

**HIGHGATE WOOD CONSULTATIVE GROUP**  
**Wednesday, 17 October 2018**

Minutes of the meeting of the Highgate Wood Consultative Group held at Heathfield House, 432 Archway Road, N6 4JH on Wednesday, 17 October 2018 at 5.00 pm

**Present**

**Members:**

Anne Fairweather (Deputy Chairman)  
Stephanie Beer (Muswell Hill & Fortis Green Association)  
Peter Corley (Tree Trust for Haringey)  
Michael Hammerson (Highgate Society)  
Councillor Bob Hare (London Borough of Haringey)  
Councillor Julia Ogiehor (London Borough of Haringey)

**Officers:**

Jonathan Meares	- Highgate Wood, Conservation & Trees Manager
Bob Warnock	- Superintendent of Hampstead Heath
Leanne Murphy	- Town Clerks Department

**1. APOLOGIES**

Apologies were received from Karina Dostalova, Deputy John Tomlinson, Jan Brooker (Therese Gray attended to represent the Highgate Conservation Area Advisory Committee), Lucy Roots and Alison Watson.

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

There were no declarations.

**3. MINUTES**

**RESOLVED**, that the minutes of the meeting held on 18 April 2018 be approved.

**Matters Arising**

**Walking Guides**

A Member queried if the walking guides covering Highgate Wood had been made available in the café. It was agreed that this would be followed up with the Chairman of the Highgate Society to check availability.

**Ecology**

A Member queried whether a student was approached regarding the preparation of a leaflet to go to Lancaster Road residents regarding hedgehogs. The Highgate Wood, Conservation & Trees Manager agreed to look into options.

**Online Archive**

In response to a question regarding creating an online archive of background documents on the City of London Corporation website, it was agreed that the Director of Open Spaces would talk with the Publishing and Communications

teams to establish the scope for setting this up. The Superintendent noted that some older documents were not accessible as they were in the wrong standard.

#### 4. **ACTIONS SHEET**

The Committee noted the various outstanding actions and the updates provided thereon.

With regards to Action 8, it was noted that this was two actions: 1) to contact Highgate School regarding potential representation on the HWCG and 2) to contact the Highgate Society regarding their representation on the HWCG. The Town Clerk agreed to update the actions list and contact both.

In response to a query regarding Action 9 concerning the criteria for a school representative, the Superintendent advised that it was recommended that the representative came from a local school within walking distance of Highgate Wood.

#### 5. **SUPERINTENDENTS UPDATE FOR OCTOBER 2018**

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

##### **Roman Kiln Project**

- The Highgate Wood, Conservation & Trees Manager advised Members that he had been working on this project with Friends of the Highgate Roman Kiln (FOHRK) and that an independent HLF Advisor had been commissioned to produce a report providing guidance on assembling a Heritage Lottery Fund (HLF) application.
- The Highgate Wood, Conservation & Trees Manager is working with the City Surveyors Department regarding preparing updated costs (revised budget for the project currently estimated at £150,000) as this will assist with the next bid.
- The Superintendent gave thanks to Heath Hands for their ongoing support and commitment to Highgate Wood.

##### **Tree disease and biosecurity issues**

- Members were advised that Oak Processionary Moth (OPM) was found in Highgate Wood on 11 June 2018 and a total of 71 nests were identified and removed from oak trees across the Wood.
- The Highgate Wood, Conservation & Trees Manager advised that it is anticipated that the number of nests will increase in 2019 in line with trends from other open spaces across London and that the Corporation were working with the Forestry Commission to deal with this. The Superintendent noted that natural control measures were being researched, e.g. a parasitic fly that stops the breeding stage of the moths.

## **RESOLVED –**

- Members to provide their views on the updated draft Woodland Management Plan, as detailed in appendix 1;
- Members provide their views and feedback on the Highgate Wood – Part 2 Site Specific Events Policy, and in particular in relation to table 1, as set out in appendix 4;
- That the views of the Highgate Wood Consultative Group be conveyed to the Hampstead Heath Highgate Wood & Queen's Park Committee at their meeting on 28 November 2018.

