

## EPPING FOREST AND COMMONS COMMITTEE

14 MAY 2012

### **MINUTES OF THE MEETING OF THE EPPING FOREST AND COMMONS COMMITTEE HELD AT THE GUILDHALL, EC2 ON MONDAY, 14 MAY 2012 AT 11:30 AM.**

#### **Present**

##### **Members:**

Barbara Newman (Chairman)	Verderer Richard Morris
Alderman Gordon Haines (Deputy Chairman)	Verderer Peter Adams
George Abrahams	Verderer Dr Joanna Thomas
John Bird	Verderer Michael Chapman
Deputy Stella Currie	
Alderman John Garbutt	
Deputy Stanley Ginsburg	
Deputy Greg Lawrence	
Deputy Catherine McGuinness	
Virginia Rounding	
Peter Hardwick	
Alderman Robert Hall	

##### **Officers:**

Edward Foale	- Town Clerks Department
Jacqui Daniels	- Town Clerks Department
Alison Elam	- Chamberlain's Department
Matt Lock	- Chamberlain's Department
Bob Meldrum	- City Surveyors Department
Sue Ireland	- Director Open Spaces
Paul Thomson	- Superintendent of Epping Forest
Bob Warnock	- Superintendent of City Commons
Andy Barnard	- Superintendent of Burnham Beeches and Stoke Common
Helen Read	- Open Spaces Department
Juliane Heinecke	- Open Spaces Department
Catherine Cavanagh	- Open Spaces Department
Martin Whitfield	- Open Spaces Department

Alderman Robert Hall in the Chair.

#### **1. APOLOGIES**

There were no apologies.

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

There were no declarations.

#### **3. ORDERS OF THE COURT OF COMMON COUNCIL**

The Orders of the Court of Common Council, 19 April 2012:

(i) appointing the Committee and approving the Committee's Terms of Reference, were noted.

(ii) approving this Committee's Terms of Reference were **RECEIVED**.

**4. ELECTION OF CHAIRMAN**

The Committee proceeded to elect a Chairman pursuant to Standing Order No. 29. The Town Clerk read out a list of Members eligible to be the Chairman. Alderman Haines indicated his willingness to serve if elected. As Alderman Haines was the only Member who had indicated his willingness to serve, he was duly declared to be elected Chairman and took the Chair for the ensuing year.

**5. ELECTION OF DEPUTY CHAIRMAN**

The Committee proceeded to elect a Deputy Chairman in accordance with Standing Order No. 30 and Mrs Barbara Newman, as immediate Past Chairman, having indicated her willingness to serve pursuant to the provisions of Standing Order No. 30 (2) (a) was duly appointed Deputy Chairman for the ensuing year.

Having congratulated Alderman Haines on his election this day, the Deputy Chairman thanked the Committee and Officers for their support throughout her term of office.

**LATE CHAIRMAN – VOTE OF THANKS**

**RESOLVED UNANIMOUSLY:** That her colleagues on the Epping Forest & Commons Committee take very great pleasure in expressing to

**BARBARA NEWMAN C.B.E.**

their gratitude for her service since first being elected as their Chairman in May 2009.

MUCH has been achieved during her Chairmanship in what has been a challenging period given the current financial climate. Ever mindful of this, the Chairman has actively encouraged the exploration of support from external funding and in 2009 she was instrumental in achieving a ten year agreement with Natural England that provided Countryside Stewardship Funding for Epping Forest. 2011 saw the successful application for a three-year grant from the City Bridge Trust, which will enable the Committee to continue business in areas in which it may not have otherwise been able. The

Chairman has also overseen the implementation of the first three years of the £6.8 million Epping Forest Branching Out Project, which included a significant grant from the Heritage Lottery Fund.

DURING her Chairmanship, she has considered matters as diverse as the opening of a £1.4 million Sports Pavilion on Wanstead Flats, the successful landmark trial of an invisible fencing system and the installation of Olympic Cycleways on routes between Wanstead Flats, Leyton Flats and the Olympic Park and 2010 saw the appointment of Michael Chapman as Verderer for the Northern Forest Parishes when Michael Davies retired.

