

# Epping Forest Roadmap

Programme / Project Updated January 2016			2015					2016					RAG	D.O.T.					
Executive	Lead		Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug				
Open Spaces Department projects and priorities																			
<b>SBR</b>	Martin Rodman	Grace Rawnsley	<ul style="list-style-type: none"> <li>Bid considered by CBT committee</li> <li>Customer Survey</li> <li>Options development &amp; business case for One O'Clock Club</li> </ul>	<ul style="list-style-type: none"> <li>Options evaluation, Zoo &amp; Farm</li> </ul>	<ul style="list-style-type: none"> <li>SLA with Heath Hands</li> <li>Business case for preferred option at Zoo/Farm</li> </ul>	<ul style="list-style-type: none"> <li>Recruit to Learning Programme posts.</li> </ul>			<ul style="list-style-type: none"> <li>Programme launch communications plan</li> </ul>			<ul style="list-style-type: none"> <li>Programme Launch</li> </ul>				G	→		
<b>SBR</b>	Bob Warnock	Declan Gallagher	<ul style="list-style-type: none"> <li>Recruitment and induction of Business Analyst</li> <li>LTA - Develop brief for stakeholder engagement / Procure company to deliver Stakeholder consultation/engagement.</li> </ul>			<ul style="list-style-type: none"> <li>Scoping &amp; recruitment of consultants for user &amp; non-user consultation</li> </ul>			<ul style="list-style-type: none"> <li>User &amp; non-user consultation</li> </ul>			<ul style="list-style-type: none"> <li>Scoping and recruitment of consultants for the development of Options Appraisal</li> </ul>			<ul style="list-style-type: none"> <li>Options appraisal exercises</li> </ul>	G	→		
	Philip Everett	Tom Creed (DBE) Bob Warnock (OS)	<ul style="list-style-type: none"> <li>Construction (18 month programme)</li> </ul>															G	→
	Paul Thomson	Jo Hurst	<ul style="list-style-type: none"> <li>Committee scrutiny and Court of Common Council</li> </ul>			<ul style="list-style-type: none"> <li>Bill deposition within Parliament</li> </ul>			<ul style="list-style-type: none"> <li>Parliamentary process</li> </ul>								G	→	
<b>SBR</b>	Gary Burks	Gerry Kiefer	<ul style="list-style-type: none"> <li>Costing toolkit complete</li> </ul>	<ul style="list-style-type: none"> <li>Filming - Options development</li> <li>Events - Discussion paper</li> </ul>		<ul style="list-style-type: none"> <li>Events - Policy template</li> <li>Filming - business case and option selection</li> </ul>			<ul style="list-style-type: none"> <li>Events - costing workshop</li> </ul>			<ul style="list-style-type: none"> <li>Events - policy implementation</li> </ul>				G	→		
	Andy Barnard	Jonathan Meares	<ul style="list-style-type: none"> <li>Action plans developed and agreed with City Surveyor</li> </ul>					<ul style="list-style-type: none"> <li>20 year future works plan and funding arrangements agreed</li> </ul>								G	→		
	Andy Barnard	Geoff Sinclair	<ul style="list-style-type: none"> <li>Audit of Fleet and Equipment across Open Spaces</li> <li>Review of operational demand</li> </ul>		<ul style="list-style-type: none"> <li>Outline environmental audit of the FME (Report)</li> <li>Operational use review of the FME (Report)</li> </ul>				<ul style="list-style-type: none"> <li>FME Management strategy implemented as per Delivery Plan (Action)</li> </ul>				<ul style="list-style-type: none"> <li>Costed FME management strategy options plan for SMT discussion (Report).</li> </ul>	<ul style="list-style-type: none"> <li>Review of the FME Management strategy review program (Report)</li> </ul>	G	→			
			<ul style="list-style-type: none"> <li>Short-term FME disposal plan and its implementation (Report and action)</li> <li>Detailed FME Management strategy Delivery Plan (Report)</li> </ul>																
<b>SBR</b>	Paul Thomson	Sue Rigley	<ul style="list-style-type: none"> <li>Service agreements - OO produced</li> <li>Committee Approval</li> </ul>		<ul style="list-style-type: none"> <li>1st October fee increases</li> <li>Data Cleanse</li> <li>Commercial Wayleave Review - sites researched</li> </ul>												G	→	
<b>SBR</b>	Paul Thomson	Jo Hurst	<ul style="list-style-type: none"> <li>Organisational Impact Assessment produced</li> <li>TOR completed for circulation</li> <li>Options Appraisal and cleaned database</li> </ul>					<ul style="list-style-type: none"> <li>First phase rental list agreed</li> </ul>		<ul style="list-style-type: none"> <li>Valuation, rental and maintenance agreements</li> </ul>			<ul style="list-style-type: none"> <li>First phase rental</li> </ul>			A	→		
<b>SBR</b>	Gerry Kiefer	Martin Hartup	<ul style="list-style-type: none"> <li>Base line information of all car parks and charging regimes collated</li> <li>Confirmation of detailed proposals for BB &amp; EF</li> </ul>					<ul style="list-style-type: none"> <li>Report re BB to EF&amp;Commons Committee</li> </ul>								G	→		
<b>SBR</b>	Bob Warnock	Richard Gentry	<ul style="list-style-type: none"> <li>Create detailed output specification</li> <li>Define CSR Guidelines</li> <li>Coordinate Lease Terms; Finance and Insurance requirements</li> </ul>		<ul style="list-style-type: none"> <li>Parliament Hill Lido Cafe</li> <li>Deliver tender for Queen's Park</li> <li>Deliver tender for Highgate Wood</li> <li>Parliament Hill Café tender</li> <li>Golders Hill Park Café tender</li> </ul>							<ul style="list-style-type: none"> <li>West Ham Park Food Concession</li> </ul>				G	→		
Epping Projects																			

