath, Highgate Wood and Queen's Park Management Committee	26 November 2012
Subject: Highgate Wood and Queen's Park Kilburn Trustee's Annual report and Financial Statements for the Year Ended 31 March 2012	Public
Report of: The Chamberlain	For Information

Summary

The Trustee's Annual Report and Financial Statements for the Year Ended 31 March 2012 for Highgate Wood and Queen's Park Kilburn are presented in the format required by the Charity Commission.

Recommendations

- It is recommended that the Trustee's Annual Report and Financial Statements be noted.

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 24th 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. Much of the information contained within the Annual Report and Financial Statements has already been presented to your Committee via budget and outturn reports.

Contact:

Alison Elam | alison.elam@cityoflondon.gov.uk | 020 7332 1081

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HIGHGATE WOOD AND QUEEN'S PARK KILBURN

***REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2012***

Charity Number: 232986

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

Trustee's Annual Report and Financial Statements for the year ended 31 March 2012

Contents	Page
Trustee's Annual Report	2-7
Independent Auditor's Report	8-9
Statement of Financial Activities	10
Balance Sheet	11
Notes to the Financial Statements	12-23

HIGHGATE WOOD AND QUEEN'S PARK KILBURN Trustee's Annual report for the year ended 31 March 2012

1. Reference and Administration Details

Charity Name:	Highgate Wood and Queen's Park Kilburn
Registered Charity Number:	232986
Principal Address:	Guildhall, London EC2P 2EJ
Trustee:	The Mayor, Commonalty and Citizens of the City of London
Chief Executive:	The Town Clerk of the City of London Corporation
Treasurer:	The Chamberlain of London
Solicitor:	The Comptroller and City Solicitor
Banker:	Lloyds TSB Bank plc City Office, PO Box 72 Bailey Drive Gillingham, Kent ME8 OLS
Auditor:	Deloitte LLP Chartered Accountants and Statutory Auditor 2 New Street Square London EC4A 3BZ

2. Structure, Governance and Management

The governing document

The governing document is the Highgate and Kilburn Open Spaces Act 1886. The charity is constituted as a charitable trust.

Trustee Selection methods

The Mayor, Commonalty and Citizens of London, known as the City of London Corporation, is the trustee of Highgate Wood and Queen's Park Kilburn. Elected Aldermen and Members of the City of London Corporation are appointed to the committee governing Highgate Wood and Queen's Park Kilburn 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 those various aspects of the City's activities, including those concerning Highgate Wood and Queen's Park Kilburn, as it considers necessary to enable the Members to efficiently carry out their duties.

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

Trustee's Annual report for the year ended 31 March 2012

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.

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.

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.

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.

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.

Lands were transferred to the City of London Corporation under the powers conferred by the Highgate and Kilburn Open Spaces Act 1886. The purpose of the charity is the preservation in perpetuity by the City of London Corporation of the open spaces known as Highgate Wood, Highgate and Queen's Park Kilburn as Public Parks or Open Spaces, for the use by the public for exercise and recreation.

This charity is operated as a separate legal entity consolidated into the City of London Corporation's City's Cash. The City of London Corporation is committed to funding the ongoing net operational costs of the charity in accordance with the purpose, which is the preservation in perpetuity by the City of London Corporation of the open spaces known as Highgate Wood, Highgate and Queen's Park Kilburn as Public Parks or Open Spaces, for the use by the public for exercise and recreation.