SIGNIFICANT land acquisitions have been overseen by the Chairman, including 30 acres in Warlies Park which, subject to legal completion, would consolidate the City's Forest Landholding at Upshire and link the two Buffer Land Estates to the north west of the Forest. In Burnham Beeches, photovoltaic cells were installed in a continued effort to improve sustainability and 30 Dormice were bred for the nationwide release programme and conservation grazing was expanded. In the City Commons, the Chairman has helped to improve relationships with many partners and visited the Commons annually to witness the lambing season and the emerging wild flowers.

A new Burnham Beaches management plan has been implemented during her Chairmanship, and seven City Commons management plans have been completed, which the Chairman guided through each of the Consultative Committees to seek valued comments from stakeholders. Furthermore, her Chairmanship has seen the introduction of the first comprehensive statement of community involvement by the Conservators of Epping Forest, which identifies key partners for future engagement.

SEVERAL major surveys have been completed under her Chairmanship, contributing to the wider knowledge about the visitors, heritage and habitats of the Committee's Open Spaces. All of the Committee's Open Spaces have reported a record number of visitors and have experienced an expansion in

the use of volunteers, with a new volunteer awards ceremony in place to celebrate their contribution.

DURING her Chairmanship, a number of accolades have been received by the City, most notably an award from the British Horse Society for the provision of riders' facilities in Epping Forest & the City Commons and the retention of the Green Flag and Green Heritage Awards in the Committee's Open Spaces.

COURTEOUS and friendly, the Chairman has taken the time to get to know many of the Open Spaces officers and volunteers, and taken particular interest in their work and the conservation and protection of the Committee's Open Spaces.

FINALLY her colleagues wish to record their appreciation of the sound judgement and invigorating leadership she has demonstrated in dealing with often complex problems and wish her good health and happiness for the future.

RESOLVED - That it be referred to the Mover John Barker and the Seconder Alderman Robert Hall to arrange for the presentation of the Vote of Thanks in a manner agreeable to the Chairman.

#### NEW MEMBERS

Members noted that John Bird had recently left the Committee after a twenty-five year service. The Chairman resolved to write and thank him for all his support.

The Chairman welcomed John Barker, who had returned to the Committee after a one-year absence.

## 6. MINUTES

The public minutes and summary of the meeting held on 5 March 2012 were approved, subject to the following amendment:

#### Superintendent's Update

Suicide – An individual had been found hanged on Chingford *Plain* on 28 February 2012.

#### **MATTERS ARISING FROM THE MINUTES:-**

**Connaught Water – (item 3)**

Members noted that the Committee would receive a report relative to tree planting at Connaught Water in due course.

**Highams Park Lake – Detailed Options Appraisal (item 3)**

The Director confirmed that the gauge was scheduled to be installed in two weeks time.

**7. 2012/13 COMMITTEE APPOINTMENT**

A report of the Town Clerk regarding the Committee's annual appointments, and attendance of a Committee Member at the City's Open Spaces, City Gardens and West Ham Park Committee was considered.

**RESOLVED:** - That,

a) the appointment and composition of the following Sub Committees, Consultative Committees, Steering Groups, and Management Projects etc be endorsed as follows:-

i) **Reference Sub Committee** to comprise:

Chairman for the time being

Deputy Chairman for the time being

Deputy Stella Currie

Stanley Ginsburg

Dr Peter Hardwick

Deputy Catherine McGuinness

Deputy Greg Lawrence

Two Verderers – ***which two to depend on the subject under consideration.***

ii) **Ashted Common Consultative Committee** to comprise:

Chairman for the time being

Deputy Chairman for the time being

Mr Douglas Mobsby (not on Common Council)

Mr Joseph Byllam-Barnes (not on Common Council)