### **5.1 Appendix 1 - Woodland Management Plan 2018**

Members noted the draft Woodland Management Plan 2018-2028 and the following points were made:

- Members were advised that changes to the plan were made incorporating the feedback given at the last HWCG meeting.
- A Member noted that smaller earthwork had not been included as suggested at the previous meeting.
- Members agreed that a line regarding climate change was needed in the plan.

RECEIVED.

### **5.2 Appendix 2 - Conservation Management Plan - 5-year review**

Members noted the draft Conservation Management Plan 2013-2023 and the following points were made:

- Members were advised that the Conservation Management Plan (CMP) provided a strategy for management of Highgate Wood over 10 years. This was now being updated in line with the City of London Corporation's Corporate Plan, the Open Spaces Department Business Plan and the Divisional Plan.
- It was noted that each policy had a number of sub policies. The green text with Achievements since 2013 identified that the priority had been achieved within the timescale; the black text were priorities that were no longer a priority (with some struck out completely) and red text indicated priorities that were still being worked on.
- With regards to "Friends of" Groups, a Member felt that indicating just Heath Hands would appear to just cover Hampstead Heath. It was suggested that the name be changed to Heath and Wood Hands which would be more inclusive and encourage recruitment from Highgate.

- A Member suggested approaching FORHK to support a wider remit of projects that did not only relate to this specific Group.
- Members discussed “Friends of” Groups. It was agreed they were useful despite having their own identity and agenda; however, Members felt that HWCG was the right setting for a balanced representation of ideas for Highgate Wood.
- Members agreed a school representative was needed on the HWCG. The Chairman recommended changing the wording referencing to the HWCG in 3a to state that the Working Group was working to be more representative.
- Members discussed car park facilities and agreed that the current system worked well following changes, e.g. moving the post box and the system for dropping of supplies to the café to limit car use at the Wood. The Chairman felt that it needed to be made clear that accessibility at Highgate Wood had been properly reviewed and addressed.
- Members agreed that a completed column was needed with the table providing timescales under 10.5 instead of crossed out crosses. Members were advised that the focus of the table was on achievements and bringing them up-to-date.
- A Member noted that was 2.11 incorrect and needed updating.
- The Town Clerk agreed to circulate the correct section of the CMP document in colour for Members to review and provide additional written comments with a deadline of 10 November 2018.
- Members were thanked for their feedback and advised that the final CMP document would come to the next meeting.

RECEIVED.

### 5.3 **Appendix 3 - Open Spaces Departmental Events Policy (Part One)**

Members noted the Open Spaces Departmental Events Policy (Part One). Members were advised that the passing of the City of London Corporation (Open Spaces) Act 2018 had allowed the Corporation to develop a framework to guide its events on its Open Spaces.

It was noted that Part One had already been approved but provided the framework to prepare the site-specific Events Policy for Highgate Wood.

RECEIVED.

#### 5.4 **Appendix 4 - Highgate Wood Site Specific Events Policy (Part 2)**

Members noted the draft Highgate Wood Site Specific Events Policy (Part Two) and the following points were made:

- It was noted that Highgate Wood hosted currently only a small number of events. However, the Superintendent was happy for community groups to think of events that would be suitable at Highgate Wood, e.g. jazz events at a café, sponsored walks, etc.
- Members discussed the different event locations which were separated into zones: Zone A – Sports Field and Zone B – Pavilion Café Garden. Members felt that Zone C was needed to cover activities in the wider parts of the Woods. It was noted that Zone C was mentioned on page 226 and Members agreed this needed expanding on page 222 with the other zone explanations.
- Members were advised that music events would need to obtain a music license from Haringey Council.
- The Superintendent drew Member's attention to the proposed Event Scale (Table 1 – page 224) and explained that medium and large sized events would come to the HHCG for consultation before being approved by the Management Committee.
- Members were advised that commercial events would be charged in accordance with the structure set out in Section 11.1. The charging policy would differ for community and charitable events which would be assessed to determine an appropriate reduction or waiver of charges.
- Members were advised that the events application form would be available online. Members felt that the form was very long and requested that it either be cut down or for different forms to be available depending on the size of the event (small, medium or large).
- It was noted that access was the biggest issue concerning events as no vehicle larger than a skip lorry would be able to access the site.
- A Member noted that large, loud events would cause a significant disturbance to the wildlife at Highgate Wood.
- The Superintendent advised that Forest Schools were covered under this policy noting that local community schools would not be charged but anything with a commercial interest would incur a charge. He added that there would be a charge for storing equipment.