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

Trustee's Annual report for the year ended 31 March 2012

4. Achievements and Performance

Key Targets for 2011/12 and review of achievement

Highgate Wood:

- **Reorganise Highgate Wood operational structure to accommodate the necessary budgetary reductions.** As a result of the City Bridge Trust Grant this was not necessary, and the restructure will now take place in 2014.
- **Prepare draft plan, undertake wide public consultation before completing Conservation Management Plan.** The draft plan has been prepared following a workshop held in September 2011, along with series of meetings between management and staff. A number of key objectives and an outline Statement of Significance have been compiled and these will form a central part of the document.
- **Prepare a report on the long term management of woodland, detailing the current issues with regard to ecology and compaction.** A report has been drafted on the health of the oak population within Highgate Wood, based upon a survey started in 2010. An annual survey is carried out to monitor the health of a proportion of the existing oak trees, which includes the impact of compaction and the ecology.
- **Achieve grant funding from City Bridge Trust to provide educational and biodiversity projects that support communities across Greater London.** The grant award from the City Bridge Trust has enabled a staff member to be retained, thereby providing resources to continue and develop educational and biodiversity projects in Highgate Wood. A large number of school visits have taken place, which has provided the opportunity for environmental education to take place.
- **Identify and consult on measures to improve income generation from the Wood.** A review of the café lease has taken place with a view to providing further income for the site.

Queens Park:

- **Reorganise Queen's Park operational structure to accommodate the necessary budgetary reductions.** As a result of the City Bridge Trust Grant this was not necessary, and the restructure will now take place in 2014.
- **Prepare draft plan, undertake wide public consultation before completing Conservation Management Plan.** This project is currently out to tender to engage a consultant to provide support with the process.
- **Reduce the reliance on seasonal bedding schemes through use of attractive and sustainable perennial plantings.** Sustainable planting schemes have been researched and designed and are being implemented. The staff at Queen's Park worked closely with colleagues at Golders Hill Park in order to share expertise and to gain the best outcome, as a result the staff presented a paper at the Open Spaces Staff Conference in November 2011 to share their experience.
- **Achieve grant funding from City Bridge Trust to provide educational and biodiversity projects that support communities across Greater London.** The grant award from the City Bridge Trust has enabled a staff member to be retained, thereby providing resources to continue and develop educational and biodiversity projects in Queen's Park. A large number of school visits have taken place, which has provided the opportunity for environmental education to take place.

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

Trustee's Annual report for the year ended 31 March 2012

Key Targets for 2011/12 and review of achievement (cont.)

- *Hold at least two outdoor Lexi cinema events during 2011 and raise additional income to support the park.* Lexi Cinema visited Queen's Park twice in September 2011, with over 1,000 visitors attending in total. Following this success it is hoped to hold three events in 2012.

All of the above achievements enhanced the Open Space for the benefit of the public.

A review of other achievements:

- Retained external accreditation / Green Flag Awards for both sites. This was achieved during 2011/12 and Highgate Wood retained its Green Heritage award.

5. Financial Review

Review of financial position

Ward's People's Bequest (Charity number 206947) ceased to exist on 10 August 2011 and the Trust's assets and liabilities were transferred to Highgate Wood and Queen's Park Kilburn (£108,997). Investment income received through interest of £5,008 (2010/11 £488), income received through fees, charges and interest was £69,383 (2010/11 £83,439) and rental income was £76,830 (2010/11 £73,039). There were no donations received from the Ward's People's Bequest (2010/11 £4,829), due to the transfer of the Trust's assets and liabilities to Highgate Wood and Queen's Park Kilburn on 10 August 2011. The contribution towards the running costs of the charity amounted to £1,177,767 (2010/11 £1,341,012). This net cost was met by the City of London Corporation's City's Cash.

The land and original buildings integral to the operation of the charity are deemed to have been historically held in trust by this charity and the financial statements reflect this. These original assets of this open space are treated as heritage assets.

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. The charity's balance sheet reflects its ownership of these fixed asset additions net of depreciation, represented by a designated income fund.

Reserves Policy

The charity is wholly supported by the City of London Corporation which is committed to maintaining and preserving Highgate Wood and Queen's Park Kilburn out of its City's Cash Funds. These Funds are used to meet the deficit on running expenses on a year by year basis. The charity has a designated fund and details are set out in note 13 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.

