



Epping Forest & Commons Committee (Supplementary - for information items)

Date: MONDAY, 11 JULY 2022
Time: 11.00 am
Venue: COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL

AGENDA

4. MINUTES

For Decision

- b) * Minutes of Consultative Groups - The Commons (Pages 3 - 26)
Report of Executive Director, Environment Department.

5. * EPPING FOREST AND COMMONS COMMITTEE DATES 2022

Report of the Town Clerk.

For Information
(Pages 27 - 28)

Epping Forest

9. * EPPING FOREST - ASSISTANT DIRECTOR'S UPDATE FOR APRIL - MAY 2022 (SEF 20/22)

Report of Executive Director Environment Department.

For Information
(Pages 29 - 40)

10. * NATURAL ENVIRONMENT EPPING FOREST FORWARD AGENDA PLAN 2022 (SEF 19/22B)

Report of the Executive Director, Environment.

For Information
(Pages 41 - 44)

11. *** EPPING FOREST TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021**
- For Information**
(Pages 45 - 88)
- Burnham Beeches & The Commons**
13. *** ASSISTANT DIRECTOR'S UPDATE FOR THE COMMONS**
- Report of the Executive Director Environment.
- For Information**
(Pages 89 - 96)
14. *** ASHTEAD COMMON TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021**
- Joint report of the Chamberlain and Executive Director Environment
- For Information**
(Pages 97 - 128)
15. *** BURNHAM BEECHES AND STOKE COMMON TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021**
- Joint report of the Chamberlain and Executive Director Environment.
- For Information**
(Pages 129 - 166)
16. *** WEST WICKHAM COMMON AND SPRING PARK WOOD, COULSDON AND OTHER COMMONS TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021**
- Joint report of the Chamberlain and Executive Director Environment.
- For Information**
(Pages 167 - 206)
17. *** REVENUE OUTTURN 2021/22 - EPPING FOREST AND COMMONS**
- Joint report of the Chamberlain and Executive Director Environment.
- For Information**
(Pages 207 - 216)
26. *** EPPING FOREST HERITAGE TRUST**
- Non-public appendix to be read in conjunction with agenda item 3.
- For Information**
(Pages 217 - 232)

Committee(s)	Dated:
Committee name. Epping Forest and Commons Committee	9/5/2022
Subject: Minutes of Consultative Groups – The Commons.	Public
Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?	4, 9, 10, 11, 12
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	£0
What is the source of Funding?	NA
Has this Funding Source been agreed with the Chamberlain’s Department?	NA
Report of: Juliemma MacLoughlin. Exec Director. Environment Dept.	For Information
Report author: Andy Barnard. Assistant Director. Natural Environment. The Commons.	

Summary

The Commons has completed its first round of meetings for 2022 i.e. for Burnham Beeches and Stoke Common, West Wickham, Spring Park, the Coulsdon Commons and Ashted Common Consultative Groups.

The minutes of those meeting are provided for information and are included as Appendices 1, 2 and 3.

Recommendation

Members are asked to:

- Note the contents of Appendix 1, 2 and 3.

Main Report

Background

1. As part of the Environment Department’s commitment to local consultation meetings of the Burnham Beeches and Stoke Common, West Wickham, Spring Park, the Coulsdon Commons and Ashted Common Consultative Groups are held biannually.

Current Position

2. Virtual meetings of the 3 Consultative Groups were held between 27th January and 25th May 2022.

3. Led by the Chairman, each Group considered and concluded the outcome of recent membership reviews as required by the Terms of Reference whereby members are required to review the overall makeup of the group, identify any gaps in representation and consider potential new members and choose to:
 - a. Take up a second and final term of four years.
 - b. Stand down from the group.
 - c. Invite new members to join the group
4. The Assistant Director updated members on strategic, governance and financial matters highlighting the recent creation of the Environment Dept, Natural Environment Division and restructure of the Commons as part of the Target Operating Model Phase 1 review.
5. The Head Rangers updated members on progress against the approved annual work programmes for 2021 and highlighted some of the additional challenges of the last 12 months as well as indicating the main priorities for 2022.

Proposal

6. Minutes of the meetings are provided for information in the appendices.
7. A summer meeting for each group was agreed and will be held on site to view priority work, as follows (all arrangements will be made by the local teams).
 - i. Burnham Beeches and Stoke Common – Saturday 16th July 2022
 - ii. West Wickham, Spring Park and Coulsdon Commons – 8th October 2022
 - iii. Ashted Common 24th September 2022

Conclusion

8. The membership of each consultative group has been reviewed and revitalised. Group Members are aware of the strategic changes resulting from the Target Operating Model, the successes and challenges of 2021 and the work programme priorities for 2022. Group member queries and resultant actions have been noted

Appendices

- **Appendix 1** – Burnham Beeches and Stoke Common Consultative Group – minutes of the meeting of 27th January 2022.
- **Appendix 2** – West Wickham, Spring Park and Coulsdon Commons Consultative group – minutes of the meeting of 10th May 2022
- **Appendix 3** – Ashted Common – minutes of the meeting of 25th May 2022

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Minutes of the Burnham Beeches & Stoke Common Consultative Group

Thursday 27th January 2022, 21.00

Chairman Graeme Doshi-Smith

Officers: Andy Barnard, Martin Hartup, Helen Read, Deb Harris, Richard Holt, James Gibson

Attendees: Benjamin Murphy (CoL), Robert Hughes-Penny (CoL), Andy Booth, Katie Ayers,
Adrian Sutton, Joy Winyard, James Gibson, Les Davies, Carol Linton, Keith
Greenough, Peter Harding, Jenny Quilter, Mary Kolhase.

Apologies: Caroline Spicer, Andy McVeigh, Nick Naylor, Vivienne Ely

1. **Welcome and Apologies**

Chairman greeted the meeting.

Apologies given

2. **Minutes / Actions Undertaken** Minutes of the last meeting agreed.

3. **The 4 yearly Group Membership Review**

The Superintendent explained the Membership Review process and summarised the Consultative Group's Terms of Reference. The Membership list was reviewed, led by the Head Ranger:

Statutory Members: To be determined following City of London Ward elections.

Government Members: No change

Local Authority Councillor: Nick Naylor, Councillor, Buckinghamshire Council – filling current vacancies.

Local Authority Officer: Julia Carey, Officer, Buckinghamshire Council

Local Business Representatives: No change

Neighbours: Nightingale Park - Caroline Spicer and Adrian Sutton are leaving the group and were thanked for their support and contribution. Replaced by Jonathan Hartley and Jim Haran

Local Community Groups/Organisations: Thank you (in absence) to the following:

Burnham Beeches Volunteer - Judy Tipping

Bird Representative - Joy Winyard. Replaced by Jim Rose, Bucks Bird Club.

Ecological Representative – David Banks. Replaced by Jonathon Jones.

Vacancy - Ecological Volunteer – replacement Don Tallon

Vacancy - Local Disability Group. Further suggestions required.

Vacancy - Woodland Trust. Further suggestions required.

Vacancy - Sustrans Cycling Group. Further suggestions required.

New Members – Proposed: - Laura Jordan – Farnham Common Junior School.
- Sue Saville – Dorneywood Trust.

Outcome - All replacement nominees were agreed by the Group.

Outcome - All new members were agreed by the Group.

Action – Group Members to make further suggestions, where shown above – **All**

Action - Invitations to be sent to new members. **Superintendent**

The Chairman thanked all those members leaving, looking forward to welcoming new members. **Action.** Formal thank you to be sent to all leavers. **Superintendent**

4. **Superintendent's update**

Target Operating Model (TOM) is a review of the structure and governance across the City of London Corporation.

Changes to the Open Spaces Dept.

Director Colin Buttery retired in Autumn 2021. An interim Director has been appointed. The Open Spaces Department has joined with other City Departments to become the Environment Department - Executive Director Environment Juliemma McLoughlin. The Open Spaces Dept is now the '**Natural Environment Division**'.

A two phased approach is underway to set the structure of the new Natural Environment Division. The Commons is in Phase 1 and some relatively minor changes are now at the staff consultation stage including the deletion of vacant posts, amendments to Line Manager responsibilities and the strengthening of Ranger and Ecological teams. Savings accrued will help support recent budget cuts.

Five Year Development Plan

A 5-year plan is being produced by the Natural Environment Division and will be finalised once all divisional changes under Phase 2 have taken place later in 2022. Reviews of charitable governance and activities will also form an important part of the 5-year plan.

Section 106 income.

Income from planned funding through building development mitigation is currently sufficient to recruit two Outreach Rangers at Burnham Beeches to support the current team. One post is funded for 80 years as part of Strategic Access Management and Monitoring Strategy (SAMMS) as agreed between Buckinghamshire County Council, Natural England and the City of London Corporation. The second is a 5-year post, funded in temporary mitigation of the development of the Horlicks factory to residential use until such time as Slough Borough Council complete their Local Plan.

Both posts will help mitigate the impact of increasing housing/population density around the Special Area of Conservation.

City of London Apprenticeship Scheme

Two additional Apprentice Rangers currently in place for 18 months at Burnham Beeches and Coulsdon Common. Other apprenticeships are being considered to support the fulltime teams and encourage new careers in environmental management.

5. Head Ranger's Annual Review of Projects undertaken in 2021

The Covid Pandemic period has seen a significant increase in visitor numbers on site with litter and serious path erosion remain two major issues and were a focus of work at both BB and SC in 2021.

The Events programme was 'limited' up to September 2021, but the team started to manage small events onsite through the Autumn.

Volunteers have returned in a managed way, individually, then small groups (6 individuals max) established. Now returned to more normal larger groups with certain Covid controls still in place.

Grazing. The Main Common is now included in the grazing schedule with cows grazing in May and June. Invisible fencing has now been in place for 10 years and the Boviguard system has worked well. However, technology is now advancing, and we are currently experimenting with 'No Fence', a new system that uses satellite and an app instead of 'underground wires' (as currently used). The trials are going very well. Soke Common was again successfully grazed with cows provided by our grazier and by the ponies.

Hillforts Project. The public dig for 2 weeks planned for 2020, cancelled due to pandemic, returned to site in November 2021 when a narrow trench was excavated across a wartime disturbed area of the monument bank – finds included wartime coins but also a flint cutting flake and most excitingly, wattle and daub and charcoal found at the bottom of the ditch. Carbon dating to occur on these finds but may take a while, 6 months +, to get a result.

Car Park charges 2021: First year of operation – financial targets set as part of the 12% budget reductions are now being supported by this additional income. Over 77,000 transactions have taken place and 97 Annual season tickets purchased. This income is used directly to fund the work carried out at Burnham Beeches.

Filming Year: The film industry is very active now and has provided £53,000 this financial year to date. This income is used directly to fund the work carried out at Burnham Beeches.

Oak Processionary Moth – Stoke Common. 6 nests found in 2020. Forestry Commission informed; nests removed. 90 nests found in 2021. Surveys conducted, nests removed. This is causing significant additional work for the ranger team.

Project Plans for 2022

Middle Pond leaking. Central funding has been found to repair the leak in the dam. Repairs now underway. Work to improve the habitat and biodiversity of the ponds will be scheduled to take place either in 2022/23 or 2023/24 using legacy/donation funding.

Introduction of Bylaws at Stoke Common. A Department wide review of bylaws is underway – introduction of bylaws can assist management of sites. No bylaws currently for Stoke Common so this is a likely area of activity although the process is complex and lengthy and likely to take a couple of years to deliver.

Annual Old Pollard Programme. 60 trees currently being worked on this winter. Young pollards programme due to commence in February.

Boardwalk replacement - project to be undertaken with the help of the volunteers' team.

Events Diary. Full programme now available online and onsite including events linked to the hillforts project – iron age day and archaeological digs and development of augmented reality interpretation.

6. Planning issues and Project Updates

Buckinghamshire Council

Mitigation strategy. No new dwellings are now permitted within 500m of the Burnham Beeches Special Area of Conservation boundary. Mitigation for developments within 500m to 5.6km of the SAC, can take the form of a standard payment from the developer (via a Section 106 agreement to Buckinghamshire Council) to Burnham Beeches to fund a Ranger post and other projects.

A visitor Carrying Capacity survey is underway – investigating visitor impact on trees, vegetation, birds, reptiles, historical monuments etc. Should help define how many visitors Burnham Beeches can cope with annually without causing permanent harm to the site

Slough Borough Council. SBC's Local plan is making slow progress. The Development of the Horlicks site was approved and impacts of additional visitors to Burnham Beeches will be mitigated by funding of a second Outreach Ranger post

Thames Water and foul water flooding in Farnham Common

Heavy rain is leading to sewage overflow in the village with many properties suffering serious and regular issues. Surplus sewage now regularly flows into the Beeches potentially harming the biodiversity of the Nile stream. Thames Water met the BB team on site and it is clear that many factors are causing this flooding will be very difficult to solve. Thames water have agreed to pay to carry out an invertebrate biodiversity survey of the Nile and the CoL are funding one on the lower plants. Burnham Beeches will continue to work closely with concerned bodies and individuals to help resolve flooding issues in the village.

Countryside Stewardship Grant

Payment changes to the national grant received by Burnham Beeches for work carried out on veteran pollards has led to a £35,000/annum shortfall in anticipated income. Officers continue to work closely with DEFRA to resolve this issue, but a successful outcome seems unlikely.

Carbon Sequestration Project

City of London has committed to a net zero carbon emission target and is exploring options for the Open Spaces to increase their carbon sequestration. There are only limited opportunities in Burnham Beeches due to the designated status e.g. planting of trees is not appropriate.

Other Conservation Work

National Vegetation Classification survey undertaken in 2021; regular monitoring such as butterfly transects, vegetation plots and grazing impact assessments were carried out.

Bucks Fungus Group

City of London central grant funding was awarded to this group in 2021. They have been visiting regularly and continue to find interesting species.

Stoke Common – Biological Survey

Bog Brush cricket was surveyed and has increased in numbers from the last survey Heteroptera (True Bugs) – a survey report is awaited.

Star Fruit – flowered this year which is very encouraging as this is not an annual occurrence.

7. **Any other business.** Nothing raised please email any queries to the Burnham Beeches team if required.
8. **Date of Next Meeting.** Week commencing 11th July 2022 – **Action** Superintendent to advise members of the Group.

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West Wickham, Spring Park and Coulsdon Commons Consultation Group Draft Minutes

Tuesday 10th May 2022, 6.30pm

Members Present	Affiliation
Benjamin Murphy	Chairman
Graeme Doshi- Smith	Deputy Chairman
Richard Barnes	West Wickham Residents Association
Cllr Margaret Bird	Old Coulsdon Ward
Alaistair Carr	South London Harriers
Brian Hudson	Open Spaces Society
Cllr Zach Jones	Whyteleafe Village Council
Chantal Lane	Bromley Bridleways Access Group
Sarah Lovatt	New Hillbillies Volunteers
John	Representing Old Coulsdon Residents' Association
Richard Placek	Representing Riddlesdown Residents' Association
Jane McLauchlin	Croydon Natural History & Scientific Society
Avril Sleeman	British Horse Society
Members Absent	
Cllr Nicholas Bennett	West Wickham Ward
Liz Bonsall	Bourne Society
Alan Clifford	Old Coulsdon Residents Association
Peter Hodges	Hayes & Coney Hall Police Community Advisory Panel
Nicola Hunt	Croydon Conservation Volunteers
Malcolm Jennings	Association of Croydon Conservation Societies
Graham Lomas	Chair, Friends of Farthing Downs & ECRA
Brian Longman	Riddlesdown Residents' Association
Geoff Newton	West Wickham Police Community Advisory Panel
Cllr Neil Reddin	Hayes & Coney Hall Ward
Sue Short	Heartsease Girl Guides Association
Dr Ian Waite	Kenley & District Residents' association
Sam Wheatcroft	Wickham Common Residents' Association
Officers Present	
Andy Barnard	Assistant Director
Allan Cameron	Head Ranger
Barry Gutteridge	Senior Ranger
Helen Betteridge	Support Services officer

1. Welcome and Apologies

Chairman greeted the meeting. Apologies given.

