

**OPEN SPACES AND CITY GARDENS**  
**Friday, 12 May 2017**

Minutes of the meeting of the Open Spaces and City Gardens held at Committee Room - 2nd Floor West Wing, Guildhall on Friday, 12 May 2017 at 11.30 am

**Present**

**Members:**

Graeme Smith  
Michael Welbank  
Alderman Ian Luder  
Deputy John Tomlinson  
Jeremy Simons  
Barbara Newman

**Officers:**

Natasha Dogra – Town Clerk's Department  
Colin Buttery – Director, Open Spaces  
Martin Rodman – Superintendent, City Gardens  
Esther Sumner – Business Manager, Open Spaces  
Alison Elam – Chamberlain's Department  
Edward Wood – Comptrollers and City Solicitor's  
Kate Smith – Town Clerk's Department  
Carl Locsin – Town Clerk's Department

1. **APOLOGIES**

Apologies had been received from Wendy Mead and Oliver Sells.

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

There were no declarations.

3. **MINUTES**

**RESOLVED** – that the minutes were agreed as an accurate record.

4. **ORDER OF THE COURT OF COMMON COUNCIL**

**RESOLVED** – that the Order of the Court of Common Council be received.

5. **ELECTION OF CHAIRMAN**

The Committee were invited to appoint a Chairman in accordance with Standing Order 29. Graeme Smith was the only Member to seek election to be Chairman and was therefore appointed for the year ensuing.

**RESOLVED** – it was unanimously agreed that Graeme Smith be appointed Chairman for the ensuing.

6. **ELECTION OF DEPUTY CHAIRMAN**

The Committee were invited to appoint a Chairman in accordance with Standing Order 30. Oliver Sells was the only Member to seek election to be Chairman and was therefore appointed for the year ensuing.

**RESOLVED** – it was unanimously agreed that Oliver Sells be appointed Chairman for the ensuing

8. **RESOLUTION OF THE POLICY & RESOURCES COMMITTEE**

The Committee received a revised resolution of the Policy & Resources Committee relating to the appointment of Chairmen to Sub Committees.

**RESOLVED** – that the resolution of the Policy & Resources Committee be received.

9. **SUPERINTENDENT'S UPDATE**

The Committee received an on management and operational activities across the City Gardens section since December 2017.

**RESOLVED** – that the update be received.

9. **OPEN SPACES & HERITAGE BUSINESS PLAN 2017/18**

Members noted that business plans were reviewed annually and cover a three year period. Following incorporation of the Tower Bridge, Monument and Keats House parts of the Culture, Heritage & Libraries Department into the Open Spaces Department on 1 February 2017, the Open Spaces Departmental Business Plan now reflects this broader range of activity under the heading “Open Spaces & Heritage”.

The Committee were informed that the proposed business plan reflected the changes being made corporately to business planning, in particular the renewed focus on outcomes. This report also presented an early draft of the Corporate Plan 2018-23 to give Members an opportunity to provide informal feedback before wider consultation on the plan takes place in the autumn with staff, partners and other external stakeholders.

**RESOLVED** – that the Committee agreed the Open Spaces & Heritage Business Plan.

10. **OPEN SPACES DEPARTMENT AND CITY GARDENS RISK MANAGEMENT**

Members noted the Open Spaces and City Gardens Committee with an update on the management of risks faced by the Open Spaces Department. Risk is reviewed regularly by the Department’s Senior Leadership Team as part of the ongoing management of the operations of the Department.

The department has previously reported on six departmental risks. The departmental risk register was reviewed when the department was expanded to include Tower Bridge, Monument and Keats House but it was felt that the risks associated with these sites did not need to be escalated to the departmental level.

The Committee agreed that some risks were out of the control of Officers and required close monitoring. Members noted that there were eight risks for City Gardens and West Ham Park (Parks and Gardens):

- OSD 001 - Ensuring the health and safety of staff, volunteers, contractors and public:
- OSD 002 - Extreme weather
- OSD 004 - Poor repair and maintenance of buildings
- OSD 005 - Animal, plant and tree diseases
- OSD 006 - Impact of housing and/or transport development
- OSD 007 – Maintaining the City's water bodies

**RESOLVED – that Members**

- Approved the Departmental risk register outlined in this report.
- Approved the West Ham Park & City Gardens risk register.

**11. DRAFT CITY GARDENS MANAGEMENT PLAN 2017-2022**

Members noted a draft City Gardens Management Plan 2017-2022. It sets out the vision, objectives and priorities for the management of the City Gardens section for the next five years and has been prepared by the City Gardens team in consultation with other stakeholder departments.

In response to a query regarding the Community Infrastructure Levy, Officers agreed to provide the Member with the information via email. The Superintendent informed Members that the City Corporation had to act very carefully when dealing with the advertising of corporate sponsorship; however, the support was recognised in other discreet way.

**RESOLVED** – that Members agreed the draft text of the City Gardens Management Plan 2017-2022, and that this be made available for public consultation.

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

There were no questions.

**13. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED**

There was no urgent business.

**14. EXCLUSION OF THE PUBLIC**

**RESOLVED** - that under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Act.

**15. NON-PUBLIC MINUTES**

**RESOLVED** – that the minutes be agreed as an accurate record.

**16. FINSBURY CIRCUS REINSTATEMENT**

The Committee received an update from the Superintendent.

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

There were no questions.

18. **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 12:15pm**

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Chairman

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