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

Trustee's Annual report for the year ended 31 March 2012

Going Concern

The Trustee considers the Trust to be a going concern. Please see note 1(b) to the Financial Statements.

6. Plans for Future Periods

The aims for 2012/13 for Highgate Wood are:

- Review of the organisational structure of Highgate Wood will commence to accommodate the necessary budgetary reductions in 2014.
- Prepare draft plan, undertake wide public consultation before and seek committee views before adopting Conservation Management Plan (CMP).
- Continue to monitor long term management of woodland, detailing the current issues with regard to ecology and compaction.
- Implement projects and develop services identified in obtaining grant funding to provide educational and biodiversity projects that support communities across Greater London.

The aims for 2012/13 for Queen's Park are:

- Review of the organisational structure of Queen's Park will commence to accommodate the necessary budgetary reductions in 2014.
- Undertake procurement of lead consultant, establish working group, draft plan, undertake wide public consultation and seek committee views before adopting CMP.
- Develop and implement attractive and sustainable bedding schemes identified as part of the budget reviews.
- Hold at least three outdoor cinema events during 2012 and raise additional income.
- Implement construction of two items of play equipment in Phase 1 of the play area development. Establish a Fund-Raising Group with the community and hold three events/meetings.
- Implement projects and develop services identified in obtaining grant funding to provide educational and biodiversity projects that support communities across Greater London.

7. The Financial Statements

The financial statements consist of the following and include comparative figures for the previous year:

- **Statement of Financial Activities** showing all resources available and all expenditure incurred and reconciling all changes in the funds of the charity.
- **Balance Sheet** setting out the assets and liabilities of the charity.
- **Notes to the Financial Statements** describing the accounting policies adopted and explaining information contained in the financial statements.

The financial statements have been prepared in accordance with statutory requirements and the Statement of Recommended Practice *Accounting and Reporting by Charities (Revised 2005)*.

HIGHGATE WOOD AND QUEEN'S PARK KILBURN
Trustee's Annual report for the year ended 31 March 2012

8. Statement of Trustee's Responsibilities

The trustee is responsible for preparing the Trustee's Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the charity's governing document. It 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.

R.A.H. Chadwick
Chairman of Finance Committee
Guildhall, London

Raymond Michael Catt
Deputy Chairman of
Finance Committee
Guildhall, London

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF HIGHGATE WOOD AND QUEEN'S PARK KILBURN

We have audited the financial statements of Highgate Wood and Queen's Park Kilburn for the year ended 31 March 2012 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes 1 to 15. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's trustee, as a body, in accordance with section 144 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustee those matters we are required to state to it 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.

Respective responsibilities of trustee and auditor

As explained more fully in the Trustee's Responsibilities Statement, the trustee is responsible for the preparation of the financial statements which give a true and fair view.

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustee; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the annual report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2012, 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 and the charity's governing document.

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF HIGHGATE WOOD AND QUEEN'S PARK KILBURN (CONTINUED)

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustee's Annual Report is inconsistent in any material respect with the financial statements; or
- sufficient 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.

Deloitte LLP

Chartered Accountants and Statutory Auditor

London UK

21st August 2012

Deloitte LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006 and consequently to act as the auditor of a registered charity.