2. **Consultative Group Membership Review – Renewal of 4 Year Terms**

The Assistant Director explained the Membership Review process and summarised the Consultative Group's Terms of Reference. The membership list for the renewal of 4-year terms was reviewed by the Head Ranger with the following result:

Name	Representing	Status
Graham Lomas	Chair, Friends of Farthing Downs & ECRA	Continue
Avril Sleeman	British Horse Society	Continue
Jane McLaughlin	Croydon Natural History & Scientific Society	Continue
Brian Hudson	Open Spaces Society	Continue
Brian Longman	Riddlesdown Residents Association	Continue
Alan Clifford	Old Coulsdon Residents Association	Continue
Geoff Newton	West Wickham Police Community Advisory Panel	Continue
Peter Hodges	Hayes & Coney Hall Police Community Advisory Panel	Continue
Sam Wheatcroft	Wickham Common Residents Association	Continue
Sarah Lovatt	New Hillbillies Volunteers	Continue
Chantal Lane	Bromley Bridleways Access Group	Continue
Liz Bonsall	Bourne Society	Continue
Alistair Carr	South London Harriers	Replaces Richard Carter
Richard Barnes	West Wickham Residents Association	Replaces Val Polydouro
Nicola Hunt	Croydon Conservation Volunteers	Replaces Phil Rathbone
Dr Ian Waite	Kenley & District Residents Association	To be removed no response or replacement
Sue Short	Heartsease Girl Guides Association	To be removed no response or replacement
Malcolm Jennings	Association of Croydon Conservation Societies	To be removed no response or replacement
Phil Rathbone	Croydon Conservation Volunteers	Replaced by Nicola Hunt
Richard Carter	South London Harriers	Replaced by Alistair Carr
Val Polydouro	West Wickham Residents Association	Replaced by Richard Barnes

New Members – No new members reported Head Ranger will report on any new members at the meeting on the 8th October

3. **Minutes / Actions Undertaken**

In response to a member's question regarding the feasibility of providing café/ refreshment facilities on Riddlesdown- the Head Ranger explained how there had been a project over the winter to establish a mobile facility and a suitable operator was selected and heads of terms created but the operator has since made no contact. A similar opportunity could potentially exist on other sites and this will be explored over the coming months.

In response to a member's question relating to reinstating the pond on West Wickham Common, the Head Ranger reported that after carrying out preliminary exploration it was found that the soil and underlying geology were not conducive to water retention and that any artificial pond creation would be both time consuming and costly.

Minutes of the last meeting agreed.

4. **Assistant Director's Update**

Target Operating Model (TOM) is a review of the structure and governance across the City of London Corporation.

Changes to the Open Spaces Dept.

Director Colin Buttery retired in Autumn 2021. An interim Director has been appointed. The Open Spaces Department has joined with other City Departments to become the Environment Department - Executive Director Environment Juliemma McLoughlin. The Open Spaces Dept is now the '**Natural Environment Division**'. Under the new structure 'Superintendents' are now referred to as '**Assistant Directors**.'

A two phased approach is underway to set the structure of the new Natural Environment Division. The Commons is in Phase 1 and some relatively minor changes are now at the staff consultation stage including the deletion of vacant posts, amendments to Line Manager responsibilities and the strengthening of Ranger and Ecological teams. Savings accrued will help support recent budget cuts.

Five Year Development Plan

A 5-year plan is being produced by the Natural Environment Division and will be finalised once all divisional changes under Phase 2 have taken place later in 2022. Reviews of charitable governance and activities will also form an important part of the 5-year plan.

City of London Apprenticeship Scheme

Two additional Apprentice Rangers currently in place for 18 months at Coulsdon Common and Burnham Beeches. Other apprenticeships are being considered to support the fulltime teams and encourage new careers in environmental management.

A member asked for licences to be defined. Chargeable licences are issued for business activities on The Commons such as commercial filming, access to railways for maintenance works etc.

5. **Management Planning**

The Head Ranger reported that in addition to the management plan for West Wickham and Spring Park, completed in 2021, four further plans for the Coulsdon Commons are now complete. These new ten-year plans (2021-2031) complement the suite of revised plans across the division and bring to an end this current phase of rewriting across the division. Analysis of data from the consultation exercise, including age cohorts, reasons for visits and approval of site visions followed; as well as reflections on both pre and post Covid -19 visitor numbers.

Discussion took place over the accuracy of the age profile responding to the management plan survey. Coulsdon Common revealed a younger age group of users.

Due to Covid-19 restrictions City of London face to face consultation with the public was prohibited as would be the normal procedure; survey was conducted using an online system with good response.

Chairman would like to see copies of survey and plans available on the website in addition to emailed copies and hard copies which are available from the Estate Office on request.

Action 1: The Commons team to look at making management plans accessible online.

6. **Countryside Stewardship**

The Head Ranger reported that the application for continued funding from the Rural Payments Agency (RPA) had been successful. A Countryside Stewardship agreement, which will see funding at or equivalent to the previous Higher-Level Stewardship (HLS) commenced in January 2022 and will run for a further 4 years. However, a year-on-year percentage reduction in the Basic Payments Scheme (BPS) will see an overall net loss of £19,000 between now and 2027. As part of the new scheme, we are required to establish an evidence-based monitor and review system to record the habitat management work across our sites.

Grassland – continue the maintenance of species-rich chalk grassland habitats through grazing and hay-cutting that satisfies prescription from Natural England and enhances and enriches biodiversity across all sites.

Scrub - control scrub to create and maintain open downland landscape focusing on chemical-free “tree-popping”. This facilitates larger grazing areas and enhances the mosaic of grassland habitats across the sites.

Hedgerows- Capital Payment for laying on FD & SP and for allowing development of fruit on 3-year rotation.

Chairman recognised that the team work hard to bring in money from countryside stewardship to support works on the Commons.

Member advised that funding can be claimed under The Nature Recovery Network in 2024 for woodland providing use does not change. CoL aware and have already explored.

7. **Dog Waste**

The Head Ranger appraised the group of the most recent costs associated with the provision of dog waste facilities across the sites; £26,000 pa for collection and disposal plus

an additional £9,000 for the provision of dog bags. In a typical year more than 500,000 dog bags are provided on sites at West Wickham and Coulsdon

A mini project, led by the ranger for Kenley Common, will trial the removal of the provision of dog bags on one site (the bins and collections will remain) in a bid to reduce costs and encourage users to provide their own when visiting the site. A campaign to communicate this trial will begin in early June and will include the use of social media and ranger led information activities. It is the case that very few sites provide dog bags anymore and our continued provision should be regarded as a luxury, especially when set against the backdrop of recent budget cuts.

A member was concerned that dog waste/bags are going to landfill and take time to biodegrade. Head Ranger advised that all dog waste collected goes to an energy recovery facility in Bognor Regis to produce electricity.

8. Car Parks Project

The Head Ranger updated members on the car park charging project one year on.

In January 2021, car park charging was introduced on Riddlesdown and Farthing Downs. The system uses automatic number plate recognition (ANPR) and payments can be made with either a bank card (including contactless) or via a smartphone app (RingGo). So far, the system is proving to be effective and although we did not achieve our financial targets in 2021/22, we remain optimistic that this steady flow of income will help us to continue providing essential services. Between January 2021 and January 2022 Riddlesdown car park generated £10,114 and Farthing Downs £40,282 of income for The Commons.

As well as generating much needed income to balance the budgets following the recent 12% cuts, the Head Ranger explained other impacts and benefits following the introduction of charging, these included:

- Reduction in the unsustainable levels of visitor numbers witnessed during both phases of the Covid-19 pandemic
- More responsible use of the sites associated with a “willingness to pay” principle
- Reduction in anti-social behaviour- drug use / vandalism / late night revellers as a function of ANPR cameras in operation
- Reduction in litter - linked partly to the point regarding more responsible use of the site
- Reduction in dog waste- (1 bin already removed at Riddlesdown) - we have noticed a reduction in professional dog walkers coming to both sites.
- Late night closing issues where rangers have encountered anti-social and sometimes threatening behaviour when trying to close the car parks.

Members living close to Farthing Downs and Riddlesdown said there had been an increase in parking in local roads possibly due to introduction of car parking charges.

Assistant Director is happy to work with residents but will require evidence to raise this with the local authority responsible for parking on the highways.

Action 2: Groups members to provide evidence to the Assistant Director that the increase in parking in local roads is attributable to the introduction of car parking charges.

A member asked how much income City of London raised from parking and PCNs (Penalty Charge Notices). Head Ranger advised that the City of London only receives money from parking charges; income from PCNs goes directly to the enforcement company.

Action 3: Head Ranger to provide information showing how the income raised from car parking has funded works on the Commons.

9. Review of the Annual Works programme 2021 -22

The Senior Ranger informed the group that the ranger team had continued to deliver the annual work programme over the past twelve months including laying hedgerows at Farthing Downs and Spring Park, supporting “no mow May” by leaving verges uncut for wildflowers, installing a temporary fence to protect ground nesting skylarks on Farthing Downs, and installing a new windmill history board on Coulsdon Common. Partnership working included the relaunch of the Farthing Downs & happy Valley Nature Trail, led by Croydon Council, and City of London sheep grazing London Wildlife Trust’s nature reserve on Riddlesdown.

The guided walks and events programme had relaunched across the Commons and was proving very popular. Green Flag Awards had been retained across all six sites and Green Heritage plaques had been awarded, including a first-time plaque for Coulsdon Common.

Ash dieback continued to have a significant impact on the wooded landscape with many diseased trees felled through the year. Winter storms brought down dozens of trees creating a significant extra workload for the team and specialist contractors. Planned tree safety work had also been completed following condition assessments along boundaries and major internal routes.

17 lambs and 16 calves arrived in spring and have been growing fast. A new Pedigree Sussex bull has been purchased. He was named Ferdinand at the *Meet the Calves* event. Conservation grazing continued across the Coulsdon Commons in line with Countryside Stewardship prescriptions.

Volunteers achieved over 2,400 hours of work through the year and plenty of new faces have joined the established teams. Monthly weekday tasks take place on all Commons and monthly weekend tasks revolve around the Coulsdon Commons.

A member mentioned that there were several residents voluntarily collecting litter on Farthing Downs. The Head Ranger thanked them for their assistance along with all the volunteers across The Commons.

10. Any other business

The Chairman re-emphasised the purpose of this consultative group was to gather input from local stakeholders on business coming before the Epping Forest and Commons Committee for decision. It also an opportunity for local stakeholders to share ideas or ask for updates on specific matters. He encouraged members to think about this and feedback anything they wished to know more about prior to the next meeting to the Assistant Director.

Action 4: Group members to advise Assistant Director of any matters, within a reasonable timescale, in advance of future meetings.

Date of Next Meeting. 8th October 2022

The meeting closed at 8.03pm

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Ashtead Common Consultative Group Draft Minutes

Wednesday 25th May 2022, 6.30pm

Members Present	Affiliation
Benjamin Murphy	Chairman
David Baker	Ashtead Residents' Association
Cllr David Hawksworth	Mole Valley District Council
Paul Krause	Surrey Wildlife Trust
Averill Laing	Ashtead Common Volunteers
Keith Lelliott	Science Monitoring of the Rye & Ashtead Common Wildlife
Cllr Chris Townsend	Surrey County Council
Officers Present	
Andy Barnard	Assistant Director
Andrew Thwaites	Head Ranger
Shaun Waddell	Senior Ranger
Helen Betteridge	Support Services Officer

1. Welcome and Apologies

Chairman thanked those present for their attendance and gave an overview of the changes which had given place since the City elections, including the change of Chairman.

Apologies were received as below:

Graeme Doshi- Smith	Deputy Chairman
Rob Eberhard	Cyclists Touring Club
James Irvine	Ashtead Volunteers
Conor Morrow	Lower Mole Project
Pippa Woodall	British Horse Society

2. Members' declarations under the code of conduct in respect of items on the agenda

There were no declarations made.

3. Consultative Group Membership Review – Renewal of 4 Year Terms

The Assistant Director explained the Membership Review process and summarised the Consultative Group's Terms of Reference. The membership list for the renewal of 4-year terms was reviewed by the Head Ranger with the following result:

Name	Representing	Status
David Baker	Ashtead Residents' Association	Continue
Paul Krause	Surrey Wildlife Trust	Continue

Keith Lelliott	Science Monitoring of the Rye & Ashted Common Wildlife	Continue
David Baker	Ashted Residents' Association	Continue
		Continue
Rob Eberhard	Cyclists Touring Club	Continue
James Irvine	Ashted Volunteers	Replaced by Averill Laing
Conor Morrow	Lower Mole Project	Continue
Gary Nash	Youth and Community Worker at Ashted Youth Centre/Surrey County Council	Continue
Pippa Woodall	British Horse Society	Continue

New Members – Averill Laing has taken over from James Irvine as the representative for the Ashted Volunteers. The Chairman and other members thanked Mr. Irvine for his long service and contribution to the Ashted Common Consultative Group. The Chairman would write and convey this formally.

The Chairman also thanked the willing volunteers for their commitment in time and energy to support the works on the Common. He reemphasised the fact that the charity would not be able to operate without such generosity of spirit.

4. **Minutes / Actions Undertaken**

- The Assistant Director confirmed that a dog code leaflet had been produced, tying in with Ashted Common Byelaws, to remind users of their responsibilities when using the Common.
- Oak processionary moth was noted as not being such an issue in 2021/22 as it had been in previous years.
- The framework and campaign to facilitate donations by the public to help fund projects remains 'a work in progress' for the management team.
- An article promoting Ashted Common appeared in the 'Look Local' magazine.

Minutes of the last meeting agreed.

5. **Assistant Director's Update**

Target Operating Model (TOM) is a review of the staffing structure across the City of London Corporation.

Changes to the Open Spaces Department

Director Colin Buttery retired in Autumn 2021. An interim Director has been appointed. The Open Spaces Department has joined with other City Departments to become the Environment Department for which the Executive Director of Environment is Juliemma McLoughlin.

The Open Spaces Dept is now the '**Natural Environment Division**' to better reflect the service provision. Under the new structure 'Superintendents' are now rebranded as 'Assistant Directors', to drive standardisation in roles and responsibilities across the department.

The TOM review is being conducted in 2 phases. The Commons structure was completed as Phase 1 and included the deletion of vacant posts, amendments to Line Manager responsibilities and the strengthening of Ranger and Ecological teams. Savings accrued will help support recent budget cuts.

Five Year Development Plan

A 5-year plan is being created and will be finalised once all divisional changes under Phase 2 have taken place later in 2022. Reviews of charitable governance and activities will also form an important part of the 5-year plan, as will key strategic objectives which run across the department.

City of London Apprenticeship Scheme

2 additional Apprentice Rangers are currently in place for 18 months at Coulsdon Common and Burnham Beeches. A third apprentice position is soon to be recruited for Ashtead Common to support the fulltime team.

Income Generation

Given a sustained period of cost increases and budget reductions, The Commons charities will generate a commercial strategy to help support operations. A member asked if the fact that Ashtead Common has limited opportunities to produce income compared to the other Commons sites was the cause of any friction. The Assistant Director advised that Ashtead is set up as more of a community run space with a smaller budget. Further, it is accepted that without car parks, cafes and other infrastructure the opportunities for Ashtead Common to generate income are very limited, so no, there is no friction. The Chairman explained that the commercial strategy should consider areas where there charities could help support themselves, but there was still an ongoing commitment from the City of London Corporation to provide funding for these sites.

With regard to the car parking charges introduced at other sites across The Commons a member asked if the City of London Corporation enforced penalties for visitors that try and avoid paying. The Assistant Director explained that an independent enforcement company issued any Penalty Charge Notices, and that the business model meant that most of that part of the income stream goes to the company. However, enforcement was active.

6. Review of the Annual Works programme 2021 -22

The Head Ranger and the Senior Ranger presented a review of the annual works programme for 2021 – 22 and a look forward at future projects.

As part of the Queen's Diamond Jubilee celebrations, Ashtead Common has been designated a Queen's Green Canopy 'Ancient Woodland', one of only 70 woodlands across the UK to be granted this distinction. The Head Ranger explained that this honour is not only a recognition of the quality of the nature reserve, but also a reflection of the value given to community involvement.

