

**EPPING FOREST & COMMONS COMMITTEE**  
**Monday, 19 November 2018**

Minutes of the meeting of the Epping Forest & Commons Committee held at  
Committee Room - 2nd Floor West Wing, Guildhall on Monday, 19 November 2018  
at 11.00 am

**Present**

**Members:**

Deputy Philip Woodhouse (Chairman)  
Graeme Smith (Deputy Chairman)  
Peter Bennett  
Alderman Sir Roger Gifford  
Caroline Haines  
Gregory Lawrence  
Sylvia Moys  
Benjamin Murphy  
Verderer Michael Chapman DL  
Verderer Melissa Murphy  
Verderer Dr. Joanna Thomas  
Jeremy Simons

**Officers:**

Gemma Stokley	- Town Clerk's Department
Laura Simpson	- Town Clerk's Department
Alison Elam	- Chamberlain's Department
Colin Buttery	- Director of Open Spaces & Heritage
Paul Thomson	- Superintendent, Epping Forest
Andy Barnard	- Superintendent, The Commons
Jacqueline Eggleston	- Head of Visitor Services (Epping Forest)
Jeremy Dagley	- Conservation Manager, Open Spaces
Jo Hurst	- Business Manager, Epping Forest
Gerry Kiefer	- Open Spaces Business Manager
Helen Read	- Conservation Officer, The Commons
Hadyn Robson	- Support Services Manager, The Commons
Geoff Sinclair	- Head of Operations, Epping Forest

**1. APOLOGIES**

Apologies for absence were received from Alderman Gregory Jones QC.

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

There were no declarations.

3. **MINUTES**

The Committee considered the public minutes of their last meeting on 10 September 2018.

The Deputy Chairman and Verderer Murphy both stated that they had been present for the last meeting and therefore asked that they were amended to record their attendance.

A Verderer stated that the minutes incorrectly referred to only one fire incident within the Superintendent's update when there had, in fact been many. She added that controlling these incidents had been very hard work and had involved a lot of time and effort from all. The Director stated that the emphasis was now on the restoration of the Wanstead Flats fire site. A report detailing all 37 fires would be brought to the January Committee meeting.

**MATTERS ARISING**

**Application for Major Event on Wanstead Flats** – The Director of Open Spaces clarified that the Committee would receive a formal, detailed proposal on this in early 2019 which would allow sufficient time to gather full information on the issues. A Verderer reported that all three Verderers had received a lot of unfavourable comment on this to date with concerns around crime, traffic, litter and access already raised. Another Verderer urged that adequate consultation is undertaken on any proposals.

In response to a question, the Chairman confirmed that the proposal was concerning an event in 2020. He went on to state that he was very clear in terms of the strength of feeling on this matter.

**RESOLVED** – That, subject to the amendments requested above, the public minutes and summary of the last meeting on 10 September 2018 be approved as a correct record.

8. **APPOINTMENT OF VERDERER OF EPPING FOREST (SOUTH)**

*At the Chairman's request, Item 8 was considered directly after the public minutes of the last meeting (Item 3).*

The Committee considered a report of the Town Clerk relative to the appointment of a Verderer of Epping Forest (South).

The Town Clerk explained that, at the request of the Chairman and the Superintendent of Epping Forest, the selected candidate had been invited to attend today's meeting should his appointment be formalised. He had also signed a non-disclosure agreement in order to enable him to access the non-public papers for today's meeting.

The Town Clerk went on to explain that, following legal advice on this matter, and confirmation of the Committee's ability to make these appointments autonomously, the subsequent Court report would suggest that, in future, Verderer appointments would be put before the Court of Common Council for

information only as opposed to for ratification which had previously always been the case.

A Verderer commented that the Epping Forest Act was explicitly clear on the fact that this Committee could make these kinds of decisions independently of the Court of Common Council. He requested that this relationship therefore be clarified as soon as possible. The Verderer went on to refer to the appointment process itself stating that he had been very disappointed with the management of this and the ability of Committee staff to ensure that he received all of the necessary information in a timely fashion.

The Chairman agreed that the receipt of timely information was essential. He stated that he believed that delays on this occasion had been due to the introduction of rules around GDPR and the inability to send documents to external email addresses. He hoped that this matter had now been resolved.

**RESOLVED** – That, Members endorse the selection of Nicholas Munday as Epping Forest Verderer (South) for onward approval by the Court of Common Council.