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Open Spaces Department projects and priorities																				
<b>Promoting our services - Epping</b> <i>Review of current charges, produce sales (chip, venison, cattle) - professionalising our retail services (improving the promotion of our services and increasing sales), review of events, wedding licence, sponsorship of publications</i>	SBR	Paul Thomson	Jacqueline Egglestone	• Short term - charging review			• Events - Policy template	• Filming - business case and option selection								G	➔			
<b>Learning Programme - Epping</b> <i>Funding bid for City Bridge Trust and delivery of learning programme. Implementation of projects and new operating model.</i>	SBR	Martin Rodman	Sophie Lillington	• Bid considered by CBT committee	• Customer Survey			• CBT Awarded	• Recruitment	• Programme launch communications plan	• Programme Launch					G	➔			
<b>Various Powers Bill</b> <i>Seeking changes to legislation governing Open Spaces on which other projects are dependent</i>		Paul Thomson	Jo Hurst	• Committee scrutiny and Court of Common Council		• Bill deposition with Parliament	• Parliamentary process									G	➔			
<b>Lodges (&amp; specific properties) review - Epping</b> <i>Short term leasing of Forest lodges with longer term options dependant on Various Powers Bill.</i>	SBR	Paul Thomson	Jo Hurst	• Organisational Impact Assessment produced	• Options Appraisal and cleaned database		• First phase rental list agreed		• Valuation, rental and maintenance agreements	• First phase rental						A	➔			
<b>Sports Programme - Epping</b> <i>Sponsorship of football, Golfcourse recovery - Review and improvement of Golf Course facilities and services to make improvements and increase use. Renovation of changing facilities at Wanstead Flats</i>	SBR	Bob Warnock	Jacqueline Egglestone			• Consultants report	• Golf strategy review			• Wanstead Flats Master Plan						G	➔			
<b>Wayleaves - Epping</b> <i>Review of Wayleave charges and introduce a structured approach to charging across Open Spaces (just handgates and utilities)</i>	SBR	Paul Thomson	Sue Rigley	• Service agreements - OO produced	• Committee Approval	• 1st October fee increases	• Data Cleanse	• Commercial Wayleave Review - sites researched								G	➔			
<b>Car Parks - Epping</b> <i>Review of car park charges</i>	SBR	Paul Thomson	Head Forest Keeper					• Confirmation of detailed proposals for BB & EF								G	➔			
<b>Epping Forest Management Plan</b>		Paul Thomson	Laura Lawson	• Public Consultation	• Analyse and compile consultation response document				• Write plan							G	➔			
<b>Baldwin's and Birch Hall Park Ponds</b>		Paul Thomson	Geoff Sinclair	• Engineering Study												G	➔			
<b>Capel Road Sports Pavillion</b>		Paul Thomson	Jacqueline Egglestone	• Projects Sub Committee						• Wanstead Flats Master Plan						G	➔			
<b>Wanstead Park</b>		Paul Thomson	Geoff Sinclair			• Projects Sub Committee		• Steering Group meetings						• EF&CC		G	➔			

D.O.T = Direction of travel