The Head Ranger explained that the City Corporation has signed a 10-year agreement with Natural England under the Countryside Stewardship scheme. Funding is provided for the Common as a whole, including the part owned by Mole Valley District Council.

The City Corporation aims to offset its carbon emissions by 2027. One of 10 projects launched under this initiative is looking at carbon removals, and all the City's green spaces have been analysed as part of this. Ashtead Common has been found to sequester 60,293

tons of carbon but presents little opportunity to do more than this if we are to continue to maintain the sites high biodiversity value.

The carbon removals study has considered the impact of operational activities such as felling trees and clearing and burning scrub. It has concluded that 'the benefits for biodiversity outweigh these losses in carbon.'

The Head Ranger summarised the survey work that had been undertaken since the last meeting. A study of bats, conducted by a ranger as part of her M.res studies, identified eight species. Results of a year-long study of flies are still not finalised, but already nearly 1,000 species have been identified. Studies of fungi and ferns are planned for later in the year.

Grazing recommenced in May with 10 Belted Galloway cattle supplied by Surrey Wildlife Trust. The Birch/Aspen grazing area has been enlarged by 3.1ha in accordance with management plan objectives.

Another management plan objective will see the creation of a dog exclusion area within one pond. An area of the pond will still be left open for dogs, but it is hoped that the excluded area will colonise with aquatic life when disturbance is reduced.

The Senior Ranger was pleased to announce that 6,000 hours of volunteering was achieved during 2021-22. This figure is back up to pre covid levels and above the management plan target. Volunteer activity included the creation of a new firebreak on the western boundary and a coppicing 'mega task' near Bridleway 38 run in conjunction with neighbouring volunteer groups.

The Senior Ranger reported that our first Apprentice has successfully completed her 18-month placement and is now actively seeking a full-time post as a Ranger.

Forty ancient oak pollards were cut and 110 were halo released in District Seven. Looking ahead, the same numbers are predicted for 2022-23 in District Four.

Work to create a new firebreak encompassing part of Footpath 24 will commence in the autumn/winter.

The Senior Ranger is looking forward to a new Assistant Ranger and second Apprentice Ranger joining the team later in the year.

7. Questions on matters relating to the work of the Consultative Group

A member asked if the City of London Corporation shares expertise across its Open Spaces, referring particularly to ecologists at Epping Forest. The Chairman confirmed that it did, however, collaboration and cross-pollination of specialisms was a key outcome expected from the TOM. He explained that there is likely to be individual committee members and volunteers aligned to the advancement and delivery of specific strategies going forward.

A member noted that over promoting carbon sequestration could detract from the other needs of the Common. The importance of Ashted Common's ecosystem services should be promoted to local residents.

A member questioned whether the proposed ponds are big enough to create an exclusion zone. The Head Ranger advised that there would be a trial pond which would be evaluated and then rolled out if it proved successful.

Several members were interested in the rejigging of the cutting of the meadows. Head Ranger will arrange a meeting with the interested parties.

Action 1. Promotion of ecosystem services. Head Ranger to promote the importance of these services to our visitors.

Action 2: Cutting of Meadows. Head Ranger to arrange meeting soon with interested members.

A member enquired if Ashted Common was experiencing any problems with box caterpillars which are causing widespread problems. It was confirmed that there are no problems as Ashted Common has no box plants.

It was commented that Ashted Common team taking over the grassland to the north of the railway line was a good thing and warmly welcomed.

A member asked if there were any problems experienced with regeneration after the coppicing due to deer; the Senior Ranger advised that there had been nothing of note.

It was mentioned that many migratory birds had been enjoying the Common.

Finally, it was noted that there was a large amount of scrub that needs clearing which would be a task for volunteer groups.

Action 3. Scrub Clearance work to be included in the forthcoming volunteers' work programme.

8. **Any other business**

The Chairman re-emphasised that the purpose of this consultative group was to gather input from local stakeholders on business coming before the Epping Forest and Commons Committee for decision. It is also an opportunity for local stakeholders to share ideas or ask for updates on specific matters. He encouraged members to think about this and feedback anything they wished to know more about prior to the next meeting, to the Assistant Director.

Action 4: Group members to advise Assistant Director of any matters, within a reasonable timescale, in advance of future meetings.

Date of Next Meeting. Site visit 24th September 2022 at 14:00.

The meeting closed at 7.30pm

Agenda Item 5

Date	Committee/Meeting/Visit
	2022 Epping Forest and Commons Committee dates
17 January, 11.00am 27 January, 7.00pm	Epping Forest & Commons Committee Burnham Beeches and Stoke Common Consultation group
9 February, 7.00pm	Epping Forest Consultative Committee
7 May, 10.00am 9 May, 11.00am	Provisional Epping Forest & Commons Committee Saturday Visit Epping Forest & Commons Committee
15 June, 7.00pm	Epping Forest Consultative Committee
9 July, 10.00am 11 July, 11.00am 16 th July, 14.00	Provisional Epping Forest & Commons Committee Saturday Visit Epping Forest & Commons Committee Burnham Beeches and Stoke Common Consultative Group site visit (Burnham Beeches)
2 nd September, 10.30 10 September, 10.00am 12 September, 11.00am 24 th September, 14.00	Lord Mayor's visit to Burnham Beeches and Dorney Wood Lunch Provisional Epping Forest & Commons Committee Saturday Visit – Kenley Common Epping Forest & Commons Committee Ashted Common Consultative Group site visit
8 th October, 14.00 19 October, 7.00pm	West Wickham, Spring Park and Coulsdon Commons Consultative group site visit (venue tbc) Epping Forest Consultative Committee
19 November, 10.00am 21 November, 11.00am	Provisional Epping Forest & Commons Committee Saturday Visit – The Commons – venue tbc Epping Forest & Commons Committee

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Committee(s)	Dated:
Epping Forest and Commons	11/07/2022
Epping Forest Consultative Group	19/10/2022
Subject: Epping Forest – Assistant Director’s Update for April – May 2022 (SEF 20/22)	Public
Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?	2, 5, 11 & 12
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	N/A
What is the source of Funding?	City’s Cash Local Risk
Has this Funding Source been agreed with the Chamberlain’s Department?	Y
Report of: Juliemma McLoughlin, Executive Director Environment Department	For Information
Report author: Paul Thomson – Superintendent of Epping Forest	

Summary

This purpose of this report is to summarise the Epping Forest Division’s activities across April and May 2022.

Of particular note was a successful experimental overwintering of grazing livestock on the Forest; positive discussions with Natural England over the future of the Tudor Square Pond at Copped Hall park; the publication of Inspectors advice on Epping Forest District Council and London Borough of Waltham Forest Local Plans; the completion of externally funded Phase I repairs to The Grotto’s landing stage; the award of a £280,000 contract to repair the Birch Hall Park small raised reservoir and the publication of an interactive guide to the Forest’s 68 new cycles stands.

Recommendation(s)

Members are asked to:

- Note the report

Main Report

Staff & volunteers

1. Staff continue to cover a range of vacancies associated with the Target Operating Model (TOM) recruitment restrictions with seventeen vacant posts, including eight posts fortunately covered by secondments and casual staff drawn from Epping Forest volunteers. The Head Forest Keeper and one of two Senior Forest keepers have resigned, leaving end July and August respectively. A new Support Services Team Leader has been successfully recruited and joined at the end of May, together with a new Senior Stockperson who starts work in July.

Budget

2. Expenditure two months into the financial year is on track at 16% of the budget profile. Income is slightly better than expected for this time of year, bolstered by recent filming receipts.

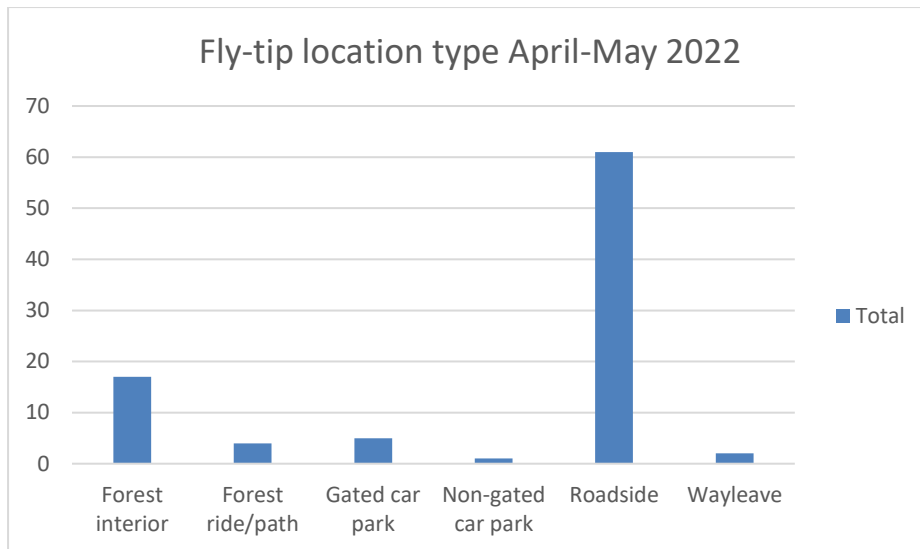
Weather

3. The average daily rainfall in April 2022 was 0.66 mm, with the most recorded on the 6 April with 10.8 mm. There were twenty-three days where no precipitation was logged and just seven days where it was. The total April rainfall of 18.6 mm puts the year 2022 under half the average totals recorded in the period of 1979 – 2009. In the period since 2010.
4. The average daily rainfall in May 2022 was 1.41 mm, with the most recorded on the 31 May with 6.2 mm. There were nineteen days where no precipitation was logged and twelve days where it was. The total May rainfall of 43.6 mm puts the year 2022 nearly on par with the average totals recorded in the period of 1979 – 2009.

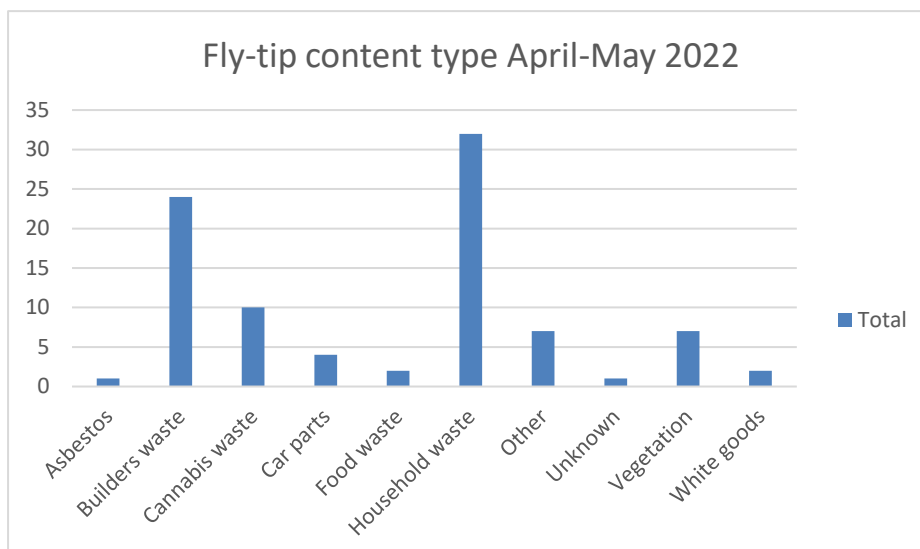
Forest Services

Fly-tipping

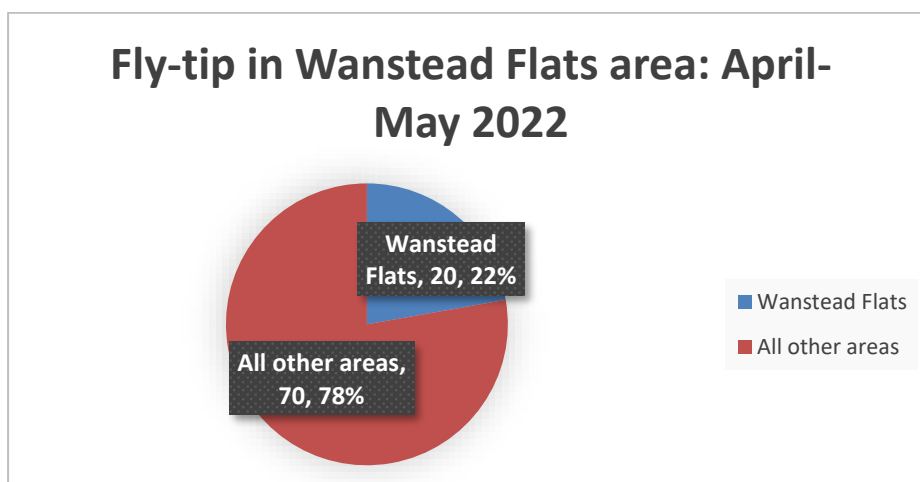
5. There was a total of 90 fly-tips recorded over the period of April – May 2022, this is a 11% increase over the same period in 2021.



6. Roadside locations represented 68% of the tip locations over the period.



7. Household waste represented the largest category of items tipped over the period at 32 (36%), while other waste (concrete, polystyrene, wires etc.) represented 7 tips (8%).



8. There were 20 fly-tips in the Wanstead Flats area over the period which represents 29% of all tips. 14 of these tips were on Forest Land adjacent to Highway Land on Capel Road.

Enforcement Activity

9. No Prosecutions were undertaken during the period under report. Three Reparative Cautions were issued totalling £700.

Licences

10. A total of 42 licences for events were issued during the months being reported, which yielded an income of £100,440.80 plus VAT, this was mainly due to 1 large film shoot. 47 licences were issued during the same period in 2021 yielding an income of £124,358.25.

Unexplained Deaths

11. There have been no unexplained deaths reported over this period.

Rough Sleepers

12. There have been five rough sleeper encampments located during the reporting period. All rough sleepers continue to be managed in partnership with Local Authorities through the No Second Night Out (NSNO) protocols.

- 20.04.2022 Leyton Flats
- 20.04.2022 Leyton Flats
- 21.04.2022 Barn Hoppitt
- 29.05.2022 Walthamstow Forest
- 31.05.2022 Oak Hill

13. In 2021, there were 45 reported cases of rough sleepers in comparison to 64 in 2020. Within this reporting period there have been five reports of rough sleepers in comparison to 2021 where there were fifteen reported cases over the same period.

Unauthorised Occupations

14. There have been no reports of traveller incursions during this reporting period.

15. There have been no reported Unlicensed Music Events (UMEs) on Forest Land.

Dog Incidents

16. There has been five recorded dog-related incident during this reporting period:

- 01.04.2022 2 x dog on dog attacks Wanstead Park investigation No PE550 reparative caution
- 21.04.2022 Dog bit person PE558 £200 reparative caution
- 27.04.2022 Dog chase deer Epping New Road
- 28.04.2022 PE 568 dog on dog Staples Road investigation ongoing
- 17.05.2022 PE 577 dog on dog Forest Glade, Wanstead Park

Deer Vehicle Collisions

17. Epping Forest staff dealt with a total of 5 deer vehicle collisions (DVC) during this reporting period:

- 21.04.2022 Woodredon Hill
- 25.04.2022 North of Robin Hood roundabout
- 07.05.2022 Theydon Bois
- 24.05.2022 Thornwood Road

Car Park Charging Scheme

18. Income from Phase I and II car parking charging schemes have continued to raise income for reinvestment in the Forest in line with projections.

	Hourly P&D Income** £	Permit Income £	Penalty Notices £
April	£42,216.91	£3,879.90	£2,151.72
May	Pending	Pending	Pending

** Hourly P&D income includes income from the RingGo systems and car payment machines at High Beach (collected by Horizon).

May figures pending clarification of contract charges agreed through City wide RingGo contract extension.

Cumulative net income 2022, from the scheme currently stands at £48,248.53 as of 31 May 2022.

Heritage; Landscape and Nature Conservation

Biodiversity

19. Lichen surveys were completed under a Natural England (NE) grant looking into the current status of the lichen communities which complements a survey of moss communities. These are part of the most sensitive elements of Epping Forest habitats and reflect environmental conditions. This survey is particularly looking at what the current status of these communities disclose about nitrogen pollution in the atmosphere. The reports will be published soon.