*Verderer Munday was invited to join the meeting at this point.*

#### 4. **EPPING FOREST CONSULTATIVE COMMITTEE MINUTES**

The Committee received the public minutes of the last Epping Forest Consultative Committee meeting on 10 October 2018.

A Member questioned why the Commercial Wayleaves Review had been seen by the Consultative Committee ahead of the Grand Committee today. He questioned whether this was the correct approach, particularly for financial or property/asset matters. The Superintendent stated that this was intentional as it allowed for genuine public consultation on these kinds of issues and the opportunity for this Committee to be informed as to the view of local Forest users. Members were generally supportive of this continued approach. A Member added that it was also important to have a mechanism to feedback to the Consultative Committee on these matters and to offer them the opportunity to then make additional representations where necessary.

A Verderer referred to the minute concerning the London Borough of Culture May Day event on Chingford Plain and the subsequent decision taken on this under urgency. He suggested that it would have been useful to refer back to the Consultative Committee, taking in to account their views, on this matter ahead of approving the proposal. The Chairman indicated that he had considered the Consultative Committees support for the event in making his urgency decision.

With regard to the Woodredon Estate properties, the Chairman reported that he requested that the City Surveyor provide him with details of the covenants and that they also be sent to the Director of Open Spaces, the Superintendent and the Deputy Chairman. He added that he would be happy to circulate these more widely should any Member wish to have sight of them.

**RECEIVED.**

**5. DEPARTMENTAL BUSINESS PLAN 2018/19 - SIX MONTH PERFORMANCE UPDATE**

The Committee received a report of the Director of Open Spaces updating Members on progress and performance against the 2018/19 Business Plan by the services which report to the various Open Spaces Committees.

A Member questioned the Amber progress associated with the development of engineering studies for six raised reservoirs at Epping Forest which had been attributed to issues with DBE resources. She went on to refer to the statement elsewhere on the agenda that improvement works on the dams following the engineering assessment would be a statutory requirement for the City of London to complete and questioned whether this should, therefore, be flagged as a red risk and something which the Local Authority could take over on should it not be completed satisfactorily.

Officers confirmed that the traffic light system within the report related to progress against the business plan as opposed to risk.

**RESOLVED** – That, Members note the progress against the 2018/19 Business Plan objectives, projects and performance indicators.

**6. SUPERINTENDENT'S UPDATE FOR AUGUST TO SEPTEMBER 2018**

The Committee received a report of the Superintendent of Epping Forest summarising the Epping Forest Division's activities across August to September 2018.

**Budgets**

The Superintendent reported that two years of DEFRA grant aid were still awaited.

**Weather**

The Superintendent reported that there had been some difficulties with the rain gauge at High Beech and, as such, recordings for 1<sup>st</sup>-3<sup>rd</sup> September were unavailable.

A Verderer questioned the constant problems around water levels on Wanstead Flats and whether water would therefore continue to be pumped here. The Superintendent reported that without this action the lakes would dry up. He added that the Environment Agency had licensed abstraction until 2022 and that harm would be caused to the wildlife and to the Forest's reputation should this pumping cease. There were, however, plans for a more sustainable system to address the matter going forward.

**Forest Services**

**Fly-Tipping**

Members were informed that incidents had fallen to 49 over this period compared to 109 over the same period last year. Roadside fly-tipping accounted for 73% of all incidents which was possibly a reflection of the

success of gating the carparks. Builders waste continued to make up the most waste deposited in this way.

#### Rough sleepers

The Superintendent reported that 5 camps had been found in various areas in this period.

#### Licences

A total of 53 Licences had been issued in the period reported which had generated an income of approximately £47,000. The Superintendent reported that an extension of Bury Road Compound had been approved.

#### Unauthorised Occupations

Members were informed that two of the three traveller incursions during the reported period had been cleared within 3 hours.

#### Deer Vehicle Collision

The Superintendent reported on 9 deer vehicle collisions. He added that incidents continued to occur in a number of key hotspots. He reported that a local group had recently held a roadside campaign to increase driver awareness in the affected areas and that the City Corporation had facilitated the use of Essex Safety partnership illuminated signs visible at key times for deer collisions.

A Member questioned whether Officers were working alongside Highways on this issue and had held discussions around making certain hotspots such as Thornwood Road 40mph as opposed to 50mph zones given the ongoing safety concerns for both drivers and animals. The Superintendent reported that Officers would be campaigning hard for further speed restrictions in hotspot Epping areas as part of the new Forest Transport Strategy.