*(One Vacancy Remained)*

iii) **Burnham Beeches Consultative Group** to comprise:

Chairman for the time being

Deputy Chairman for the time being

Christopher Mitchell (not on Common Council)

Deputy Michael Welbank (not a Member of this Committee)

iv) **West Wickham and Coulsdon Commons Consultative Committee** to comprise:

Chairman for the time being

Deputy Chairman for the time being

Deputy Robin Eve (not a Member of this Committee)

John Brewster (not a Member of this Committee)

Silvia Moys (not a Member of this Committee)

- v) **Epping Forest Centre Joint Consultative Committee** to comprise:
  - Chairman for the time being
  - Deputy Chairman for the time being
  - Verderer Richard Morris
  - Verderer Peter Adams
  
- vi) **Epping Forest Management Plan Steering Group** to comprise:
  - Chairman for the time being
  - Deputy Chairman for the time being
  - Deputy Stella Currie
  - Deputy Catherine McGuinness
  
- vii) **Wanstead Flats Playing Fields Committee** to comprise:
  - Verderer Peter Adams
  - Verderer Joanna Thomas
  
- viii) **Downlands Countryside Management Project** to comprise:
  - Deputy Robin Eve (not a Member of this Committee)
  - John Brewster (not a Member of this Committee)
  
- ix) **Lower Mole Countryside Management Project** to comprise:
  - Michael Bramwell (not on Common Council)
  - Wendy Mead (not a Member of this Committee)
  
- b) Verderer Peter Adams be appointed to the Open Spaces, City Gardens & West Ham Park Committee for 2012/2013 as a local observer for this Committee.
  
- c) a full review of all appointments made by this Committee be undertaken over the next 12 months.

**8. CITY CORPORATION RISK MANAGEMENT HANDBOOK**

Members received a report of the Chamberlain which provided members with a summary of the key elements of the Risk Management Handbook and the City's risk management framework as approved by the Audit & Risk Management Committee in October 2011.

Members noted that the Committee would receive annual reports in the future, focusing on the risks affecting Epping Forest; the City Commons; Burnham Beeches and Stoke Common, the first of which was scheduled to be received in autumn 2012.

In response to a Member's question, the Director confirmed that this approach included the management of risks associated with both vegetation and animal diseases.

**RECEIVED**

## EPPING FOREST

### 9. SUPERINTENDENT'S UPDATE

The Superintendent of Epping Forest provided a verbal update regarding the following:

- Starters and Leavers – The Superintendent updated Committee on staff changes at Epping Forest and provided information regarding the staff members who will be participating in the Lord Mayor's Appeal Charity Cycle Ride on 19 May 2012.
- Bushwood – Following a series of muggings on the path between Bushwood and Belgrave Road, Keepers at Epping Forest worked with the Metropolitan Police; London Borough Anti-Social Behaviour Coordinators and local volunteers together with 70 young people from the Challenge charity led by Epping Forest staff to clear undergrowth on the route.
- Essex Hazardous Area Response Team (HART) – Keepers had worked with HART on a training exercise at Epping Forest trialling a new 4WD ambulance.
- Open Riding – The dry March allowed the opening of the Forest to Open Riding two weeks early on 19 March. The Forest closed nine weeks later than normal last year.
- Prosecution of Riders – Prosecutions were currently ongoing for: two riders for obstructing officers, one for riding without a licence and one for failure to display a licence.
- Rodents – The prodigious 2011 'mast' year and mild winter had resulted in a significant growth in rodent numbers at Epping Forest. The very dry March and exceptionally wet April resulted in an increased numbers of rodents, especially rats, which were very visible. Baiting activity had been extended from 14 to 24 sites.
- Deer – 34 deer counters on 1 March 2012 recorded 328 Fallow and 41 Muntjac deer, only 10 of which were antlered bucks.
- Parakeet Competition for Nesting Holes – The expanding London Parakeet population had seen pairs seeking nest sites at Wanstead Park 'evicting' two Tawny Owl chicks.
- Drought – Epping Forest received 138mm of rain in April 2012, 280% more than average rainfall. Although removed in 19 areas nationwide, a Temporary Use Hosepipe Ban remained in place in London.
- Pillow Mounds, Wellington Hill – Interim results from a study undertaken by consultants revealed that soil erosion problems were directly related to compaction from 289,000 visits recorded annually at High Beach.