Climate Action Strategy

20. Further details have been developed for the Copped Hall project, these have been presented to the Copped Hall Trust and the Epping Forest Consultative Group (EFCG). The completion of the feasibility study for the whole of the Carbon Removals project will determine the scale of works that can be delivered at Copped Hall.

Agri-environment Schemes

21. Outline proposals for all three Countryside Stewardship applications (Wanstead Park, the second half of Epping Forest and the Buffer Lands) have been completed. The first phase of stakeholder engagement has been undertaken through the presentation of these proposals to the EFCG. The next phase is to

create detailed proposals subject to the Epping Forest and Commons Committee approval in July.

22. The Epping Forest Conservation Volunteers (EFCV) and Epping Forest Heritage Trust (EFHT) have been the main delivery bodies for work on the existing Countryside Stewardship agreement.
23. The Basic Payment Scheme for 2022 was submitted in May. The income will be lower compared to the previous year again as the government wind down this scheme, down from about around £102,000 in 2021 to £85,000 in 2022. Income will cease in 2027 and it is unlikely that the subsequent new agri-environment schemes income will replace this. The income was originally around £120,000.

Grazing

24. With spring arriving it heralds the success of winter grazing with 8 non-breeding cows in the 200Ha compartment that stretches from Chingford Plain (Butlers Retreat) to Hill Wood (south of Bradleys Tea Hut). Winter grazing pressure helps target young woody species that would grow up to secondary woodland to crowd out ancient trees and provides valuable food and habitat via dung for early emerging insects.
25. As reported at item 3, April was a very dry month, so the main cattle herd were kept in at Great Gregories until early May. This was to prevent overgrazing the grass before it had started its spring growth curve. Grazing too early can stress vegetation and encourage the grass to set seed early which reduces the productivity for the rest of the year.
26. Warren wood slope has been grazed for the first time with 4 cows grazing for 1 month using GPS collars. The site was not cut last year due to a Thames Water leak preventing machinery from accessing the site. The cows will return to the site later in the season once the flowering species have set seed. The slope in-bloom has a good display of Birds Foot Trefoil (*Lotus corniculatus*), Lady's Bedstraw (*Galium verum*) and Common Vetch (*Vicia sativa*).

Heritage

27. Officers from Epping Forest and the Built Environment Departments met with Historic England (HE) about poplar removal from across the Tudor Square Pond and later earthworks within Rookery Wood at Copped Hall Park. There will be a site visit with HE to look at onsite practicalities.

Forest Protection and planning matters **Town & Country Planning – Local Plans**

28. **Epping Forest District Council (EFDC) Local Plan:** Partnership Agreement for the delivery of Strategic Access Management and Monitoring measures for the Epping Forest Special Area of Conservation was approved by EFDC 11 April. The recently appointed replacement Local Plan Inspector issued an Inspector's

note to EFDC on 16 June. The note indicated that subject to the adequate demonstration of a five-year housing land supply, the Local Plan should be capable of adoption in Autumn 2022. The note confirmed that all relevant planning applications are required to be supported by a simplified Policy has been provided by the Inspector for Policy DM2 covering Protection of the Special Area of Conservation (SAC), alongside a policy correction fixing the boundary of the SAC Zone of Influence at 6.2km and the SAC Buffer boundary at 400 metres.

29. London Borough of Waltham Forest (LBWF) Local Plan: Inspectors made a written statement to LBWF on 27 May 2022. Key elements of the Inspector's advice for the Forest were a request for an updated version of the Air Quality Management Study (AQMS) in accordance with Natural England's requirements and continued liaison with Natural England and the Charity with regard to a redraft of the Suitable Alternative Natural Greenspace Strategy (SANGS) proposals. LBWF have proposed in a published work programme that the above requirements will be completed by mid-August 2022.

30. London Borough of Enfield (LBE) Local Plan: No further update

Town & Country Planning – Development Control

31. In the EFDC area one objection was made, as follows:

- EPF0625 22 Netherhouse Farm – objection to installation of a crematorium. The site has already obtained planning permission for a burial ground in 2018, the Charity objected on grounds of increased use without further consideration of the EFSAC.

Land Registration, Access Audit & Wayleaves

32. No further Land Registrations were made during the period.

Operations

Risk Management

33. Arborist teams continue to work on reducing the back log of tree safety works. Following the completion of the Tree Safety Zone 2021/22 survey and the task remaining from the previous year there are around 2000 tree safety tasks pending for this year. Normally it is less than 800-900. As well as the backlog linked to the COVID 19 crisis increasing tree safety tasks have risen due to the impact of Dutch Elm Disease, which tends to run in cycles, and Sooty Bark disease of Sycamore following dry summers in previous years.

34. Specialist contractors undertook two pesticide sprays to control Oak Processionary Moth on trees in six priority control areas across the Forest. The pesticide used is a natural bacteria that targets caterpillars of all species but is not harmful to other species. With the agreement of the Forestry Commission the pesticide treatment is not undertaken within the Site of Special Scientific Interest areas of the Forest, to avoid impacting caterpillars of beneficial and desirable species. In addition to the six priority areas treatment was also undertaken in education areas of the Forest and the Theydon oak avenue.

Access Works

35. With thanks to Lady Clare Gifford five new finger posts have been installed in and around Gifford Wood. The finger posts are part of a series of works sponsored by Lady Clare that will help to encourage visitors to explore the wider Epping Forest from Gifford Wood
36. The new cycle racks installed courtesy of Transport for London in March have all received a grass cutting around them. At some locations the grass growth is vigorous and until the racks are more used, MOT Type 1 surfacing, or similar, around the cycle racks to better manage the grass, will be considered.
37. Contractors have completed a survey of 27km of path compiling details of works required to make good damage caused during the COVID 19 lockdown period. The information collated will be used to obtain Natural England Agreement for works and will also serve as the basis for a forthcoming works tender. Following RASC approval of £250,000 for possible path works at Epping Forest Gateway, reports are being prepared to hopefully allow this funding to be drawn upon.

Heritage

38. Works on the first phase of the Grotto landing stage repairs were completed. A tender for the second phase of works is being prepared in association with the COL Heritage Team.

Visitor Services

39. Arts Council England through Museum Development Officers London awarded the EFC a Measuring Up grant of £2000, to support a heritage-based exhibition and activities this summer. The grant also enrolls the EFC into an ACE visitor evaluation framework, access to museum development consultancy, museum peer assessment and the option of a further payment of £700. This grant was available to the EFC in its role as an accredited museum.
40. The grant supported an exhibition 'The Cow in the Woods' which runs May to September at Epping Forest Visitor Centre (EFVC), Chingford with a repeat smaller scale display at The Temple, Wanstead Park. The exhibition, promoting the important heritage and history of Forest cattle grazing and its current conservation benefits, includes museum objects and is supported by a programme of cattle walks and art activity workshops.
41. The Temple re-opened to the public in May with weekend opening on the second and fourth weekends of each month to September. New for 2022 is the Cow in the Woods exhibition and a display of freshly excavated stones from the Grotto with several themed activities targeted at family groups.
42. Prior to The Temple's formal opening, the public enjoyed the first outdoor exhibition hung on The Temple enclosure railings: Russell Boyce's 'A Portrait of the High Street', professional black and white photographs of local Wanstead

businesses and their proprietors, including Wanstead Park's tea kiosk, and their stories of their businesses under covid.

43. Peter Pan, the first of the summer season of plays in Wanstead Park, on 4 June, was attended by around 250 people. There are five plays to follow offered by three different theatre companies, making this the richest and most diverse theatrical season yet offered by the EFC.

Learning and Education

44. Schools have been participating in our facilitated learning programmes at Barn Hoppitt and Wanstead Flats. Our new Nature Wellbeing session, developed in response to concerns over students' mental health following the pandemic, has been particularly popular with schools local to Wanstead Flats.
45. In April and May, 312 students took part in the learning programme. Evaluation showed that students increased their understanding of the importance of green spaces and their wellbeing after taking part.

Field Studies Council

Month	Visitor Numbers - primary and secondary schools - community groups and activities - adult learning
April 2022	1,392
May 2022	2,257

46. Field Studies Council continue to deliver successful primary and secondary school geography and science trips, community activities for families and youth groups and a natural history programme for adults. Bookings are looking strong into the Summer and Autumn terms as schools return to normal school trips.

Chingford Golf Course

47. Total income generated from green fees and shop related sales amounted to £101,617.04 for April & May compared to £119,484.45 in 2021, a decrease of £17,867.41. This is because a discount was given to those renewing season tickets in April 2021 due to time lost in the final lockdown, so payments were made in full in April 2021. This no discounts have been given most season tickets holders choose to split their bill into 3 payments made in April, June & September.
48. Online bookings for April & May amounted to £41,404 compared to £61,547 the previous year, a decrease of £20,143 reflecting the record increase in demand in the previous year after coming out of the final lockdown. However, the golf course is still rated number two for online bookings on GolfNow within Essex - out of 53 courses.

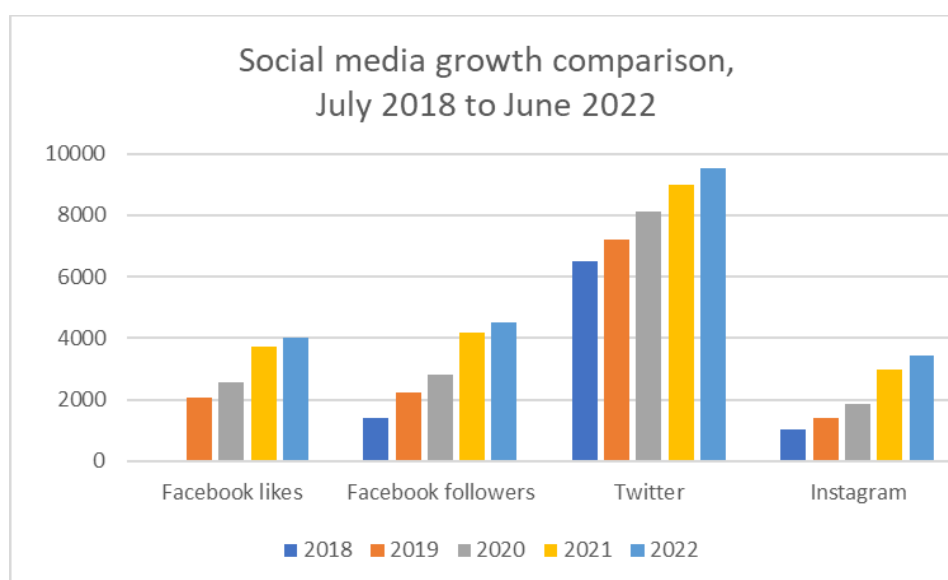
49. Grounds staff have been carrying out regular cutting requirements to tees, fairways, rough, aprons and greens in order to keep the course set up for play. Greens were sprayed with a wetting agent and feed 3 times. Large green renovation works were carried out using the new machinery purchased which allowed the job to be completed in one rather than two days.
50. This work also allowed the height of cut on greens to be lowered to 3.5mm which has not previously been possible, leading to improved quality of greens and positive feedback from visitors.
51. Worn walkways after the winter period were renovated and top-dressed to be ready for the summer. New tee plates were made and put out replacing the old broken ones. Ground staff had to carry out 2 repairs to the irrigation on holes 14 & 15 due to leaks. Tees were sprayed with a slow-release feed at the end of April which will help the grass growth over the hotter months over the summer.

Communications

52. As of 15 June 2022, Epping Forest social media following is:

- Twitter followers: 9,523 (an increase of 6%)
- Facebook likes: 3,997 (an increase of 7%)
- Facebook followers: 4,4494 (an increase of 8%)
- Instagram followers: 3,417 (an increase of 14%)

53. The chart shows a comparison of our social media followers at approximately the same point since 2018:



54. Top posts on social media for June 2022 (as at 15 June):

- Twitter (6,067 engagements) promotion of cow grazing in Epping Forest.
- Facebook: (1,791 reach) photographs of lily of the valley, the Queen's favourite flower, to celebrate the Platinum Jubilee.
- Instagram: (102 likes) an image of a beech tree in High Beach.

55. Top posts on social media for May 2022:

- Twitter (7,074 impressions): celebrating 140 years since Queen Victoria visited Epping Forest on 6 May 1882.
- Facebook: (Reach of 7,431) celebrating 140 years since Queen Victoria visited Epping Forest on 6 May 1882
- Instagram: (100 likes) cow parsley foreground to bluebells in Chalet Wood, Wanstead Park.

56. Forest Focus continues to be distributed digitally each month, with positive feedback received and the Epping Forest website continues to be reviewed.

57. Work has been completed on new orientation / interpretation signs for Higham's Park Lake, Goldings Hill, Staples Road and Giffords Wood. Awaiting production / installation.

Wanstead Flats

58. A total of 83 matches were played across the flats between April & May. Ground staff removed all goal posts at the end of April after the season completion. Deep goal mouth restoration works along with general pitch repairs and chain harrowing was carried to the pitches. Weekly deep cleaning of the pavilions was carried out ready for weekend visitors.

59. Parkrun attracted 1958 runners in April & May with an average of 11 volunteers helping each week.

Horse Riding

60. Total income from horse riding licences for April & May amounted to £9294.49 compared to £6585.53 the previous year. Last year's licences were discounted due to time lost due to the final lockdown which indicates why this year's figure is significantly higher.

Visitor Numbers

61. Visitor numbers for the period are shown in the Table below:

Visitor Numbers	QEHL 2022	QEHL 2021	EFVC View 2022	EFVC View 2021	Temple 2022	Temple 2021	High Beach 2021/ 2022
April	1170	0	2931	442	0	0	TBC
May	1038	20	2700	1170	467	0	TBC

Projects

Wanstead Park Ponds

62. The Grants Officer for the Mayor of London green Resilient Spaces funding was guided by officers around Wanstead Park where officers explained the history and issues with the water management of the lake cascade.
63. A visit to LB Enfield was undertaken by Epping Forest Officers to see Sustainable Urban Drainage Schemes (SuDS) and constructed wetlands at the historic Pymes Park and Firs Farm wetlands. This was led by Ian Russell from the local authority who is an expert in this area and very kindly hosted the event.
64. Requests for quotes have been sent out to consultancies for the SuDS feasibility piece of work at end of May. The deadline is 22 June for submissions.

Birch Hall Park Pond

65. The construction works contract has now been awarded to Kenson Highways. Works are estimated to start in early August, lasting approximately 8 weeks being completed by end of September. Enabling works are currently being planned to ensure safe construction vehicle access into the site.
66. At time of writing plans are underway to engage with the local residents through letter drops and site visit for local councillors. There will be a section of the Epping Forest website with a FAQ detailing the rationale for the construction works and timescales. Updates on project progress will be included here supported by notices at the local village hall with QR codes linking to the website.

Cycle Stand Installation

67. An interactive map has been created showing the locations of the TfL funded cycle stands. It can be viewed on the Epping Forest Cycling webpage ([Cycling in Epping Forest - City of London](#)) TfL were asked to fund gravel for the bases of new stand locations but this was not an eligible cost. Funding to gravel the bases, as grass growth is obscuring some of the stands, is being sought.

Major Incident

68. There were no major incidents during the period of reporting.

Paul Thomson

Superintendent of Epping Forest

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Committee(s): Epping Forest Consultative Group Epping Forest and Commons	Dated: 15/06/2022 11/07/2022
Subject: Natural Environment Epping Forest Forward Agenda Plan 2022 (SEF 19/22b)	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	n/a
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	£
What is the source of Funding?	
Has this Funding Source been agreed with the Chamberlain's Department?	Y/N
Report of: Juliemma McLoughlin, Executive Director, Environment	For Information
Report author: Paul Thomson, Epping Forest	

Summary

In order to help guide members expectations regarding the content of each Committee Agenda and to facilitate improved engagement with the Committee Report process, the Chairman has requested that an Epping Forest Agenda Plan covering the next six meetings of the Epping Forest and Commons Committee is published as part of each Committee Agenda.

The same plan will be provided to the Epping Forest Consultative Group with the intention of providing the potential for the Consultative Group by agreement to request a report to each Committee on a subject not already addressed through the forward Agenda Plan.