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

Statement of Financial Activities for the year ended 31 March 2012

	Notes	Unrestricted Funds			2011/12 £	2010/11 £
		General Fund £	Designated Fund £	Restricted Fund		
Incoming Resources						
Incoming resources from generated funds						
Voluntary Income		113,262	-	79,750	193,012	6,317
Grant from City of London Corporation		1,177,767	-	-	1,177,767	1,341,012
Incoming resources from charitable activities		146,213	-	-	146,213	156,478
Total incoming resources	4	<u>1,437,242</u>	<u>-</u>	<u>79,750</u>	1,516,992	<u>1,503,807</u>
Resources Expended						
Charitable activities		1,265,606	16,487	72,847	1,354,940	1,463,196
Governance costs		64,382	-	-	64,382	57,099
Total resources expended	5	<u>1,329,988</u>	<u>16,487</u>	<u>72,847</u>	1,419,322	<u>1,520,295</u>
Net incoming/(outgoing) resources before other recognised gains		107,254	(16,487)	6,903	97,670	(16,488)
Other recognised gains						
Net gain on investments	10	11,231	-	-	11,231	-
Net movement in funds		<u>118,485</u>	<u>(16,487)</u>	<u>6,903</u>	108,901	<u>(16,488)</u>
Reconciliation of funds						
Funds brought forward	13	-	317,909	-	317,909	334,397
Funds carried forward		<u>118,485</u>	<u>301,422</u>	<u>6,903</u>	426,810	<u>317,909</u>

All operations are continuing.

HIGHGATE WOOD AND QUEEN'S PARK KILBURN
Balance Sheet as at 31 March 2012

	Notes	2012	2011
		£	£
Fixed Assets			
Tangible Fixed Assets	9	301,422	317,909
Investments – 18,718 Charities Pool Units	10	118,485	-
		<u>419,907</u>	<u>317,909</u>
Current Assets			
Debtors	11	28,673	35,124
Cash		219,157	256,076
		<u>247,830</u>	<u>291,200</u>
Creditors: Amounts falling due within one year	12	(240,927)	(291,200)
Net Current Assets		<u>6,903</u>	<u>-</u>
Total Assets less Current Liabilities		<u>426,810</u>	<u>317,909</u>
The Funds of the Charity			
<i>Unrestricted Income Funds</i>			
General Fund	13	118,485	-
Designated Funds	13	301,422	317,909
Restricted Income Fund	13	6,903	-
Total Charity Funds		<u>426,810</u>	<u>317,909</u>

Approved and signed for and on behalf of the Trustee

The notes at pages 12-23 form part of these accounts.

Chris Bilisland
Chamberlain of London
21st August 2012

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

Notes to the Financial Statements for the year ended 31 March 2012

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 have been prepared in accordance with the Charities Act 2011 and Statement of Recommended Practice *Accounting and Reporting by Charities (Revised 2005)* and under the historical cost accounting rules (except for investments recorded at valuation), and in accordance with applicable United Kingdom accounting standards.

(b) 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 from City's Cash. The latest forecast for the period to 2015/16 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, therefore has prepared the financial statements on the going concern basis.

(c) Fixed assets

Heritage Land and Associated Buildings

Highgate Wood and Queen's Park Kilburn comprise 315 hectares (780 acres) of land, together with associated buildings, located in the North London boroughs of Haringey and Brent respectively. The objectives of the charity are the preservation of Highgate Wood and Queen's Park Kilburn for the recreation and enjoyment of the public. Highgate Wood and Queen's Park Kilburn 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 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 are included as fixed assets at historic cost, less provision for depreciation and any impairment, where this cost can be reliably measured.

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

Notes to the Financial Statements for the year ended 31 March 2012

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 15
Infrastructure	up to 10
Heavy vehicles and plant	up to 7
Computer systems	3 to 7
Cars and light vans	up to 5

(d) Managed investments

Investments are pooled with those from other City of London charities. Underlying Listed Company investments are valued at The Stock Exchange Trading System price at 31 March 2012. Other investments are valued annually at the middle market price at the close of business on 31 March 2012. 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.

The net gain on investments shown in the Statement of Financial Activities represents the difference in the market value of investments between 1 April 2011 and 31 March 2012.

(e) Incoming resources

Recognition of incoming resources

All incoming resources are included in the Statement of Financial Activities gross without deduction of expenses in the financial year in which they are entitled to be received.

Voluntary income

Voluntary income comprises of a contribution from investments (Ward's People's Bequest until 10 August 2011) and other grants.