- Keystone Trees – Work on 1,200 Oak and Beech Veterans was on target, with 53% of trees completed.
- Beech Regrowth Survey – the data was currently being assessed from the 6<sup>th</sup> year of study. Early findings showed that 2011 winter and summer cutting results were indistinguishable with 2008; 2009 and 2010, whilst cut trees grew at faster rates than uncut trees.
- Environmental Change and Biodiversity Network – With support from the City Bridge Trust, Epping Forest had joined this national research programme by inaugurating its own weather station.
- Tree Wardens – The Epping Forest volunteering initiative had been included with the Tree Council's national scheme with a further training day led by Tree Council Officers.
- Capel Manor College Festival of Trees – Epping Forest had maintained valuable links with Capel Manor at its main arboriculture event on 20-21 April 2012.
- Cattle Grids Public Inquiry – On 28 March 2012, an announcement by the Secretary of State for the Department of Transport found in favour of Essex County Council and the City of London with regard to the Tranche 1 cattle grids.
- Museums and Heritage 10<sup>th</sup> Awards – Discovering Epping Forest (DEF) had been shortlisted as part of the 2012 Museum and Heritage Awards.
- Easter Egg Rolling – A total of 260 Adults and 143 children took part in the annual egg rolling activities at The Hunting Lodge and The Temple.
- Apothecaries Visit – Epping Forest hosted a visit by the Worshipful Society of Apothecaries
- Solar Farm, Netherhouse Farm – A Planning Appeal has been lodged for the 15 acres Solar Farm.
- Warren House Ride, Loughton – The ride had been closed following a leaking water main which had severely damaged 150 metres of ride.
- Swaines Green – Drainage from adjacent building works had flooded sections of Swaines Green
- Ditching Repairs – The flooding of 2011 had not been repeated at Nursery Road following ditch maintenance and culvert clearance works.



- Olympic Security – ‘Rapier’ Surface to Air missile systems were being trialled on private land near to Trueloves, as well as a ‘Starstreak’ battery on Fred Wigg Tower adjacent to Wanstead Flats.
- Coach House Construction – The main contract had been completed on 11 May 2012, landscaping would be completed in May with resin-bonded surfaces being laid during week of 21 May 2012.
- Landscaping at High Beach – Extreme wet weather had tested drainage systems and adjustments were being made. Furniture installations were due to be finished by the end May 2012.
- Volunteers Hours – 1,446 volunteers hours had been accrued during February/March 2012, with ten new volunteers recruited since the start of the year. Important volunteer projects had included the construction of fully accessible fishing platforms at Connaught Water and the third year of the Visitor Survey.
- Play in the Forest – The Epping Forest District Council sponsored scheme had returned to the Forest, with 70 children participating during the Easter Holidays.
- Land Acquisition – With the negotiating skills of the City Surveyor, the Forest Fund had been successful in acquiring 30 acres of land at Warlies Park. The acquisition of a proportion of the site and habitat creation work would form part of the Lord Mayors Appeal launched in November.
- London Skittles Club – Epping Forest had come to the rescue of the London Skittles Club, who had been scouring England and France to source hornbeam of sufficient girth to turn into replacement pins.

In response to a Member’s question, the Superintendent advised that an Indian Duck in Wanstead Park, which had been famous locally for standing high on its feet, had disappeared. It was likely that the duck had either been eaten by a dog or a swan. He emphasised the importance of dog control.

## **RECEIVED**

### **10. ELECTION OF VERDERERS 2013**

The Committee considered a report of the Town Clerk relative to the Election of Verderers in 2013.