RECEIVED.

## 6. **TENDER OF THE HIGHGATE WOOD PAVILION CAFÉ**

Members considered a report of the Superintendent of Hampstead Heath concerning the tender of the Highgate Wood Pavilion Café and the following points were made:

- Members were advised that the Highgate Wood Pavilion Café is currently operated by Hoxton Beach on a Tenancy at Will basis which provided no security for both parties.
- It was noted that the City of London Corporation (Open Spaces) Act 2018 included powers to offer longer leases of up to 15 years, or 21 years in exceptional circumstances.
- The report proposed that the Corporation use the powers contained within the Open Spaces Act 2018 to offer a longer lease in order to secure financial investment in the café facility. The suggested length of lease offered was a period of seven years with suitable break clauses and the option to extend for an additional three years, dependent upon performance and service delivery.
- The Superintendent advised that the HWCG's involvement would be important to the shortlisting and evaluation process and suggested that some Members be invited to the interviews of potential providers.
- Members were cautious of large commercial operators obtaining the contract as there had been problems with a chain business in the past. The Superintendent explained that the tender process enabled bidders to demonstrate how their proposals would deliver against social, economic and environmental outcomes.
- The Superintendent noted that a longer contract would allow the provider to invest in the space; however, performance would also be monitored on a quarterly basis. Operators would be asked to explain what investment was planned and this would be linked to the lease.
- In response to a query regarding whether the new operator would inherit machinery, the Superintendent advised that the City of London Corporation now owned the ovens, fridges, etc, and would be subject to negotiation with the new provider if needed.
- A Member queried if priority on the contract would be given to local businesses/residents. The Superintendent noted that local knowledge would score well when shortlisting. He advised that a similar approach to the recent retendering of the café at Queen's Park would be taken and applications would be considered by 60% on quality and 40% on price.
- Members were concerned that large documents could potentially put-off smaller businesses from applying. The Superintendent advised that the application process would be entirely web-based.

- A Member advised that the Council could populate the advert to local businesses.
- The Chairman advised Members that the deadline to provide any additional written comments was 10 November 2018.

**RESOLVED – That:-**

- Members give their views on the proposals to retender the Highgate Wood Pavilion Café as set out in para 6 – 14;
- The views of Highgate Wood Consultative Group will be conveyed to the Hampstead Heath, Highgate Wood and Queen's Park Committee.

**7. FEES AND CHARGES 2019/20 & 2020/21**

Members considered a report of the Superintendent of Hampstead Heath regarding the proposed fees and charges for a range of sports facilities and services provided at Hampstead Heath, Highgate Wood & Queen's Park for 2019/20.

The Superintendent advised Members that prices had increased by the cost of living but there would be a 50% discount for blind cricket team and a 40% discount for juniors.

It was noted that a new section had been added which would cover charges incurred by events, e.g. water, electricity, etc, and this was linked to the Events Policy.

**RESOLVED** – That the views of the Hampstead Heath Consultative Committee, Highgate Wood Consultative Group, and Queen's Park Consultative Group be conveyed to the Hampstead Heath, Highgate Wood and Queen's Park Committee at their 28 November 2018 meeting.

**8. QUESTIONS**

There were no questions.

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

There was no other business.

**10. DATE OF NEXT MEETING**

Members noted that the date of their next meeting would be on 3 April 2019. The Superintendent noted that the start time of the meeting might be changed from 4.00pm to 5.00pm and that Members would be notified well in advance of the meeting.

**The meeting ended at 6.37 pm**

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Chairman

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