### **Heritage; Landscape and Nature Conservation**

#### Biodiversity

The Superintendent reported on treatment of Japanese Knotweed, the discovery of a small family (including juveniles) of Leisler's bat on Warlies Park and a breeding colony of Ivy Bee on Warren Hill.

He went on to inform Members that the Office for National Statistics had published an online interactive map, allowing users to find out how much pollution is removed by vegetation in their area, and how this is valued in avoided health damage costs. The Chairman requested that Members be sent the link to access this website.

#### Agri-environment Schemes

Members were informed that preparation for the Countryside Stewardship Application for 2019 was continuing and was expected to bring with it come interesting challenges.

### Grazing

The Superintendent reported that 29 cattle had been grazing the new Chingford Plain to Bury Wood loop since the beginning of September. The Sunshine South new loop was grazed with 12 cattle.

A Member commented that she had seen a recent piece on television about the introduction of Water Buffalo to help control pennywort weed and questioned whether this might also be considered for the Forest.

### **Land Management**

#### Town & Country Planning

The Superintendent reported that Epping Forest District Council had submitted their Local Plan on 21 September 2018. In the meantime, the interim Mitigation Strategy had been agreed.

A Member stated that he would be interested in seeing a copy of the letter sent to the Council prior to the submission of its Local Plan to the Planning Inspectorate. The Superintendent undertook to share this with the Member outside of the meeting. He added that he had also requested a cost undertaking from the Council but was yet to receive a response on this.

### **Visitor Services**

#### Chingford Golf Course

The Superintendent reported that the course had required a significant amount of irrigation this year.

A Verderer questioned the figures for 2018/19 and whether these were the annual figures to date only. The Head of Visitor Services reported that the figures presented were for a rolling annual year. She added that this would be made clear in future reports.

#### Wanstead Flats Football

Members were informed that good progress had been made around the issue of 'playing without paying'

### **Visitor Numbers**

The Superintendent reported that Visitor Centre numbers were still down on previous years due to the continued closure of The Temple. Members were informed that weight restrictions would now be in place for the upstairs of the building to prevent the floor from flexing.

The Superintendent went on to report that work at the Hunting Lodge had also now been completed thanks to the City Surveyor.

### **Communication and Information**

Members were informed that followers on Twitter, Facebook and Instagram were all on the increase. The Superintendent reported that one recent post concerning blue green algae had reached in excess of 21,000 followers.

A Member commented that, whilst this was encouraging, stakeholder engagement should be considered more widely. He encouraged, for example, the wider distribution of the Forest Focus publication. The Superintendent reported that the Head of Visitor Services was currently looking at undertaking a review of stakeholder engagement. It was recognised that this was an area that would benefit from additional Officer time.

### **Miscellaneous**

The Superintendent advised on the future of St Mary's Church, Wanstead park, which had previously considered by Committee. Following wider debate within the community, local parishioners had agreed to take a more active role in the management of the Church rather than see an external partner take control.

Members were informed that 6 'Tommies' had been placed in various locations as part of the 'There But Not There' installation to commemorate those who had lost their lives in World War 1. There had also been a World War 1 exhibit at The View telling the story of Forest Keepers who went to War.

The Superintendent was pleased to report that Epping Forest greenery was provided as decoration at Guildhall for the High Commissioners Banquet.

## **7. REPORT OF ACTION TAKEN BETWEEN MEETINGS**

The Committee received a report of the Town Clerk advising Members of action taken by the Town Clerk since the last meeting of the Committee, in consultation with the Chairman and Deputy Chairman, in accordance with Standing Order Nos. 41(a) and (b).

A Verderer again asked that the discussion at the Consultative Committee meeting around this event be taken into account as preparations were made.

**RESOLVED** – That, Members note the report.

## **9. REVENUE & CAPITAL BUDGETS - EPPING FOREST 2018/19 & 2019/20**

The Committee considered a joint report of the Chamberlain and the Director of Open Spaces updating them on their latest approved revenue budget for 2018/19 and seeking assurances for their provisional revenue budget for 2019/20, for subsequent submission to the Finance Committee.

The Chairman highlighted that it was important not to lose sight of the cyclical works detailed within the report.

**RESOLVED** – That, the Committee:

- Approve the provisional 2019/20 revenue budget for submission to the Finance Committee;
- 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, and changes to the Additional Works Programme. Any changes over £50,000 would be reported to Committee;

- Delegate to the Chamberlain any minor budget changes for 2018/19 and 2019/20 as a result of the completion of the asset verification exercise; and
- Approve the draft Capital and Supplementary Revenue budget.