Members noted that a further report would be on the agenda for the next Committee, which would address the dates of special meetings to settle the register, nomination meetings and polls. The issue of Corporation proxy voting would also be addressed in that report. A Member questioned the accuracy of the maps attached to the report and the Superintendent undertook to look into the matter.

Members noted that the last sentence of paragraph ten of the circulated report was erroneous and should be disregarded.

The Chairman emphasised the importance of election publicity in order to ensure a high voter turnout.

A Member queried whether there could be fewer polling stations than outlined within the report. Discussion ensued, and the Chairman stressed the importance of making it easy as possible for people to vote. Members agreed to keep five polling stations for the time being.

**RESOLVED:-** that,

- i) as in the last election in 2006, the number of polling stations be kept at 4 in northern parishes and 1 in the southern parishes, it being left to the discretion of the Town Clerk as to the precise locations.
- ii) a fee of £125 be paid to each of the 10 poll clerks should their services be required (such fee reflecting the hours of poll and current rates for such work).
- iii) it be noted that the cost of the election (anticipated to be £10,000-£15,000) will be met from the Town Clerk's Elections budget.

**11. EPPING FOREST CENTRE JOINT CONSULTATIVE COMMITTEE MINUTES**

The public minutes of the meeting held on 20 April were received.

**RECEIVED**

**12. EPPING FOREST ANNUAL WORK PROGRAMME FOR ACCESS & HABITATS 2012-13**

A report of the Superintendent of Epping Forest detailing the Epping Forest Annual Work Programme for Access and Habitats 2012-13 was considered. The Annual Work Programme for Epping Forest had been drawn from the Epping Forest Management Plan, which was approved by the Committee in 2004.

A Member commended the document and believed it was very useful and detailed, but advised that it should have been submitted to the Management Steering Group for scrutiny before being considered by the Committee.

In response to a Member's query, the Superintendent acknowledged that there was a bias towards the upper area of Epping Forest within the Programme.

Discussion ensued, and upon the suggestion of the Director, the Committee agreed to refer the matter to the Epping Forest Management Plan Steering Group at the next Local Meeting, for consideration.

The Chairman advised that any Members were also welcome to submit any comments or suggestions to the Superintendent via email or telephone.

**RESOLVED:** - that Members approve the Annual Work Programme as summarised in the main report and set out in detail in Appendix 1, subject to the incorporation of any further comments or suggestions that may arise from a meeting of the Epping Forest Management Plan Steering Group to be held in the near future.

**13. EPPING FOREST SPORT CHARGES 2012/13**

A report of the Superintendent of Epping Forest detailing the proposed Epping Forest Sport Charges for 2012-13 was considered.

**RESOLVED:** - That,

- i) The proposed charges for sports facilities in Epping Forest for 2012/13, as detailed in Appendix A of the report be approved; and
- ii) The Superintendent retain delegated powers to discount or waive charges for trial periods in order to develop both new pitch configurations and off-peak and out-of-session use, and to help target underrepresented groups identified in the Sports Development Plan; and
- iii) The Superintendent retain delegated powers to revise the current sport charges terms and conditions and retain the new deposit arrangement for clubs 'block booking' pitches in advance that was introduced three years ago.

**14. ENFORCEMENT OF EPPING FOREST BYELAWS: 31 SEPTEMBER 2011 TO 29 FEBRUARY 2012**

A report of the Superintendent of Epping Forest detailing the Enforcement of Epping Forest Byelaws undertaken by Epping Forest Keepers between 31 September 2011 and 29 February 2012 was received.

Members noted that there had been a fall in advisory conversations, which had been caused by long term Officer sickness.

In response to a Member's question, the Superintendent confirmed that there had not been any prosecutions relating to fly tipping. He recognised that this had been a growing problem. A number of solutions were being investigated, including the use of hidden cameras in hot spots and encouraging members of the public to report incidents.