Volunteers

No amounts are included in the Statement of Financial Activities for services donated by volunteers, as this cannot be accurately quantified.

Grants received

Grants are included in the Statement of Financial Activities in the financial year in which they are entitled to be received.

Grant from City of London Corporation

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.

Rental income

Rental income is included in the Charity's incoming resources for the year and amounts due but not received at the year end are included in debtors.

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

Notes to the Financial Statements for the year ended 31 March 2012

(f) Resources expended

Allocation of costs between different activities

The City of London Corporation charges staff costs to the charitable activity and governance 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.

(g) 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 13 to the accounts. Restricted funds are those received by Highgate Wood and Queen's Park Kilburn to be used only for the purpose set out in the conditions of the grant. The purposes of these funds are described in Note 13 to the accounts.

(h) Pension costs

The City of London's Pension Scheme is a funded defined benefits scheme. City of London Corporation staff are eligible for membership of the pension scheme and may be employed in relation to the activities of any of the City Corporation's three main funds, or any combination of them (i.e. City Fund, City's Cash and Bridge House Estates). As the charity is unable to identify its share of the Pension Scheme assets and liabilities, this scheme is accounted for as a defined contribution scheme in the accounts.

(i) Cash flow statement

The Trust has taken advantage of the exemption in Financial Reporting Standard 1 (Revised) from the requirement to produce a cash flow statement on the grounds that it is a small entity.

(j) Governance costs

The nature of costs allocated to Governance are detailed in note 6.

2. Tax Status of the Charity

Highgate Wood and Queen's Park Kilburn is a registered charity and as such its income and gains are exempt from income tax to the extent that they are applied to its charitable objectives.

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.

HIGHGATE WOOD AND QUEEN'S PARK KILBURN
Notes to the Financial Statements for the year ended 31 March 2012

4. Incoming Resources

Incoming resources are comprised as follows:

	2011/12 £	2010/11 £
Incoming resources from generated funds		
Other Grants, Voluntary Income and Contributions	188,004	1,000
Donations from Ward's People's Bequest	-	4,829
Interest	5,008	488
Grant from City of London Corporation	1,177,767	1,341,012
	1,370,779	1,347,329
Incoming resources from charitable activities		
Fees and charges	69,383	83,439
Rental income	76,830	73,039
	146,213	156,478
Total incoming resources	1,516,992	1,503,807

Other Grants, Voluntary Income and Contributions

Consists of the transfer of the assets of the Ward's People's Recreation Ground Fund to Highgate Wood and Queen's Park Kilburn on 10 August 2011 of £108,997 and funding from the City Bridge Trust of £49,591 to provide educational and biodiversity services to support communities within the Greater London area.

Fees and charges

The fees and charges income relates to income received for use of sports facilities, sports tuition fees and charges for filming within the open spaces.

Grant from City of London Corporation

The City of London Corporation's City's Cash meets the deficit on running expenses of the charity.

HIGHGATE WOOD AND QUEEN'S PARK KILBURN
Notes to the Financial Statements for the year ended 31 March 2012

5. Resources Expended

Resources expended are analysed between activities undertaken directly and support costs as follows:

	Activities undertaken directly £	Support costs £	2011/12 £	2010/11 £
Charitable activities	1,266,553	88,387	1,354,940	1,463,196
Governance costs	-	64,382	64,382	57,099
Total resources expended	1,266,553	152,769	1,419,322	1,520,295

No resources are expended by third parties to undertake charitable work on behalf of the charity.

Charitable activities

Expenditure on charitable activities includes labour, premises costs, equipment, materials and other supplies and services incurred as the running costs of Highgate Wood and Queen's Park Kilburn.

Governance costs

General

Governance costs relate to the general running of the charity, rather than specific activities within the charity and include strategic planning and costs associated with Trustee meetings. These costs are initially borne by the City of London Corporation and then charged to individual charities on the basis of time spent, as part of support costs, where appropriate.