**10. EPPING FOREST TRUSTEE'S ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018**

The Committee received a report of the Chamberlain presenting the Trustee's Annual Report and Financial Statements for the year ended 31 March 2018 for Epping Forest in the format required by the Charity Commission.

In response to a question, the Superintendent reported that the Act states that the Corporation, acting by the Mayor, Alderman, and Commons of the said city in Common Council were assembled as the Conservators of Epping Forest. He understood that the Committee were the Trustees representatives for the purposes of the Charity and would confirm this matter with the City Solicitor and Comptroller.

The Chairman reported that he was delighted to see the work of the volunteers reflected within the report.

**RESOLVED** – That, Members note the report.

**11. EPPING FOREST LICENCE, PRODUCE AND SPORTS CHARGES**

The Committee considered a report of the Director of Open Spaces updating Members on the performance of charges levied for licenced activities, produce sales and formal sports in the last full financial year 2017/18.

In response to questions, the Chairman stated that he had sought clarity around the numbers forecast for both CPI and RPI within the report and had been informed that charges had been increased in line with CPI/RPI at the relevant time. The Head of Visitor Services confirmed that these figures had been taken from the Government Website in 2017 but would reassure members on this matter.

**RESOLVED** – That, Members:

- Approve the proposed charges for 2019/20 as itemised in Appendix A; and
- Approve continued subsidy for association football.

**12. EPPING FOREST CONSULTATIVE COMMITTEE TERMS OF REFERENCE AND SCHEDULE**

The Committee considered a report of the Director of Open Spaces relative to the terms of reference for the newly established Epping Forest Consultative Committee.



The Chairman explained that the Committee was still very much a work in progress and had only held three meetings to date. With regard to the proposal around increasing the number of meetings the group hold each year, the Chairman stated that there was little appetite for this.

A Member stated that communication here was key in terms of how the dissemination of information to/from this group was to be supported going forward.

A Verderer stated that it was disappointing that the report wasn't able to reflect the most recent meeting of the Consultative Committee that had taken place in October.

Members made a number of comments in terms of the content of the report and suggested that it required some editing.

**RESOLVED** – That, the Committee note the approved, updated Terms of Reference of the Epping Forest Consultative Committee.

13. **WANSTEAD PARK: - BRIEFING NOTE FOR MEMBERS**

The Committee considered a report of the Director of Open Spaces providing an update on the progress of the Parkland Plan.

The Head of Operations, Epping Forest, reported that the proposal was to put together a Project Group to draw this work together. The City Surveyor would then hopefully submit a paper through the correct gateway process in December 2018.

The Chairman asked that the Director give some thought to how best Verderers might be included in this process. A Verderer commented that it would be particularly useful to have a South Verderer involved. The Director stated that Project Boards tended to be at Officer level but that he would give some thought as to appropriate Verderer engagement.

In response to questions, the Head of Operations reported that the plan was still at a very early stage but would be presented to the Committee in its entirety in due course.

A Verderer questioned whether the funding for the plan would therefore already be approved before the Committee had an opportunity to view/comment on it. The Director reported that Officers were simply looking to initiate the project at this stage and that the Gateway process was a means of making Members aware of the likely financial requirements of the project in broad terms. It would then be for the service Committee and the Project Sub Committee to agree the particulars of the plan at various Gateway stages.

The Chairman stated that it would be useful to have further information on the report being prepared for Project Sub ahead of its submission there. A Verderer commented that Wanstead Park was very topical at the moment, particularly in

the Southern Forest, and that it would therefore be helpful to move quickly on this matter.

A Member clarified that the Gateway 2 report would need to come to this Committee for comment/approval under the new Gateway system. He went on to talk of lessons learned in terms of the importance of community engagement and communication from the Hampstead Heath Dam Project.

**RESOLVED** – That, Members approve the preparation of a combined LRR and Parkland Plan (Gateway 1/2) project proposal for submission to the Project Sub (Policy & Resources) Committee for December 2018.

**14. COMMERCIAL WAYLEAVE REVIEW**

The Committee considered a report of the Superintendent of Epping Forest relative to the Commercial Wayleave Review.

A Member commented that he welcomed the report and agreed with most of the points within it. He stated, however, that whilst rateable value was a good approximation, it was not necessarily the full picture. He went on to state that rateable values were reviewed every 5 years and suggested that this same approach should be used here as opposed to using the Uniform Business Rate (UBR) multiplier.