**RECEIVED**

**15. UPDATE ON VOLUNTEERING IN EPPING FOREST 2011**

A report updating Members on volunteer activity in 2011 was received.

**RECEIVED**

**16. EPPING FOREST VISITOR SERVICES ACTIVITY PROGRAMME 2012/13**

The Committee received a Superintendent of Epping Forest detailing Epping Forest Visitor Services Activity 2012/13. The report summarised the Visitor

Services Team's current staffing structure and operational priorities, and also summarised plans for these areas over the next 12 months.

A Member advised that the report should not be submitted to the Epping Forest Centre Joint Consultative Committee in future. Discussion ensued and Members agreed that this report would no longer be submitted to that Committee.

## **RECEIVED**

### **17. EPPING FOREST - BRANCHING OUT PROJECT (HERITAGE LOTTERY FUND) - PROGRESS UPDATE REPORT - NUMBER 7**

The Committee received a report of the Superintendent of Epping Forest, which detailed progress on the City's £6.83 million Epping Forest Branching Out Project, which began in August 2009 with a grant of £4.76 million from Heritage Lottery Fund.

**RESOLVED:** that, subject to further approval by the Finance Committee, the budget variances detailed in the report and its appendices be approved; and accordingly that £209,195 of contingency funds be allocated to cover the increase in costs for the Coach House and Butler's Retreat.

### **18. KNIGHTON WOOD - CONSIDERATION FOR FURTHER CONSERVATION DESIGNATION.**

A report of the Superintendent of Epping Forest, which informed Members of the potential implications of a private application made by members of the public seeking a listing by English Heritage for Knighton Wood on the Register of Parks and Gardens of Special Historic Interest, and designation of the wood by the London Borough of Redbridge as a Conservation Area.

Members noted that the figure of £51,800 detailed in the report summary should have been £518,000.

**RESOLVED:** that, the Conservators of Epping Forest make formal representations to English Heritage; the London Borough of Redbridge and the Garden History Society stating that;

- i) the designation of Knighton Wood is not appropriate as the criteria for registration are not met and additional designation may conflict with the protection of the area that is already afforded under the Epping Forest Act 1878 (as amended); the Wildlife and Countryside Act 1981 and Conservation (Natural Habitats,&c.) Regulations 1994.
- ii) the integrated management of Knighton Wood is best achieved through a dedicated Conservation Management Plan which the City of London is scheduled to complete.

## **BURNHAM BEECHES & STOKE COMMON**

### **19. SUPERINTENDENT'S UPDATE**

The Superintendent of Burnham Beeches & Stoke Common provided a verbal update regarding the following:

- Tree Safety Programme – Annual programme completed.
- Squirrel Control Measures – annual eradication programme commenced for the summer.
- Fire Drill – There had been a large-scale fire drill on Stoke Common.
- Coppice Clearance – An area of coppice had recently been cleared.
- Volunteers – Volunteers had been used extensively to repair fences on Stoke Common.
- Public Grazing Event – There had recently been a grazing event open to the public in which the new invisible fencing technology had been demonstrated.
- Wood Pellet Boiler – The wood pellet boiler was scheduled to be installed by the end of September 2012.
- Special Area of Conservation – The Superintendent was working with South Bucks District Council to ensure that the status of Burnham Beeches as a Special Area of Conservation would be fully reflected in the forthcoming Development Planning Document. An external consultant would be employed to aid with the matter, and advice sought from Natural England.

In response to a Member's question, the Superintendent clarified that a number of supervisors were always on duty for volunteer projects. Stoke Common had a number of "Volunteer Leaders" who could fulfil this role, whereas Burnham Beeches currently did not.

## **20. EXPANSION OF THE CONSERVATION GRAZING SCHEME AT BURNHAM BEECHES**

The Committee considered a report of the Superintendent of Burnham Beeches and Stoke Common detailing the 5 year trial of 'Invisible Fencing' at Burnham Beeches.

In response to a Member's query, the Superintendent clarified that, if the trial was unsuccessful, a hybrid system would be used instead.