Recommendation(s)

Consultative Group Members are asked to

- note the report
- consider proposals for Committee Reports of interest to the Consultative Committee in addition to those outlined on the Agenda Plan

Background

1. The business of the Epping Forest and Commons Committee is currently managed through an internal Agenda Planning process which coordinates the production of Committee Reports by Epping Forest Officers alongside reports provided by Chamberlains, City Surveyors and Town Clerks Departments.

2. The Strategy and Management Plan for Epping Forest 2020-2030 approved by your Committee on 18 November 2019 also includes a timetable for the production of additional Policy and Strategy documents for Committee consideration proposed over the next three years.

Current Position

3. Given the size and complexity of Epping Forest, the administration of Forest business often governs the majority of the agenda and limits time for the discussion of matters associated with The Commons. Members have also raised concerns about the volume of business, size of reports and attachments and the regular need to exceed the two hours normally allotted for Committee business.
4. The Agenda Plan is designed to help regulate the overall number of Committee Reports considered by each bimonthly Committee and to provide the opportunity for members of both the Service and Consultative Groups to make reasonable requests for additional reports to address matters of policy, risk, and funding.

Options

5. The provision of an Agenda Plan is seen as a helpful guide to future Committee business which will endeavour to regulate the overall flow of Committee Reports to enable business to be properly discussed and enacted within the two-hour time period allotted to the Committee. **This option is recommended.**

Proposals

6. That a Committee Agenda Plan for the forthcoming next six Committees is provided as part of each Committee Agenda with the intention of managing the Committee's overall workload to facilitate reasonable debate and decision making within the two hours' time allotted for Committee business.
7. The Agenda plan should also allow Service Committee and Consultative Group Members to request subject to Officer capacity a reasonable level of additional reports to address matters of general interest and concern.

Corporate and Strategic Implications

8. Financial – no implications
9. Legal – Standing Orders provide the Committee Chairman with the opportunity to request Officers to bring forward reports on matters of concern.

Conclusion

10. The publication of a regularly updated Epping Forest forward Agenda Plan as part of each Committee Agenda should help to manage future business ensuring that the consideration of items is conducted within the two hours allotted to the Committee, while regulating the overall volume of business presented for

consideration. The process should also allow, subject to officer capacity, requests for additional reports to address matters of general interest and concern.

Appendix

Committee Agenda Plan – March 2022 – January 2023

Paul Thomson

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Appendix Updated 27.06.22	
NATURAL ENVIRONMENT - EPPING FOREST FORWARD AGENDA PLAN March 2022 - January 2023	
March EF&CC	
NO MARCH COMMITTEE	
May EF&CC	
Epping Forest - Superintendent's Update for December 2021 to March 2022	DMT
Epping Forest Work Programme 2022/2023	GS
Rent Reviews	TV
Epping Forest Car Park Charging Phase 3	JE
Platinum Jubilee Celebrations 1952-2022 Queen's Green Canopy – Proposed Tree Planting Projects report v	GS
Natural Environment Epping Forest Forward Agenda Plan 2022	PAT
Application to Natural England for recognition as a National Nature Reserve	PAT
Cyclical Works Programme Bid (was Provisional Additional Works Programme)	City Surveyor
June EFCG	
Assistant Director Update December 2021 - March 2022	DMT
Natural Environment Forward Plan	JEH
Epping Forest Work Programme 2022/2023	GS
Countryside Stewardship 2023 Application Proposals	SG
Copped Hall Proposals	SG
July EF&CC	
Assistant Director Update April - May 2022	DMT
Copped Hall Proposals	SG
Chingford Golf Course Machine Renewal	LR
CSS Application Preview	SG
Gateway 2 Path Repair Project (moving to October EFCG and November EF&CC)	GS
Capel Road - Leasing	TV
Woodredon Easement	TV
Green Acres Easement	TV
Year End Business Plan Update	NED
Revenue Outturn 2021/22 - Epping Forest and Commons	Chamberlain/NED
Epping Forest Trustees Annual Report and Financial Statements for the Year Ended 31 March 2021	Chamberlain
EF and the Commons Risk Management Update	NED
September EF&CC	
Assistant Director's Update June - July 2022	DMT
Annual Review of Access Restrictions	PAT
Historic Encroachment	TV
Deer Management on Buffer Lands	PAT
Parklife	JE/LL
October EFCG	
Assistant Director's Update April - May 2022	DMT
Assistant Director's Update June - July 2022	DMT
Buffer Lands PDN	GS
Forest Furniture PDN	GS
Gateway 2 Path Repair Project	GS
Sustainable Visitor Strategy	JE
Litter and Waste Management Strategy	MN
Epping Forest Annual Review	JE
Tree Safety PDN	GS
Wayleaves Policy	PAT
November EF&CC	
Assistant Director Update	DMT
Wayleaves Policy	PAT
Gateway 2 Path Repair Project	GS
Charity Accounts (Burnham Beeches & Stoke Common, City Commons, Epping Forest)	Chamberlain
Revised Estimates	Chamberlain
January EF&CC	
Assistant Director Update	DMT
Natural Department Business Plan - Six month Performance Update: April to September 22/23	Chamberlain/NED
Epping Forest and Commons Committee 2023 Dates	TC's
Natural Department Business Plan 2022/23	NED
Licences, Sports, Wayleaves and Produce Fees and Charges	JE

Committee(s)	Dated:
Epping Forest and Commons	11 July 2022
Subject: Epping Forest Trustees Annual Report and Financial Statements for the Year Ended 31 March 2021	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	n/a
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	n/a
What is the source of Funding?	n/a
Has this Funding Source been agreed with the Chamberlain's Department?	n/a
Report of: The Chamberlain Executive Director Environment	For Information
Report author: Beatrix Jako - Chamberlains	

Summary

The Trustee's Annual Report and Financial Statements for the Year ended 31 March 2021 for Epping Forest (charity registration number 232990) are presented for information in the format required by the Charity Commission.

Recommendation(s)

It is recommended that the Trustee's Annual Report and Financial Statements for the 2020/21 Financial Year be noted.

Main Report

1. The Trustee's Annual Report and Financial Statements are presented for information, having been signed on behalf of the Trust by the Chairman and Deputy Chairman of the Finance Committee and the auditors BDO LLP. The information contained within the Annual Report and Financial Statements has already been presented to your Committee via outturn report on 12 July 2021.
2. Following on from a previous review of the charities for which the City is responsible, (completed in 2010), which detailed key reports that should be presented to your Committee. The Trustees Annual Report and Financial Statements was one of these reports. Information from these statements will form the Annual Return to the Charity Commission. Since this undertaking the City Corporation has recently approved that a further comprehensive review be

undertaken across all of its charities, the outcome of which will be reported to this committee in due course.

3. The Trustee's Annual Report and Financial Statements were submitted to the Charity Commission within the regulatory deadline of 31 January 2022.

Appendices

- Appendix 1 – Epping Forest Report and Financial Statements for the year ended 31 March 2021

Beatrix Jako

Acting Senior Accountant – Chamberlain's Financial Services Division

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Epping Forest

Annual Report and Financial Statements for the
year ended 31 March 2021

Charity registration number 232990

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ORIGINS OF THE CHARITY

As one of the earliest publicly- accessible wild landscapes in England, Epping Forest predates the UK's National Parks by nearly 80 years and shares a common bond in seeking to preserve the wildness of a treasured landscape whilst guaranteeing widespread public access.

Purchased by the City of London Corporation under founding legislation The Epping Forest Act 1878, the Forest was then dedicated by Queen Victoria "for the enjoyment of my people forever", and as the custodian of the Forest, the City and the Forest's Conservators have continued to conserve it for everyone to enjoy.

Promoting and enabling public access to the Forest remains our guiding principle and we strive to exceed visitors' expectations by providing a safe and welcoming environment, rich in wildlife, which offers activity and excitement, and peace and tranquillity in equal measure. We welcome 4.2 million people to the Forest every year, and we want all Londoners to continue to value their Forest, and for visitors from further afield to benefit from all that the Forest has to offer.

TRUSTEE'S ANNUAL REPORT

STRUCTURE AND GOVERNANCE

The governing documents are the Epping Forest Acts 1878 and 1880 as amended. The charity is constituted as a charitable trust.

GOVERNANCE ARRANGEMENTS

The Mayor and Commonalty and Citizens of the City of London (also referred to as 'the City Corporation' or 'the City of London Corporation'), a body corporate and politic, is the trustee of Epping Forest. The City Corporation is trustee acting by the Court of Common Council of the City of London in its general corporate capacity and that executive body has delegated responsibility in respect of the administration and management of this charity to various committees and sub-committees of the Common Council, membership of which is drawn from 125 elected Members of the Common Council and external appointees to those committees. In making appointments to committees, the Court of Common Council will take into consideration any particular expertise and knowledge of the elected Members, and where relevant, external appointees. External appointments are made after due advertisement and rigorous selection to fill gaps in skills. For Epping Forest, Elected Aldermen and Members of the City of London Corporation are appointed to the Epping Forest and Commons Committee, together with four Verderers - locally elected by Epping Forest Commoners in elections held every seven years - governing Epping Forest for the Court of Common Council of the City of London Corporation.

Members of the Court of Common Council are unpaid and are elected by the electorate of the City of London. The Key Committees which had responsibility for directly managing matters related to the charity during 2019/20 were as follows:

- **Policy and Resources Committee** – responsible for allocating resources and administering the charity.
- **Finance Committee** – responsible for controlling budgets, support costs and other central charges that affect the charity as a whole.
- **Audit and Risk Management Committee** – responsible for overseeing systems of internal control and making recommendations to the Finance Committee relating to the approval of the Annual Report and Financial Statements of the charity.
- **Investment Committee** – responsible for the strategic oversight and monitoring of the performance of the charity's investments which are managed by three separate sub-committees, namely the Financial Investment Board, the Property Investment Board and the Social Investment Board.
- **Epping Forest & Commons Committee** – responsible for the activities undertaken at Epping Forest, approving budget allocations for the forthcoming year and acting as Trustees of the charity.
- **Epping Forest Consultative Committee** – considers and discusses areas of concern or debate at Epping Forest with representative user groups across the Forest– particularly those due to be raised at Epping Forest and Commons Committee.

All of the above committees are ultimately responsible to the Court of Common Council of the City of London. Committee meetings are held in public, enabling the decision-making process to be clear, transparent and publicly accountable. Details of the membership of Committees of the City Corporation are available at www.cityoflondon.gov.uk

The charity is consolidated within City's Cash as the City of London Corporation exercises operational control over their activities. City's Cash is a fund of the City Corporation that can be traced back to the 15th century and has been built up from a combination of properties, land, bequests and transfers under statute since that time. Investments in properties, stocks and shares are managed to provide a total return that:

- Allows City's Cash to use the income for the provision of services that are of importance nationally and internationally as well as to the City and Greater London;
- Maintains the asset base so that income will be available to fund services for the benefit of future generations.

The trustee believes that good governance is fundamental to the success of the charity. A comprehensive review of governance commenced during 2019/20 and is ongoing to ensure that the charity is effective in fulfilling its objectives. Reference is being made to the good practices recommended within the Charity Governance Code throughout this review. Focus is being placed on ensuring regulatory compliance and the ongoing maintenance of an efficient and effective portfolio of charities that maximise impact for beneficiaries.

ORGANISATIONAL STRUCTURE AND DECISION-MAKING PROCESS

The charity is administered in accordance with its governing instruments and the City Corporation's own corporate governance and administration framework, including Committee Terms of Reference, Standing Orders, Financial Regulations and Officer Scheme of Delegations. These governance documents can be obtained via a request to the email address stated on page 39.

Each Member by virtue of their membership of the Court of Common Council, its relevant committees and sub-committees, has a duty to support the City Corporation in the proper exercise of its functions and in meeting its duties as trustee of the charity by faithfully acting in accordance with charity law, the Terms of Reference of the relevant committee or sub-committee, and the City of Corporation's agreed corporate governance framework as noted above, backed up by its standards regime.

INDUCTION AND TRAINING OF MEMBERS

The City Corporation makes available to its Members, seminars and briefings on various aspects of its activities, including those concerning the charity, to enable Members to carry out their duties efficiently and effectively. Induction meetings are provided on specific aspects of the work of Epping Forest. If suitable seminars or other training options are identified that are relevant to the charity, Members are advised of these opportunities.

OBJECTIVES AND ACTIVITIES

The objective of the charity is the preservation of Epping Forest in perpetuity, as an open space for the recreation and enjoyment of the public. The open space consists of the lands

known as Epping Forest including Wanstead Park and Highams Park in Essex. Various buffer lands have been acquired by the City Corporation around the edges of Epping Forest.

Investment Policy

The charity's investments are held in units of the City of London Charities Pool (registered charity number: 1021138). The investment policy is to provide a real increase in annual income in the long term whilst preserving the value of the capital base. The annual report and financial statements of the Charities Pool (which include an analysis of investment performance against objectives set) are available from the Chamberlain of London, at the email address stated on page 39.

Volunteers

Epping Forest welcomes volunteers both directly and through partner organisation in all aspects of Forest management from conservation.

Remuneration Policy

The charity's senior staff are employees of the City Corporation and, alongside all staff, pay is reviewed annually. The City Corporation is committed to attracting, recruiting and retaining skilled people and rewarding employees fairly for their contribution. As part of this commitment, staff are regularly appraised and, subject to performance, eligible for the payment of bonuses and recognition awards.

The above policy applies to staff within the charity's key management personnel, as defined within note 8 to the financial statements.

The charity is committed to equal opportunities for all employees. An Equality and Inclusion Board has been established to actively promote equality, diversity and inclusion in service delivery and employment practices. The Board is responsible for monitoring the delivery of the Equality and Inclusion Action Plan and progress against the Equality Objectives for 2016-20. This also includes addressing the City Corporation's gender pay gap.

Owing to the COVID 19 pandemic and the recommendations from the Tackling Racism Taskforce, which was set up last year to identify the actions that the City Corporation could implement to tackle racism in all its forms, the Corporate Equality and Inclusion Plan is currently being updated. There is work ongoing relating the new Equalities and Inclusion objectives, that will include internal and external consultation. This is expected to take place in the summer, with publication of the revised Equalities and Inclusion objectives by the end of 2021.

Senior staff posts of the City Corporation are individually evaluated and assessed independently against the external market allowing each post to be allocated an individual salary range within the relevant grade, which incorporates market factors as well as corporate importance.

Fundraising

Section 162a of the Charities Act 2011 requires charities to make a statement regarding fundraising activities. The legislation defines fundraising as "soliciting or otherwise procuring money or other property for charitable purposes". Although Epping Forest charity does not

undertake widespread fundraising from the general public, any such amounts receivable are presented in the financial statements as “voluntary income” including grants.

In relation to the above we confirm that all solicitations are managed internally, without involvement of commercial participators or professional fund-raisers, or third parties. The day to day management of all income generation is delegated to the executive team, who are accountable to the trustee. The charity is not bound by any regulatory scheme and does not consider it necessary to comply with any voluntary code of practice.

From March 2021 a donations page has been created on the Epping Forest webpage, inviting and enabling the public to make on-line donations to either the Epping Forest Common Toad Conservation Project or the Epping Forest New Sculptures and Trail campaign.

The charity has received no complaints in relation to fundraising activities in 2020/21 (2019/20: nil). Individuals are not approached for funds, hence the charity does not consider it necessary to design specific procedures to monitor such activities.

Public benefit statement

The Trustee confirms that it has referred to the guidance contained in the Charity Commission’s general guidance on public benefit when reviewing Epping Forest’s aims and objectives and in planning future activities. The purpose of the charity is the preservation of Epping Forest in perpetuity by the City of London Corporation as the Conservators of Epping Forest, as an Open Space for the recreation and enjoyment of the public.

This charity is operated as part of the City of London Corporation’s City’s Cash. The City of London Corporation is committed to fund the ongoing net operational costs of the charity in accordance with the purpose which is the preservation of Epping Forest in perpetuity by the City of London Corporation as the Conservators of Epping Forest, as an Open Space for the recreation and enjoyment of the public.

Consequently, the Trustee considers that Epping Forest operates to benefit the general public and satisfies the public benefit test.

REFERENCE AND ADMINISTRATIVE DETAILS

The administrative details of the charity are stated on page 39.