The Member went on to suggest that, if there was to be a substantial increase, discussions around phasing these increases in could be undertaken. He noted, however, that statutory undertakers sometimes dictated what they would pay and would not negotiate. He also urged some analysis of what other Committees were doing in this area to ensure consistency in so far as possible.

A Verderer questioned whether a one charge fits all approach was correct or if each case should be looked at individually.

The Superintendent thanked Members for their contributions and agreed that it seemed sensible to go by a 5-year re-evaluation of rateable value as opposed to the UBR. He confirmed that residential cases had now been completed with commercial cases now being determined around the proposed hybrid model. Issues around services wayleaves would then be addressed.

The Superintendent went on to report that legal advice would need to be sought on hand gate matters before taking the matter forward.

**RESOLVED** – That, Members:

- i. Approve the new commercial wayleave fees immediately based on rateable value (5 yearly reviewable), applying further increases by Committee approval using a recognised multiplier formula;
- ii. Tender a valuation contract with external valuers to value and negotiate the remaining wayleave agreements; and
- iii. Instruct the Comptroller and City Solicitor to assist in completing the necessary wayleave agreements.

## 15. **SUPERINTENDENT'S UPDATE**

The Committee received a report of the Superintendent of 'The Commons' providing a general update on issues across the nine sites within 'The Commons' division that may be of interest to Members and is supplementary to the monthly email updates.

A Member congratulated the Superintendent and his staff on two recent, successful site visits to Stoke Common and Kenley Common which she stated was particularly impressive around learning activities.

A Verderer commented that work with South Bucks District Council around the Local Plan production was important in terms of ensuring consistency of approach. She offered to help facilitate these discussions in any way that was required. The Superintendent thanked the Verderer for this offer and reported that discussions around the sharing of mitigation issues for the impact of recreation pressure on Burnham Beeches were taking place and that he would contact her to take up her kind offer in the near future.

In response to questions around the Kenley Revival Update and any anticipated additional costs due to the failure of the mortar on the blast pens and rifle range, the Superintendent reported that he now had 6 trial panels in place and that these would help to determine the materials to be used when repairs are finally carried out. He added that the current assumption was that the City as client would not bear the burden of any additional cost.

In response to questions around the controls in place for dog related incidents, the Superintendent stated that there was a strict protocol in place and that the process was to ensure up to three verbal warnings at which point a final letter of warning is issued. If a further offence ensues then either a fixed penalty notice is issued, or the matter is dealt with at Magistrates Court, depending on the severity of the issue.

With regard to questions on the increased costs associated with OPM's the Director reported that there had been a huge increase in costs across the Department with close to £100,000 being spent on the problem this year alone as opposed to just £10,000 last year. The Director reported that a report on this matter would therefore be put to the Open Spaces Committee in December 2018 flagging this as a strategic issue and then on to various, affected service committees in January 2019. The Director went on to report that costs in excess of £250,000 were anticipated in this area in future years. The Forestry Commission were aware that it was not possible to remove every nest and that work would therefore be targeted on those areas where the public were most likely to come in to contact with the pest species.

A Verderer commented that it would be useful for Members to have an illustrated guide on pest species and an indication of the problems around their eradication/control. The Chairman agreed with this suggestion and asked that it also be made available on social media for the public to consult. A Member commented that this kind of guide was already available from the Forestry

Commission and suggested that Members be sent the link for this to avoid any unnecessary duplication.

**RESOLVED** – That, Members note the content of the report.

**16. REVENUE & CAPITAL BUDGETS - 'THE COMMONS' 2018/19 & 2019/20**

The Committee considered a joint report of the Chamberlain and the Director of Open Spaces updating Members on the latest approved revenue budget for 2018/19 and seeking approval for a provisional revenue budget for 2019/20 for 'The Commons', for subsequent submission to the Finance Committee.

In response to a question regarding adequate funds to cover the additional 8% of assets to be maintained, the Chamberlain confirmed that the City Surveyor had bid for and approved the additional resources required.

**RESOLVED** – That, the Committee:

- Approve the provisional 2019/20 revenue budget for submission to the Finance Committee;
- 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, and changes to the Additional Works Programme. Any changes over £50,000 would be reported to Committee;
- Delegate to the Chamberlain any minor budget changes for 2018/19 and 2019/20 as a result of the completion of the asset verification exercise; and
- Approve the draft capital and supplementary revenue budget.