Auditor's remuneration and fees for external financial services

The City of London's external auditor audits this charity as one of the numerous charities administered by the City of London Corporation. 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 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 (2010/11 £nil).

HIGHGATE WOOD AND QUEEN'S PARK KILBURN
Notes to the Financial Statements for the year ended 31 March 2012

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 £	Governance £	2011/12 £	2010/11 £
Department				
Chamberlain	-	20,642	20,642	13,743
Comptroller & City Solicitor	-	8,939	8,939	9,573
Open Spaces Directorate	44,410	-	44,410	80,747
Town Clerk	-	24,411	24,411	23,037
City Surveyor	11,311	7,463	18,774	21,075
Information Systems	13,410	-	13,410	15,893
Other governance and support costs	19,256	2,927	22,183	22,527
Total support costs	88,387	64,382	152,769	186,595

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.

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

Notes to the Financial Statements for the year ended 31 March 2012

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 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 full time equivalent number of staff employed by the City of London Corporation charged to Highgate Wood and Queen's Park Kilburn in 2011/12 is 21 (2010/11 21) at a cost of £737,351 (2010/11 £736,395). The table below sets out the employment costs and the number of full time equivalent staff charged directly to the charity.

	No of employees	Gross Pay £	Employer's National Insurance £	Employer's Pension Contribution £	Total £
2011/12 Charitable activities	21	597,799	47,546	92,006	737,351
2010/11 Charitable activities	21	593,412	45,976	97,007	736,395

No staff earned more than £60,000 during the year (2010/11 Nil).

8. Heritage Assets

Since 1886 the primary purpose of the Charity has been the preservation of Highgate Wood and Queen's Park Kilburn for the recreation and enjoyment of the public. As set out in accounting policy 1(c), the original heritage land and buildings are not recognised in the Financial Statements.

Policies for the preservation and management of Highgate Wood and Queen's Park Kilburn are contained in the Highgate Wood and Queen's Park Kilburn Management Plan 2010. Records of heritage assets owned and maintained by Highgate Wood and Queen's Park Kilburn can be obtained from the Director of Open Spaces.

Additions to heritage land or buildings, where relevant information is available, are included at historic cost less accumulated depreciation in accordance with Note 1 (c).

HIGHGATE WOOD AND QUEEN'S PARK KILBURN
Notes to the Financial Statements for the year ended 31 March 2012

9. Tangible Fixed Assets

At 31 March 2012 the net book value of tangible fixed assets relating to direct charitable purposes amounts to £301,422 (31 March 2011 £317,909) as set out below.

	Land and Buildings £	Infrastructure £	Total £
<u>Cost</u>			
Balance at 31 March 2011	166,388	257,130	423,518
Additions	-	-	-
At 31 March 2012	166,388	257,130	423,518
<u>Accumulated depreciation</u>			
Balance at 31 March 2011	19,383	86,226	105,609
Charge for year	3,341	13,146	16,487
At 31 March 2012	22,724	99,372	122,096
<u>Net book values</u>			
Balance at 31/03/2011	147,005	170,904	317,909
At 31 March 2012	143,664	157,758	301,422

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 is as follows:

	General Fund £	2012 £
Market Value 1 April	-	-
Acquisitions	107,254	107,254
Gain for the year	11,231	11,231
Market Value 31 March	118,485	118,485
Cost 31 March	107,254	107,254
Units in Charities Pool	18,718	18,718

HIGHGATE WOOD AND QUEEN'S PARK KILBURN
Notes to the Financial Statements for the year ended 31 March 2012

The modest increase in the market value of the investments held in the Charities Pool reflects the relative outperformance achieved by the Fund Manager compared to the market returns, due mainly to favourable stock selection.

The Charities Pool is a UK registered unit trust.

11. Debtors

Debtors consist of amounts owing to the charity due within one year.