ACHIEVEMENTS AND PERFORMANCE

The Teams across Epping Forest have ensured that the Forest remained open and accessible throughout the COVID-19 pandemic. However, with the focus on keeping the Forest open, tidy and safe, this did impact on the delivery of some of the projects planned for 2020/21 which will roll over into 2021/22.

Epping Forest's 2020/21 aims together with their outcomes were:

Participate in the City of London Corporation's Fundamental Review of public services and activity areas - No savings were required as part of the Fundamental Review, however annual efficiency savings have focused on new and improved income streams.

Epping Forest Strategy & Management Plan - London's Great Forest has now been published and targets embedded into plans for the upcoming years. Key policy documents were also completed and agreed including the cycling strategy and series of codes of conduct.

Complete an Epping Forest Special Area of Conservation (SAC) Mitigation Strategy to be adopted by key Local Plan Authorities within the SAC Zone of Influence - Two of the three key parts of the SAC Mitigation Strategy are now much progressed with an SAC Mitigation Oversight Group also meeting monthly to complete the Strategy. One part, an Air Pollution Mitigation Strategy has been adopted by Epping Forest District Council and a Strategic Access Management & Monitoring Strategy (SAMMS) has been revised and updated and is being negotiated. In the meantime, SAMMS tariffs are being collected by all local authorities in the Zone of Influence. Suitable Alternative Natural Greenspace Strategies are in development in two of the three key authorities, but more details are awaited to assess their compliance with the Habitat Regulations.

Conduct a summer Visitor Survey to further review the SAC Zone of Influence - A survey was completed in September 2019 and approved for publication in 2020. Further surveys have assessed COVID impacts on visitor numbers in June 2020 but post-COVID conditions are now awaited for a full summer survey to be carried out.

Submit a new 10-year (2020-2029) Countryside Stewardship Scheme (CSS) application - This application was submitted in September 2019, but settlement not agreed at that time as part of a national review of the CSS grant prescriptions. Following protracted negotiations, a revised offer was made by the Rural Payment Agency (RPA) and the agreement was concluded in March 2021 for £1.39m. The 10-year agreement start date remains 1st January 2020 and the agreement runs until 31st December 2029.

Complete an engineering assessment of newly designated 'high risk' Large Raised Reservoirs in the Wanstead Park lake cascade - The engineering assessment has been completed. A recommendation for undertaking a further assessment of the interaction between the River Roding and the Ornamental Waters is currently underway.

Continue to represent concerns regarding the conservation of Epping Forest through the Local Planning Process with Local Authorities. Responses have continued to be made to Local Authorities to their required deadlines, with significant milestone response made for the London Borough of Waltham Forest Local Plan Regulation 19 Consultation

and the Epping Forest District Council's (EFDC) Green Infrastructure Strategy. Progress was made with EFDC's policies with significant changes made to tighten the wording in response to our submissions. A moratorium on house-building in the EFDC area has remained in place awaiting the air pollution mitigation strategy, which was finally adopted by EFDC in February 2021

First Forest lodges will complete renovation works for letting As well as existing Assured Shorthold Tenancy (AST) lets, the first Holiday Let at Baldwins Hill completed extensive refurbishment and was launched in October 2020, with many bookings unfortunately affected by Covid restrictions. Work to invest in further empty lodges continues, with many requiring significant works due to long term dilapidations.

Full audit of domestic and commercial access arrangements across Forest Land - The access audit first phase involving a complete database of all neighbouring properties with access – both licensed and unlicensed – has been completed. This now requires assessment with site visits to over 25 remaining compartments out of the 38 Forest Compartments. Several major commercial wayleaves and easements have now been settled raising significant income during this last year.

Review and publish a new Deer Management Strategy for the Birch Hall Park Deer Sanctuary and the wild deer population ranging across the Forest and the adjoining Buffer Land - Report reviewed by Epping Forest Consultative Committee and approved in March 2021 by Epping Forest and Commons Committee with next phases of work agreed for 2021/22.

Submit a final bid to the Parklife funding stream for improved grassroots football facilities and a reduced sport 'footprint' at Wanstead Flats - The final bid process was delayed by the funding partner. We are now planning to continue this project, but with a reduced scheme and pending appointment of an operating partner.

PLANS FOR FUTURE PERIODS

The global pandemic of Coronavirus was still very much part of operations at the start of 2021/22. This may have an impact on income and ability to deliver some projects in the next 12 months.

Key projects for 2021/22 include:

Carbon Reduction -The Carbon Removals Project sits within the Corporation's current Climate Action Strategy (CAS) programme 2021-2027. Over this period, this project will see the delivery of a range of land management activities across the Open Spaces to increase carbon sequestration, ecosystem services and biodiversity to include arable reversion, tree planting, woodland and tree management and other activities. 2021/22 will be the first year of the project and the aim is to progress the following Phase 1 activities:

- Recruit to a number of roles that will lead and support the delivery of this project.
- Tender for, award, and commence studies that will identify opportunities to increase sequestration, as well as calculating the current sequestration capacity of Open Spaces and monitoring changes in sequestration, ecosystem services and biodiversity.
- Tender for, award and commence land management work.

- Commence tree planting.

Epping Forest Management Plan and Strategy - complete its publication and continue to pursue work on plans and strategies outlined within it.

Local Planning Process - The Charity will continue to represent concerns regarding the conservation of Epping Forest through the Local Planning Process with Local Authorities in order to protect the unique and delicate nature of the Epping Forest habitat.

Wanstead Parkland Plan - will be progressed further and will address areas such as Reservoir Risk, Heritage at Risk, Water Abstraction and Flood Risk to address statutory obligations in these areas.

Car Parking - Car parking charging in phase one identified areas will be rolled out from May 2021, with the second phase of charging introduced before the end of the financial year. Complementary workstreams to review Byelaws are also underway.

Implementation of Customer Relationship Management (CRM) – Implementation of CRM software systems is planned during Summer 2021, to enable efficient and compliant handling of contact data, work requests, fundraising and other customer contacts.

Developing sporting partnership opportunities - The charity will continue to investigate the benefit of working with partner organisations to improve the sporting offer at Epping Forest, particularly in the existing offer of football and golf, but possibly to include other formal sports where possible, or improve opportunities for informal fitness activities for Forest users. This will also address the issues of the costs of providing these facilities and likely income to the charity.

Lodges - Continue a programme of refurbishment of lodges at Epping Forest, investing in these assets in order to achieve appropriate rental occupation and income. This includes plans for domestic lets (assured household tenancies), as well as two lodges planned as holiday lets.

Countryside Stewardship Scheme (CSS) - The work programme for the CSS will begin, including final stage procurement of several felling contracts, under 100% capital grant aid, for work across two years from 2021 to 2023. Most of the works will be carried out under revenue payments and will be done in-house by the Operations teams working to the new schedule.

New Cattle Grazing System - As part of the CSS work programme, cattle grazing will be expanded across further areas of the Forest, in a step change for the grazing project, using a new system of GPS-driven invisible fencing. The full grazing herd within the Forest will be equipped with this new system, and the old, wired invisible fencing system used over the last 10 years will now be discontinued.

SAC Mitigation Strategy - The Oversight Group will conclude negotiations over the strategy's governance and financing arrangements and the first transfer of tariff monies from the local authorities to Epping Forest to pay for SAMMS works is expected in this next year. The priority SAMMS works are likely to include work at Leyton Flats and High Beach on new pathways to reduce damage to ancient trees and flora from visitor pressure.

Sustainable Fleet and Operations - Improved environmental efficiency of our operations, buildings and fleet, achieving compliance with next phases of ULEZ.

Budget Management - Achievement of financial savings and efficiency targets, particularly through income diversification.

Target Operating Model - Support the development of the City of London Corporation's new Target Operating Model and the creation of a new Department within which will sit this charity.

The Trustees do not consider there to be any material uncertainty around going concern and further detail regarding this is set out on page 23.

The Trustee is monitoring the situation and will continue with its purpose to preserve of Epping Forest in perpetuity by the City of London Corporation as the Conservators of Epping Forest, as an Open Space for recreation and enjoyment of the public.

FINANCIAL REVIEW

Overview of Financial Performance

Income

In 2020/21 the charity's total income for the year was £6,640,112, an overall increase of £55,465 against the previous year (£6,584,647). The principal source of income was from City of London Corporation's City's Cash fund (see below).

Income from Charitable Activities comprised £742,416 from charges for use of facilities and licences (2019/20: £583,076), £430,703 from rents (2019/20: £496,544) and £76,905 from sales of goods, products and materials (2019/20: £113,279). In August 2020, the charity received a cash settlement of £200,650 from the RSA Insurance Group in relation to a subsidence damage claim at South Lodge, on the Warren Estate.

In total, grant income of £302,944 was received in the year, towards programmes administered by the charity (2019/20: £127,290) (see below).

- A government grant of £175,944 was received in the year from the Rural Payment Agency (RPA), which provides funding to farmers and land managers to farm in a way that supports biodiversity, enhances the landscape, and improves the quality of water, air and soil. (2019/20: £127,290).
- A capital property receipt of £127,000 (2019/20: £nil) was received in 2020/21. The owner/developer of The Elms, Loughton Lane, Theydon Bois previously approached the City Corporation seeking to acquire permanent rights over the Forest verge in front of the property. The Elms is land-locked and reliant upon the verge for vehicular access from the highway. The granting of an Agreement for Easement, in return for a premium, was approved by Members and the Agreement exchanged. Proceeds from the Deed of Easement were credited to the Epping Forest Fund which can be used for the acquisition of Forest land or capital projects in the Forest.

A contribution of £12,821 was received from the Highams Park Community CIC for improvements at Epping Forest (2019/20: £nil).

Donations – being amounts received from the public through donation boxes at the Temple and at the View. In total £146 was received during the year (2019/20: £3,439). From March 2021 a donations page has been created on the Epping Forest webpage, inviting and enabling the public to make on-line donations to either the Epping Forest Common Toad Conservation Project or the Epping Forest New Sculptures and Trail campaign.

Investment income of £6,283 (2019/20: £3,639) received during the year consists of distributions from the Charities Pool and interest receivable on cash balances held on behalf of the Trust.

Other income of £8,916 was received in relation to Coronavirus Job Retention Scheme (2019/20: £nil). There are no unfulfilled conditions or other contingencies relating to this grant income and no other forms of government assistance have been received in the year.

An amount of £5,058,978 (2019/20: £5,257,380) was received from the City of London Corporation's City's Cash as a contribution towards the running costs of the charity. The

decrease in contribution was mainly due to a fewer number of cyclical building works taking place during the year (see expenditure below).

Expenditure

Total expenditure for the year relating to charitable activities expenditure was £6,665,397 (2019/20: £7,140,881). The decrease in expenditure is owing to a lower number of cyclical building works taking place during the year. This is due to the economic impact of COVID-19 and subsequent reduced income revenue generation, with the City Surveyor tasked by the Chamberlain to review current programmes of work to level the expenditure, smoothing some of the spend into a 'fourth' year to reduce the impact of committed expenditure within the next two years. The City's programme of cyclical repairs and maintenance works to maintain its operational properties in fair to good condition is usually delivered in a number of overlapping three year programmes of works. The programme is monitored by the Corporate Asset Sub Committee of the City of London Corporation.

Funds held

The charity's total funds held decreased by £24,521 to £6,385,985 as at 31 March 2021 (2019/20: £6,410,506).

The charity's designated funds consist of unrestricted income funds which the Trustee has chosen to set aside for specific purposes. Such designations are not legally binding, and the Trustee can decide to "undesignate" these funds at any time. Designations as at 31 March 2021 totalled £6,385,895 (2019/20: £6,410,506).

A restricted fund of £200,740 (2019/20: £nil) was held at year-end. This relates to Campaign Donations of £90 and a cash settlement of £200,650 from the RSA Insurance Group in relation to a subsidence damage claim (South Lodge, The Warren). From March 2021 a donations page has been created on the Epping Forest webpage, inviting and enabling the public to make on-line donations to either the Epping Forest Common Toad Conservation Project or the Epping Forest New Sculptures and Trail campaign.

Details of all funds held, including their purposes, is set out within note 17 to the financial statements.

Investments performance

Financial markets recovered strongly over the twelve months to 31 March 2021 following the decline in asset prices in early 2020 during the emergence of the global pandemic. Under these conditions investments held in the Charities Pool performed very well, generating a gross return of +30.72% for 2020/21 (2019/20: -14.78%) which compares favourably against the FTSE All Share Index benchmark return of +26.71% (2019/20 -18.45%). As a result the longer term performance of the Charities Pool investments, as displayed in the table below, has significantly improved compared to the position reported twelve months ago.

	2020/21		2019/20	
	3 year	5 year	3 year	5 year
Fund	+5.04%	+7.19%	-2.44%	+1.37%
FTSE All Share	+3.19%	+6.29%	-4.24%	+0.57%
Fund outperformance	+1.85%	+0.90%	+1.80%	+0.80%

Reserves

The charity is wholly supported by the City of London Corporation which is committed to maintain and preserve Epping Forest out of its City's Cash Funds. These Funds are used to meet the deficit on running expenses on a year by year basis. Consequently, this charity has no free reserves and a reserves policy is considered by the trustee to be inappropriate.

Principal Risks and Uncertainties

The charity is committed to a programme of risk management as an element of its strategy to preserve the charity's assets. In order to embed sound practice the senior leadership team ensures that risk management policies are applied, that there is an on-going review of activity and that appropriate advice and support is provided. A key risk register has been prepared for the charity, which has been reviewed by the Trustee. This identifies the potential impact of key risks and the measures which are in place to mitigate such risks.

The principal risks faced by the charity, and actions taken to manage them are as follows:

Risk	Actions to manage risks
Decline in Assets condition	Schedule of statutory checks and visits carried out by City Surveyor or delegated to site. Joint inspection of all buildings including residential by site and City Surveyor to capture maintenance needs. Improvements to Great Gregories.
Wanstead Park Reservoirs	Appointment of all-panels reservoir engineer to undertake a study of the risk of overtopping and identify if any actions are required. Establish Project Board, evaluate and analyse the report from the reservoir engineer and update the Environment Agency (EA).
Raised Reservoirs	Weekly inspection of reservoirs / dams. Statutory inspection visits by engineer. Complete works on the Eagle ponds and scope works on other ponds.
Invasive Non-Native Species (INNS)	Develop an INNS policy - particular focus on Oak Processionary Moth, although other pathogens and areas of concern to be tackled. Track works done to mitigate the spread of Oak Processionary Moth in Epping Forest.
Development Consents close to Forest Land	Continue to influence the Epping Forest District Council, London Borough of Waltham Forest and other surrounding local plans. Look to embed the Epping Forest Special Area of Conservation (SAC) Mitigation Strategy in

Risk	Actions to manage risks
	Local Plans and to ensure robust monitoring of the effectiveness of mitigation measures.
Loss of Forest Land and/or concession of prescriptive rights	Undertake compartment survey, regular audits, appoint land agent to negotiate commercial wayleaves. Take legal action where appropriate.
Financial management and loss of income	Apply for Rural Payments Agency grant. Assess new opportunities for income generation as well as expenditure reduction.
Declining Site of Special Scientific Interest (SSSI)/Special Area of Conservation (SAC) Condition	Apply for further Countryside Stewardship grants on the remainder of the Forest Compartments. Remodel the in-house grazing expansion plan using the new GPS invisible fencing system.
Pathogens	Implement actions arising from Massaria survey. Yearly inspection of all Rhododendron and Larch to continue to ensure Ramorum disease does not spread. Develop a biosecurity policy for whole Forest, building on Ramorum security policy approach.
Increase in Health and Safety incidents/Catastrophic Health & Safety failure	Health & Safety training (operational) system in place. Clear role and responsibilities set out in documentation and reinforced by training. Health & Safety checks on all tenanted buildings. Implementation of the Epping Contractor Protocol and permitting is now Business as Usual (BAU).
Wanstead Park – Heritage at Risk Register	Develop plans for the Park and identify potential funders / partners.
Major Incident resulting in prolonged 'Access Denial'	The Emergency Action Plan has been modified, used and tested during the pandemic.
Public behaviour	Additional Borough's introduce Public Spaces Protection Orders (PSPO's). Multi - disciplinary approach with enforcement and outreach team. Develop relationships with local authority neighbours, police services, fire service etc.
Severe Weather Events	Severe weather protocol reviewed. Training with London Fire Brigade (LFB) and Essex Fire and Rescue has taken place and we have worked jointly during the pandemic responding to emergencies such as fires within Epping forest.
Impact of Covid-19 on income generation and financial management	Working closely with Chamberlain to monitor budget lines and keep them informed as financial situation develops. Predictions on loss of income being worked up to aid longer term decision making, including rental, sports provision, catering and retail.