**17. ASHTEAD COMMON TRUSTEE'S ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018**

The Committee received a report of the Chamberlain presenting the Trustee's Annual Report and Financial Statements for the year ended 31 March 2018 for Ashtead Common in the format required by the Charity Commission.

**RESOLVED** – That, Members note the report.

**18. BURNHAM BEECHES AND STOKE COMMON TRUSTEE'S ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018**

The Committee received a report of the Chamberlain presenting the Trustee's Annual Report and Financial Statements for the year ended 31 March 2018 for Burnham Beeches and Stoke Common in the format required by the Charity Commission.

**RESOLVED** – That, Members note the report.

19. **WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS TRUSTEE'S ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018**

The Committee received a report of the Chamberlain presenting the Trustee's Annual Report and Financial Statements for the year ended 31 March 2018 for West Wickham Common and Spring Park Wood, Coulsdon and Other Commons in the format required by the Charity Commission.

**RESOLVED** – That, Members note the report.

20. **THE COMMONS EVENTS POLICY REPORT**

The Committee considered a report of the Superintendent of The Commons relative to The Commons Events Policy.

The Chairman clarified that the proposed policy was similar to the policies already in place elsewhere.

A Member questioned how consultation on events would take place. The Superintendent stated that he only envisaged consultation in exceptional cases given that the majority of issues/events were low key.

**RESOLVED** – That, Members:

- Note the approved Open Spaces Departmental Events Policy attached as Appendix 1;
- Approve the policy approach outlined in the report and the site-specific Events Policy for The Commons and schedule of event locations attached Appendix 2.

21. **BURNHAM BEECHES MANAGEMENT PLAN. CONSULTATION PROCESS AND TIMETABLE.**

The Committee considered a report of the Superintendent of The Commons relative to the Burnham Beeches Management Plan, Consultation Process and Timetable.

**RESOLVED** – That, Members approve the necessary actions outlined in the provisional timetable for the Management Plan and public consultation process (Table 1).

22. **STOKE COMMON MANAGEMENT PLAN, PUBLIC CONSULTATION AND GRANT APPLICATION**

The Committee considered a report of the Superintendent of The Commons relative to the Stoke Common Management Plan, Public Consultation and Grant Application.

The Superintendent wished to place on record his thanks to the management plan development team whose work he applauded. He went on to report that Natural England had made an early comment on the Plan stating that it was fantastic and that they wished that others would adopt the same approach to this work.

The Chairman noted, within the Management Plan, that there had been no small mammal survey of the Common and questioned whether this had ever been carried out previously. The Conservation Officer reported that various other wildlife surveys have been carried out and that they would look to include a small mammal survey going forward.

**RESOLVED** – That, Members approve the final draft plan so that it can then be submitted to Natural England for ratification.

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

There were no questions.

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

Committee Papers

A Member asked if the Committee could learn from the Education Committee where the main papers are provided separately from the Appendix pack which allows for easier reference on a digital device. The Town Clerk agreed to consider this proposal.

Post of Honorary Reeve

The Superintendent of Epping Forest reported that Loughton Town Council had nominated Richard Morris for the post of Honorary Reeve.

The Committee voiced their unanimous support for this appointment.

**25. 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.

Item No.	Exemption Paragraph
26-30	3
31-32	-

**26. NON-PUBLIC MINUTES**

The Committee considered the non-public minutes of the last meeting on Monday 10 September 2018 and approved them as a correct record.

**27. COMMERCIAL WAYLEAVE REVIEW**

The Committee considered and approved a report of the Director of Open Spaces which was a companion report to the Public Item regarding future charging for Commercial Wayleaves.

**28. RENT REVIEW - THEYDON BOIS**

The Committee considered and approved a report of the Director of Open Spaces relative to a Rent Review of Theydon Bois Golf Club.

29. **BUTLERS RETREAT CAFÉ - LEASE RENEWAL**

The Committee considered and approved a report of the Director of Open Spaces relative to the Butlers Retreat Café – Lease Renewal.

30. **BURNHAM BEECHES CAFÉ - LETTING OPTIONS**

The Committee considered and approved a report of the Superintendent of The Commons relative to the Burnham Beeches Café – Letting options.

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

There were no questions in the non-public session.

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

The Committee dealt with business concerning Loughton Golf Course and Newlands Avenue, Woodford in the non-public session.

**The meeting ended at 1.16 pm**

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Chairman

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