	2012 £	2011 £
Rental Debtors	6,734	4,380
Payments in Advance	7,617	7,897
Recoverable VAT	14,322	22,847
Total	28,673	35,124

12. Creditors

Creditors consist of amounts owing by the charity due within one year.

	2012 £	2011 £
Trade Creditors	5,133	67,937
Accruals	185,003	175,231
Other Creditors	4,286	1,530
Sundry Deposits	46,500	46,500
Receipts In Advance	5	2
Total	240,927	291,200

HIGHGATE WOOD AND QUEEN'S PARK KILBURN
Notes to the Financial Statements for the year ended 31 March 2012

13. Movement of Funds during the year to 31 March 2012

	Balance at 1 April 2011 £	Incoming Resources £	Outgoing Resources £	Net incoming/ (outgoing) resources £	Balance at 31 March 2012 £
Unrestricted Funds					
<i>General Funds</i>					
Investments	-	120,228	(1,743)	118,485	118,485
	-	120,228	(1,743)	118,485	118,485
<i>Designated Funds</i>					
Capital Adjustment Account	317,909	-	(16,487)	(16,487)	301,422
	317,909	-	(16,487)	(16,487)	301,422
Total Unrestricted Funds	317,909	120,228	(18,230)	101,998	419,907
Restricted Funds					
City Bridge Trust funding	-	79,750	(72,847)	6,903	6,903
Total Restricted Funds	-	79,750	(72,847)	6,903	6,903
Total Funds	317,909	199,978	(91,077)	108,901	426,810

Notes to the funds

Unrestricted funds

1) *General funds*

Consisting of Charities Pool units following the transfer of the assets from the Ward's People's Recreation Ground Fund to Highgate Wood and Queen's Park Kilburn on 10 August 2011.

2) *Designated funds*

Designated funds consist of fixed assets at historic cost less accumulated depreciation in accordance with Note 1 (c).

Restricted funds

3) *City Bridge Trust*

Funding from the City Bridge Trust to provide educational and biodiversity services to support communities within the Greater London area.

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

Notes to the Financial Statements for the year ended 31 March 2012

14. Pensions

The triennial valuation undertaken as at 31st March 2010 revealed a reduced funding level of 86% (from 87% in 2007). Following this valuation, the contribution rates to be applied for 2011/12, 2012/13 and 2013/14 are 17.5%.

In 2011/12, the total employer's contributions to the pension fund for staff employed on City's Cash activities (including Highgate Wood and Queen's Park Kilburn) were £6.0m amounting to 17.5% of pensionable pay. The figures for 2010/11 were £6.5m and 18.5% of pensionable pay.

Although the Pension Fund is a defined benefit scheme, for the purpose of FRS 17 City's Cash (and therefore Highgate Wood and Queen's Park Kilburn) is unable to identify its share of the underlying assets and liabilities. Consequently the pension arrangements are treated as a defined contributions scheme in the City's Cash and these accounts. The deficit of the scheme calculated in accordance with FRS 17 by independent consulting actuaries at 31 March 2012 is £351m (2010/11 £188m).

15. Related Party Transactions

The following disclosures are made in recognition of the principles underlying Financial Reporting Standard 8 concerning 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 "Resources expended" and an explanation of these services is set out in note 6 for support costs of £152,769. The City of London Corporation's City's Cash meets the deficit on running expenses of the charity. This amounted to £1,177,767 as shown in note 5 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 Highgate Wood and Queen's Park Kilburn with the exception of the City Bridge Trust (Charity number 1035628) and the Ward's People's Bequest until it ceased to exist on 10 August 2011 and all assets and liabilities at that date were transferred to Highgate Wood and Queen's Park Kilburn. 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.

HIGHGATE WOOD AND QUEEN'S PARK KILBURN
Notes to the Financial Statements for the year ended 31 March 2012

15.Related Party Transactions (continued)

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 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.

Agenda Item 20

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

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Agenda Item 21

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

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