Risk	Actions to manage risks
Impact of Covid-19 on health and safety of visitors and staff	Public health and safety works continues. Social distancing measures erected and reviewed/renewed. Car parks closed to reduce risk of incident. Equipment inspections have continued as required. Fleet and equipment checks continue 'in-house'. Risk Assessments and Safe Systems of Work have been revised and circulated due to Covid-19 risks, particularly provision and use of Personal Protective Equipment (PPE). Procurement of necessary PPE and cleaning material needs identified. Cleaning contract standards and frequency remain a concern and is being monitored
Impact of Covid 19 accelerating long term damage to sites	Photographic monitoring of erosion of pathways underway to inform longer term reparation plans, as well as feeding into Local Plan mitigation. Impacts of greater litter, fly-tips and other antisocial behaviour, as well as associated management costs have been captured.
Open Spaces workforce wellbeing	Support offered to staff directly and indirectly affected by changing Covid conditions, including those dealing with greater operational demands, as well as those coping with challenging work-from-home environments.

TRUSTEE'S RESPONSIBILITIES

The Trustee is responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

Charity law requires the Trustee to prepare financial statements for each financial year in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under charity law the Trustee must not approve the financial statements unless the Trustee is satisfied that they give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing these financial statements, the Trustee is required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustee is responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable the Trustee to ensure that the financial statements comply with the Charities Act 2011. The Trustee is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustee is aware:

- there is no relevant audit information of which the charity's auditors are unaware; and
- the Trustee has taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Financial statements are published on the Trustee's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements, which may vary from legislation in other jurisdictions. The maintenance and integrity of the Trustee's website is the responsibility of the Trustee. The Trustee's responsibility also extends to the ongoing integrity of the financial statements contained therein.

Adopted and signed for on behalf of the Trustee.

Jamie Ingham Clark FCA
Chairman of Finance Committee of
The City of London Corporation
Guildhall, London
28 January 2022

Jeremy Paul Mayhew MA MBA
Deputy Chairman of Finance Committee
of The City of London Corporation

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF EPPING FOREST

Opinion on the financial statements

In our opinion, the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 March 2021 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

We have audited the financial statements of Epping Forest ("the Charity") for the year ended 31 March 2021 which comprise the statement of financial activities, the balance sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Independence

We remain independent of the Charity in accordance with the ethical requirements relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

Conclusions related to going concern

In auditing the financial statements, we have concluded that the Trustee's use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustee with respect to going concern are described in the relevant sections of this report.

Other information

The Trustee is responsible for the other information. The other information comprises the information included in the Annual Report and Financial Statements, other than the financial statements and our auditor's report thereon. The other information comprises: Origins of the charity; the Trustee's Annual Report section, which includes: Structure and governance, Achievements and performance, Financial review; the Trustee responsibilities; Reference and administration details. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities Act 2011 requires us to report to you if, in our opinion;

- the information contained in the financial statements is inconsistent in any material respect with the Trustee's Annual Report; or
- adequate accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of Trustee

As explained more fully in the Trustee's responsibilities statement, the Trustee is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustee determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustee is responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustee either intends to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Extent to which the audit was capable of detecting irregularities, including fraud

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- We obtained an understanding of the legal and regulatory framework applicable to the Charity. We focused on those laws and regulations that had a direct effect on the financial statements or that had a fundamental effect on the operations of the Charity. The laws and regulations we considered in this context were United Kingdom Accounting Standards (Financial Reporting Standard 102), the Statement of Recommended Practice (SORP) Accounting and Reporting by Charities (FRS 102), and the Charities Act 2011.
- We understood how the Charity is complying with those legal and regulatory frameworks, by making enquiries to management, and the Trustee, of known or suspected instances of non-compliance with laws and regulations. We corroborated our enquiries through our review of key committee board minutes.
- We reviewed the financial statement disclosures to assess compliance with the relevant laws and regulations discussed above. We remained alert to any indications of non-compliance throughout the audit.
- We assessed the susceptibility of the Charity's financial statements to material misstatement, including how fraud might occur, by discussing with management and the Trustee to understand where it is considered there was a susceptibility of fraud.
- We evaluated management's incentives and opportunities for fraudulent manipulation of the financial statements, and determined that the principal risks were related to the override of controls by management including posting of inappropriate journal entries, management bias in key accounting estimates, and the timing of income recognition.
- Audit procedures performed in response to the assessment above included: Enquiries of management; reviewing accounting estimates for bias and challenging assumptions made by management in their significant accounting estimates; Sample testing the recognition of income; Sample testing the appropriateness of journal entries.

Our audit procedures were designed to respond to risks of material misstatement in the financial statements, recognising that the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery, misrepresentations or through collusion. There are inherent limitations in the audit procedures performed and the further removed

non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we are to become aware of it.

A further description of our responsibilities for the audit of the financial statements is located at the Financial Reporting Council's ("FRC's") website at:

<https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Use of our report

This report is made solely to the Charity's Trustee, as a body, in accordance with the Charities Act 2011. Our audit work has been undertaken so that we might state to the Charity's Trustee those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity and the Charity's trustee as a body, for our audit work, for this report, or for the opinions we have formed.

BDO LLP, statutory auditor
London, UK
Date: 28 January 2022

BDO LLP is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted Funds 2020/21 £	Restricted Funds 2020/21 £	2020/21 Total Funds £	2019/20 Total Funds £
Income from:					
Voluntary activities	2	315,821	90	315,911	130,729
Charitable activities	3	1,250,024		1,250,024	1,192,899
Grant from City of London Corporation	4	5,058,978	-	5,058,978	5,257,380
Investments	5	6,283	-	6,283	3,639
Other income	6	8,916		8,916	-
Total income		6,640,022	90	6,640,112	6,584,647
Expenditure on:					
Charitable activities:					
Preservation of Epping Forest	7	6,665,397	-	6,665,397	7,140,881
Total expenditure		6,665,397	-	6,665,397	7,140,881
Net gains on investments	12	764	-	764	(711)
Net expenditure		(24,611)	90	(24,521)	(556,945)
Net movement in funds		(24,611)	90	(24,521)	(556,945)
Reconciliation of funds:					
Total funds brought forward	17	6,410,506	-	6,410,506	6,967,451
Total funds carried forward	17	6,385,895	90	6,385,985	6,410,506

All of the above results are derived from continuing activities.

There were no other recognised gains and losses other than those shown above.

The notes on pages 23 to 38 form part of these financial statements.

BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021 Total £	2020 Total £
Fixed assets:			
Heritage assets	10	379,872	380,832
Tangible assets	11	4,971,853	5,357,428
Investments	12	3,873	3,108
Total fixed assets		5,355,598	5,741,368
Current assets			
Stock		46,671	57,392
Debtors	13	262,751	293,148
Cash at bank and in hand		1,180,589	724,944
Total current assets		1,490,011	1,075,484
Creditors: Amounts falling due within one year	14	(411,114)	(357,836)
Net current assets/(liabilities)		1,078,897	717,648
Total assets less current liabilities		6,434,495	6,459,016
Creditors: Amounts falling due after more than one year	15	(48,510)	(48,510)
Total net assets		6,385,985	6,410,506
The funds of the charity:			
Restricted income funds	17	90	-
Unrestricted income funds	17	6,385,895	6,410,506
Total funds		6,385,985	6,410,506

The notes on pages 23 to 38 form part of these financial statements

Approved and signed on behalf of the Trustee.

Caroline Al-Beyerty

Chamberlain of London and Chief Financial Officer

28 January 2022

NOTES TO THE FINANCIAL STATEMENTS

1. ACCOUNTING POLICIES

The following accounting policies have been applied consistently in dealing with items that are considered material in relation to the financial statements of the charity.

(a) Basis of preparation

The financial statements of the charities, which is a public benefit entity under FRS102, have been prepared under the historical cost convention and in accordance with the Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition effective 1 January 2019) and the Charities Act 2011.

(b) Going concern

The financial statements have been prepared on a going concern basis as the Trustee considers that there are no material uncertainties about the charity's ability to continue as a going concern. The charity's governing documents place an obligation on the City of London Corporation to preserve the open spaces for the benefit of the public. Funding is provided from the City of London Corporation's City's Cash. On an annual basis, a medium-term financial forecast is prepared for City's Cash, covering the next 5 years from the period covered by these financial statements. The latest forecast anticipates that adequate funds will be available in the 12 months from the date of these financial statements being signed to enable the charity to continue to fulfil its obligations.

In making this assessment, the Trustee has considered the financial position, including future income levels and the liquidity of the charity in light of the ongoing impact of Covid-19 over the next 12-month period from these financial statements being signed. The assessment helps to provide assurances that the charity can continue to keep operating over the next 12-month period from these financial statements being signed. For this reason, the Trustee continues to adopt a going concern basis for the preparation of the financial statements.

(c) Key management judgements and assumptions

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the application of policies and reported amounts of assets and liabilities, income and expenditure. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances, the result of which form the basis of decisions about carrying values of assets and liabilities that are not readily apparent from other sources. The resulting accounting estimates will, by definition, seldom equal the related actual results.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in any future periods affected. Management do not consider there to be any material revisions requiring disclosure.

In preparing the financial statements, management has made the following key judgements: useful economic life of fixed assets and the recovery of debts.

(d) Statement of Cash Flows

As per section 14.1 of the Charities SORP the Charity is not required to produce a statement of cash flows on the grounds that it is a qualifying entity.

A Statement of Cash Flows is included within the City's Cash Annual Report and Financial Statements 2021 which is publicly available at www.cityoflondon.gov.uk.

(e) Income

All income is included in the Statements of Financial Activities (SOFA) when the charity is legally entitled to the income; it is more likely than not that economic benefit associated with the transaction will come to the charity and the amount can be quantified with reasonable certainty. Income consists of donations, charges for services and use of facilities, contributions, grants (including government grants), investment income, interest, sales and rental income.

The City of London Corporation's City's Cash meets the deficit on running expenses of the charity and also provides funding for certain capital works. This income is considered due each year end once the deficit on running expenses and capital works funding has been confirmed, and is recognised in the SOFA at this point.

(f) Expenditure

Expenditure is accounted for on an accruals basis and has been classified under the principal categories of 'expenditure on raising funds' and 'expenditure on charitable activities'. Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required, and the amount of the obligation can be measured reliably.

Governance costs include the costs of governance arrangements which relate to the general running of the charity as opposed to the direct management of functions inherent in the activities undertaken. These include the costs associated with constitutional and statutory requirements such as the cost of Trustee meetings.

Support costs (including governance costs) include activities undertaken by the City Corporation on behalf of the charity, such as human resources, digital services, legal support, accounting services, committee administration, public relations and premises costs. The basis of the cost allocation is set out in note 8.

The Trustee, the City Corporation, accounts centrally for all payroll related deductions. As a result, the charity accounts for all such sums due as having been paid. From 2021/22, the City Corporation, as Trustee, has taken a decision to seek reimbursement for the administration fees incurred from each of its charities.

(g) Pension costs

Staff are employed by the City of London Corporation and are eligible to contribute to the City of London Local Government Pension Fund, which is a funded defined benefit scheme.

The estimated net deficit on the Fund is the responsibility of the City of London Corporation as a whole, as one employer, rather than the specific responsibility of any of its three main funds (City Fund, City's Cash and Bridge House Estates) or the trusts it supports.

The Fund's estimated net liability has been determined by independent actuaries in accordance with FRS102 as £918.2m as at 31 March 2021 (£630.4m as at 31 March 2020). Since any net deficit is apportioned between the financial statements of the City of London's three main funds, the charity's Trustee does not anticipate that any of the liability will fall on the charity. The charity is unable to identify its share of the pension scheme assets and liabilities and therefore the Pension Fund is accounted for as a defined contribution scheme in these financial statements.

Barnett Waddingham, an independent actuary, carried out the latest triennial actuarial assessment of the scheme as at 31 March 2019, using the projected unit method. The actuary will carry out the next assessment of the scheme as at 31 March 2022, which will set contributions for the period from 1 April 2022 to 31 March 2024. Contribution rates adopted for the financial years 2019/20, 2020/21 and 2021/22 have been set at 21% (2018/19: 21%).

(h) Taxation

The charity meets the definition of a charitable trust for UK income tax purposes, as set out in Paragraph 1 Schedule 6 of the Finance Act 2010. Accordingly, the charity is exempt from UK taxation in respect of income or capital gains under part 10 of the Income Tax Act 2007 or section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

(i) Fixed Assets

Heritage Land and Associated Buildings

Epping Forest comprises 2,485 hectares (6,142 acres) of land stretching 12 miles from Manor Park in East London to just north of Epping in Essex, together with associated buildings. The object of the charity is the preservation of Epping Forest in perpetuity as an Open Space for the recreation and enjoyment of the public. Epping Forest is considered to be inalienable (i.e. may not be disposed of without specific statutory powers).

Land and the original associated buildings are considered to be heritage assets. In respect of the original land and buildings, cost or valuation amounts are not included in these financial statements as reliable cost information is not available and a significant cost would be involved in the reconstruction of past accounting records, or in the valuation, which would be onerous compared to the benefit to the users of these accounts

Additions to the original land and capital expenditure on buildings and other assets would be included as fixed assets at historic cost, less provision for depreciation and any impairment, where this cost can be reliably measured.

Tangible fixed assets

Assets that are capable of being used for more than one year and have a cost greater than £50,000 are capitalised. Such assets are stated at cost less accumulated depreciation and accumulated impairment losses. Depreciation is charged from the year following that of acquisition, on a straight-line basis, in order to write off each asset over its estimated useful life as follows. Land is not depreciated.

	Years
Operational buildings	30 to 50
Improvements and refurbishments to buildings	up to 30
Equipment	5 to 25
Infrastructure	up to 20
Heavy vehicles and plant	5

(j) Investments

Investments are made in the City of London Charities Pool (charity number 1021138) which is an investment mechanism operating in a similar way to a unit trust. This enables the City of London Corporation to “pool” small charitable investments together and consequently obtain better returns than would be the case if investments were made individually.

Investments are valued at bid-price. Gains and losses for the year on investments held as fixed assets are included in the Statement of Financial Activities.

(k) Stocks

Stocks are valued at the lower of cost or net realisable value. All stocks are finished goods and are held for resale as part of the charity operation.

(l) Cash

Cash and cash equivalents include cash in hand, overdrafts (if any) and short term deposits and other instruments held as part of the Corporation’s treasury management activities with original maturities of three months or less.”

(m) Funds structure

Income, expenditure and gains/losses are allocated to particular funds according to their purpose:

Restricted funds – These include income that is subject to specific restrictions imposed by donors, with related expenditure deducted when incurred.

Unrestricted income funds – these funds can be used in accordance with the charitable object at the discretion of the Trustee and include both income generated by assets held representing unrestricted funds. Specifically, this represents any surplus of income over expenditure for the charity which is carried forward to meet the requirements of future years, known as free reserves.

Designated funds – these are funds set aside by the Trustee out of unrestricted funds for a specific purpose.

(n) Insurance

The charity, elected Members and staff supporting the charity's administration are covered by the City Corporation's insurance liability policies, and otherwise under the indemnity the City Corporation provides to Members and staff, funded from City's Cash.