**RESOLVED:** - That,

- i) approval be given for a phased and expanding trial of 'Invisible Fencing' and 'Virtual Grids' at Burnham Beeches during the Higher Level Stewardship period.
- ii) the Superintendent would provide the committee with regular reports on related matters as the trials progress and widen.
- iii) the use of Invisible Fencing as the sole means of preventing livestock from straying from the site be reviewed by this Committee at the end of the second year of the trials.

- iv) the Superintendent would continue to liaise closely with the Superintendent's team at Epping Forest in terms of the development and implementation of the Invisible Fencing system across both sites.

**21. VISITOR NUMBERS AT BURNHAM BEECHES**

A report of the Superintendent of Burnham Beeches & Stoke Common detailing the Visitor Numbers at Burnham Beeches was received. A full visitor count survey had been carried out in Burnham Beeches in 2010/2011. This was a repeat of a similar exercise done in 2002/2003. The report compared these two surveys.

The Director confirmed that the City currently received approximately 23.5 million visitors annually to all of its Open Spaces.

**RECEIVED**

**CITY COMMONS**

**22. SUPERINTENDENT'S UPDATE**

The Superintendent of City Commons provided a verbal update regarding the following:

Dog Control Orders – The City was currently undertaking measures to put Dog Control Orders in place across the City of London's Open Spaces.

Staffing – Sinem Cakir had successfully completed a three-month placement within the Division. David Oliver had accepted a position with Waverley Borough Council and would be leaving the Corporation on 10 June 2012. moved on to Waverley. Joe Brook was scheduled to go on maternity leave on 30 May 2012.

Personal Protective Equipment (PPE) Audit – An audit of on-site PPE was currently being undertaken.

Spring Season – 17 lambs had been born, including a set of triplets, as well as 18 calves. All were currently healthy.

Ashtead Cows – Four cows had recently been purchased for grazing on Ashtead Common. It was planned to sell these cows in October.

Volunteers – There had been an increase in volunteer hours of approximately 19%. A large number of volunteers had been maintained during the wet weather. The warm weather in late March had seen a volunteer patrol to check for fires on the City Commons.

Riddlesdown – An incident involving travellers had recently occurred in Riddlesdown. The travellers were successfully guided to turn around and vacate the area.

**RECEIVED**

**23. CITY COMMONS CONSULTATIVE COMMITTEE MINUTES**

The public minutes of the meeting held on 29 February 2012 were received.

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

In response to a Members question, the Superintendent of Burnham Beeches & Stoke Common confirmed that there would be an event on 31 May to celebrate Dog Day.

In response to a Member's suggestion, the Chairman agreed that in future the order of business between Epping Forest, Burnham Beeches & Stoke Common and the City Commons would be alternated.

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

Provisional Additional Works Programme 2013/14 and 2014/15

The Committee received a report of the City Surveyor relative to a provisional list of cyclical projects being considered for properties under the management of the Epping Forest and Commons Committee under the umbrella of the "additional works programme".

**RECEIVED**

**26. 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:-

<u>Item No.</u>	<u>Paragraphs in Schedule 12A</u>
27	1,3 & 5
28-29	3
30-31	-

**Part 2 - Non-Public Agenda**

**27. NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 14 May 2012 were approved.

**28. WARLIES PARK - UPSHIRE MILLENNIUM FIELD**

Members considered a report of the Superintendent of Epping Forest.

**EXTENSION OF THE MEETING**

At this point, the time limit for Committee meetings as set out in Standing Order No 40 had been reached, but there being more than a two-thirds majority of the Committee present who voted in favour of an extension, the Committee agreed to continue the meeting.

**29. CONTINUATION OF EPPING FOREST SHUTTLE BUS SERVICE**

Members considered a report of the Superintendent of Epping Forest.

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

There were no questions.

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

There were no items of urgent items.

The meeting closed at 1.31pm

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**CHAIRMAN**

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