2. INCOME FROM VOLUNTARY ACTIVITIES

	Unrestricted funds	Restricted funds	Total 2020/21	Unrestricted funds	Restricted funds	Total 2019/20
	£	£	£	£	£	£
Grants	302,944	-	302,944	127,290	-	127,290
Donations and legacies	56	90	146	3,439	-	3,439
Contributions	12,821	-	12,821	-	-	-
Total	315,821	90	315,911	130,729	-	130,729

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds 2020/21 £	Unrestricted funds 2019/20 £
Charges for use of facilities	742,416	583,076
Sales	76,905	113,279
Rental income	430,703	496,544
Total	1,250,024	1,192,899

4. INCOME FROM THE CITY OF LONDON CORPORATION

	Unrestricted funds 2020/21 £	Unrestricted funds 2019/20 £
Revenue and capital grants from City of London Corporation	5,058,978	5,257,380

5. INCOME FROM INVESTMENTS

	Unrestricted funds 2020/21 £	Unrestricted funds 2019/20 £
Interest	<u>6,283</u>	<u>3,639</u>

6. OTHER INCOME

	Unrestricted funds 2020/21 £	Unrestricted funds 2019/20 £
Other income	<u>8,916</u>	<u>-</u>

Income for the year included:

Grants – being amounts received from organisations towards programmes operated by the charity.

- Grant income received from the Rural Payment Agency (RPA) which provides funding to farmers and land managers to farm in a way that supports biodiversity, enhances the landscape, and improves the quality of water, air and soil.
- A capital property receipt was received in 2020/21. The owner/developer of The Elms, Loughton Lane, Theydon Bois previously approached the City Corporation seeking to acquire permanent rights over the Forest verge in front of the property. The Elms is land-locked and reliant upon the verge for vehicular access from the highway. The granting of an Agreement for Easement, in return for a premium, was approved by Members and the Agreement exchanged. Proceeds from the Deed of Easement were credited to the Epping Forest Fund which can be used for the acquisition of Forest land or capital projects in the Forest.

Contributions – a contribution was received from the Highams Park Community CIC for improvements at Epping Forest. There were no contributions received in the previous financial year.

Donations – being amounts received from the public through donation boxes at the Temple and at the View. From March 2021 a donations page has been created on the Epping Forest webpage, inviting and enabling the public to make on-line donations to either the Epping Forest Common Toad Conservation Project or the Epping Forest New Sculptures and Trail campaign.

Grants from the City of London Corporation – being the amount received from the City of London Corporation's City's Cash to meet the deficit on running expenses of the charity, alongside funding for capital purchases.

Investment income – being the amount received from the Charities Pool and interest receivable on cash balances held on behalf of the Trust.

Charitable activities – being amounts generated from the sales of leaflets, books, maps cards and other publications relating to Epping Forest; charges made to the public for the use of facilities, admissions and services and from rental income.

Other income - included in Other Income on the Statement of Financial Activities is Coronavirus Job Retention Scheme income. There are no unfulfilled conditions or other contingencies relating to this grant income and no other forms of government assistance have been received in the year.

7. EXPENDITURE

Expenditure on charitable activities

	Direct costs £	Support costs £	Total 2020/21 £	Direct costs £	Support costs £	Total 2019/20 £
Preservation of Epping Forest	<u>5,564,546</u>	<u>1,100,851</u>	<u>6,665,397</u>	<u>6,118,471</u>	<u>1,022,410</u>	<u>7,140,881</u>

Charitable activity

Expenditure on the charitable activities includes labour, premises costs, equipment, materials and other supplies and services incurred in the running of Epping Forest.

Auditor's remuneration and fees for other services

BDO are the auditors of the City of London's City's Cash Fund and all of the different charities of which it is Trustee. The City of London Corporation charges the audit fee to its City's Cash Fund. From 2021/22, the City Corporation, as Trustee, has taken a decision to seek reimbursement for the audit fee incurred from each of its charities. In 2020/21 no audit fee was recharged (2019/20: £nil). No other services were provided to the charity by its auditors during the year (2019/20: £nil).

8. SUPPORT COSTS

Support costs include activities undertaken by the City of London Corporation on behalf of the Charity, such as human resources, digital services, legal support, accounting services, committee administration and premises costs. Such costs are determined on a departmental basis, and are allocated on a cost recovery basis to the charity based on time spent, with associated office accommodation charged proportionately to the space occupied by the respective activities, with the split of costs as follows:

	Charitable activities £	Governance £	2020/21 £	2019/20 £
Department:				
Chamberlain	161,195	-	161,195	159,653
Comptroller & City Solicitor	-	-	-	-
Town Clerk	-	123,958	123,958	122,856
City Surveyor	368,381	-	368,381	362,012
Open Spaces directorate	163,511	-	163,511	125,889
Other governance & support costs	78,147	-	78,147	79,501
Digital Services	205,659	-	205,659	172,499
Sub-total	976,893	123,958	1,100,851	1,022,410
Reallocation of governance costs	123,958	(123,958)	-	-
Total support costs	1,100,851	-	1,100,851	1,022,410

All support costs are undertaken from unrestricted funds. Governance costs (2019/20: £122,856) are allocated based on a proportion of officer time spent on the administration of Trustee and Committee related meetings.

9. DETAILS OF STAFF COSTS

All staff that work on behalf of the charity are employed by the City Corporation. The average number of people directly undertaking activities on behalf of the charity during the year was 81 (2019/20: 82).

Amounts paid in respect of employees directly undertaking activities on behalf of the charity were as follows:

	2020/21 £	2019/20 £
Salaries and wages	2,328,878	2,255,604
National Insurance costs	219,772	206,146
Employer's pension contributions	486,762	467,732
Total emoluments of employees	3,035,412	2,929,482

The number of directly charged employees whose emoluments (excluding employer's pension contribution and national insurance contribution) for the year were over £60,000 was 1.0 (2019/20: 1.0).

	2020/21	2019/20
£70,000 - £79,999	1.0	1.0

Remuneration of Key Management Personnel

The charity considers its key management personnel to comprise the Members of the City of London Corporation, acting collectively for the City Corporation in its capacity as the Trustee, and the Director of Open Spaces who manages the seven open spaces funded by the City of London Corporation. A proportion of the Directors' employment benefits are allocated to this charity.

Support is also provided by other chief officers and their departments from across the City of London Corporation, including the Town Clerk and Chief Executive, Chamberlain, Comptroller and City Solicitor and City Surveyor.

The amount of employee benefits received by key management personnel totalled £29,721 (2019/20: £23,090). No members received any remuneration, with directly incurred expenses reimbursed, if claimed. No expenses were claimed in 2020/21 (2019/20: £nil).

10. HERITAGE ASSETS

	2017 £	2018 £	2019 £	2020 £	2021 £
Cost					
At 1 April	388,382	388,382	388,382	388,382	388,382
At 31 March	388,382	388,382	388,382	388,382	388,382
Depreciation					
At 1 April	3,707	4,667	5,628	6,589	7,550
Charge for the year	960	961	961	961	960
At 31 March	4,667	5,628	6,589	7,550	8,510
Net book value					
At 31 March 2021	383,715	382,754	381,793	380,832	379,872
At 31 March 2020	384,675	383,715	382,754	381,793	380,832

Since 1878 the primary purpose of the charity has been the preservation of Epping Forest for the recreation and enjoyment of the public. As set out in Note 1(i), the original heritage land and buildings are not recognised in the Financial Statements. Policies for the preservation and management of Epping Forest are contained in the Epping Forest Conservation Management Plan. Records of heritage assets owned and maintained by Epping Forest can be obtained from the Director of Open Spaces at the principal address as stated on page 39.

11. TANGIBLE FIXED ASSETS

	Land and Buildings £	Infrastructure £	Vehicles and Plant £	Equipment £	Total £
Cost					
At 1 April 2020	3,661,845	4,316,167	189,736	409,738	8,577,486
Additions	-	16,466	65,792	-	82,258
At 31 March 2021	3,661,845	4,332,633	255,528	409,738	8,659,744
Depreciation					
At 1 April 2020	1,499,952	1,282,719	98,134	339,253	3,220,058
Charge for the year	197,833	230,953	33,625	5,422	467,833
At 31 March 2021	1,697,785	1,513,672	131,759	344,675	3,687,891
Net book value					
At 31 March 2021	1,964,060	2,818,961	123,769	65,063	4,971,853
At 31 March 2020	2,161,893	3,033,448	91,602	70,485	5,357,428

12. FIXED ASSET INVESTMENTS

The investments are held in the City of London Corporation Charities Pool, a charity registered in the UK with the Charity Commission (charity number 1021138). The Charities Pool is a UK registered unit trust.

The value of investments held by the charity are as follows:

	2021 £	2020 £
Market value 1 April	3,108	3,819
Gain/(loss) for the year	764	(711)
Market value 31 March	3,873	3,108
Cost 31 March	438	438
Units held in Charities Pool	438	438

The geographical spread of listed investments as at 31 March 2021 was as follows:

	Held in the UK £	Held outside the UK £	Total at 31 March 2021 £	Held in the UK £	Held outside the UK £	Total at 31 March 2020 £
Equities	3,164	449	3,613	2,400	360	2,760
Bonds	-	-	-	-	-	-
Pooled Units	206	-	206	224	-	224
Cash held by Fund Manager	54	-	54	124	-	124
Total	3,424	449	3,873	2,748	360	3,108

13. DEBTORS – AMOUNTS DUE WITHIN ONE YEAR

	2021 £	2020 £
Rental debtors	85,573	116,974
Prepayments and accrued income	36,119	36,708
Recoverable VAT	48,296	88,606
Other debtors	92,763	50,860
Total	262,751	293,148

Other debtors consist of sundry debtors of £92,763 (2019/20: £50,860). The increase in sundry debtors relates to the new Countryside Stewardship Scheme.

14. CREDITORS – AMOUNTS DUE WITHIN ONE YEAR

	2021 £	2020 £
Trade creditors	86,460	84,818
Accruals	228,177	135,170
Deferred income	70,619	85,802
Other creditors	25,858	52,046
Total	411,114	357,836

Other creditors consist of sundry creditors.

Deferred income relates to rental income received in advance for periods after the year-end.

	2021 £	2020 £
Deferred income analysis within creditors:		
Balance at 1 April	85,802	87,093
Amounts released to income	(85,802)	(87,093)
Amounts deferred in the year	70,619	85,802
Balance at 31 March	70,619	85,802

15. CREDITORS – AMOUNTS DUE AFTER MORE THAN ONE YEAR

	2021 £	2020 £
Sundry deposits	48,510	48,510

These consist of rent deposits due after more than one year.

16. ANALYSIS OF NET ASSETS BY FUND

At 31 March 2021	Unrestricted Income Funds		Restricted Funds	Total at 31 March 2021	Total at 31 March 2020
	General Funds	Designated Funds			
	£	£	£	£	£
Heritage Assets	-	379,872	-	379,872	380,832
Tangible Assets	-	4,971,853	-	4,971,853	5,357,428
Investments	-	3,873	-	3,873	3,108
Current Assets	459,624	1,030,297	90	1,490,011	1,075,484
Current Liabilities	(411,114)	-	-	(411,114)	(357,836)
Non-Current Liabilities	(48,510)	-	-	(48,510)	(48,510)
Total	-	6,385,895	90	6,385,985	6,410,506

At 31 March 2020	Unrestricted Income Funds		Restricted Funds	Total at 31 March 2020	Total at 31 March 2019
	General Funds	Designated Funds			
	£	£	£	£	£
Heritage Assets	-	380,832	-	380,832	382,754
Tangible Assets	-	5,357,428	-	5,357,428	6,179,142
Investments	-	3,108	-	3,108	3,854
Current Assets	406,346	669,138	-	1,075,484	1,377,795
Current Liabilities	(357,836)	-	-	(357,836)	(578,646)
Non-Current Liabilities	(48,510)	-	-	(48,510)	(44,760)
Total	-	6,410,506	-	6,410,506	7,320,139

17. MOVEMENT IN FUNDS

At 31 March 2021	Total as at 1 April 2020 £	Income £	Expenditure £	Gains & (losses) £	Transfers £	Total as at 31 March 2021 £
Restricted funds:						
Campaign Donations	-	90	-	-	-	90
Total restricted funds	-	90	-	-	-	90
Unrestricted funds:						
General funds	-	6,245,348	(6,195,820)	-	(49,528)	0
Designated funds:						
Tangible fixed assets	5,357,428	67,024	(467,833)	-	15,234	4,971,853
Heritage assets	380,832	-	(960)	-	-	379,872
Capital fund	437,854	127,000	-	-	(15,234)	549,620
Sports ground deposit	3,204	-	-	764	-	3,968
Golf course machinery fund	27,716	-	-	-	-	27,716
Knighton Wood maintenance	5,801	-	-	-	-	5,801
Branching Out project	42,423	-	-	-	-	42,423
Future green infrastructure fund	7,608	-	(784)	-	-	6,824
Cattle purchase fund	47,640	-	-	-	49,528	97,168
Wanstead Park/Flats future projects fund	100,000	-	-	-	-	100,000
South Lodge The Warren	-	200,650	-	-	-	200,650
Total designated funds	6,410,506	394,674	(469,577)	764	49,528	6,385,895
Total unrestricted funds	6,410,506	6,640,022	(6,665,397)	764	-	6,385,895
Total funds	6,410,506	6,640,112	(6,665,397)	764	-	6,385,985
At 31 March 2020	Total as at 1 April 2019 £	Income £	Expenditure £	Gains & (losses) £	Transfers £	Total as at 31 March 2020 £
Unrestricted funds:						
General funds	-	6,584,647	(6,566,476)	-	(18,171)	-
Designated funds:						
Tangible fixed assets	5,825,261	-	(467,833)	-	-	5,357,428
Heritage assets	381,793	-	(961)	-	-	380,832
Capital fund	538,804	-	(100,950)	-	-	437,854
Sports ground deposit	3,915	-	-	(711)	-	3,204
Golf course machinery fund	27,716	-	-	-	-	27,716
Knighton Wood maintenance	5,801	-	-	-	-	5,801
Branching Out project	42,423	-	-	-	-	42,423
Future green infrastructure fund	12,269	-	(4,661)	-	-	7,608
Cattle purchase fund	29,469	-	-	-	18,171	47,640
Wanstead Park/Flats future projects fund	100,000	-	-	-	-	100,000
Total designated funds	6,967,451	-	(574,405)	(711)	18,171	6,410,506
Total unrestricted funds	6,967,451	6,584,647	(7,140,881)	(711)	-	6,410,506
Total funds	6,967,451	6,584,647	(7,140,881)	(711)	-	6,410,506

Purposes of restricted funds

Restricted funds have been set aside by the Trustee for the following purposes:

- i. *Campaign Donations* - from March 2021 a donations page has been created on the Epping Forest webpage, inviting and enabling the public to make on-line donations to either the Epping Forest Common Toad Conservation Project or the Epping Forest New Sculptures and Trail campaign. In total £90 was received during the year (2019/20: £nil) which is all restricted income for 'Campaign Donations'.

Purposes of designated funds

Designated funds have been set aside by the Trustee for the following purposes:

- i. *Fixed Assets* – these are included at historic cost less depreciation on a straight line basis to write off their costs over their estimated useful lives and less any provision for impairment. At 31 March 2021 the net book value of fixed assets relating to direct charitable purposes amounted to £4,971,853 (2019/20: £5,357,428).
- ii. *Heritage Assets* – additions to land and capital expenditure on buildings and other assets are included as fixed assets at historic cost, less provision for depreciation and any impairment. The net book value of heritage assets to direct charitable purposes at 31 March 2021 was £379,872 (2019/20: £380,832).
- iii. *Capital Fund* - the Epping Forest capital fund was established under the Epping Forest and Open Spaces Act 1878. The fund finances the purchase, construction, or repair of Forest buildings and can also be used to purchase further charitable land. The income of the fund is comprised of income from the sale of buildings and by any contribution the City of London Corporation may wish to make to the fund. A capital property receipt of £127,000 (2019/20: £nil) was received in 2020/21. The owner/developer of The Elms, Loughton Lane, Theydon Bois previously approached the City Corporation seeking to acquire permanent rights over the Forest verge in front of the property. The Elms is land-locked and reliant upon the verge for vehicular access from the highway. The granting of an Agreement for Easement, in return for a premium, was approved by Members and the Agreement exchanged. Proceeds from the Deed of Easement were credited to the Epping Forest Fund which can be used for the acquisition of Forest land or capital projects in the Forest.
- iv. *Sports grounds deposit* – sum of money was invested in 1968 relating to the Sports ground.
- v. *Golf course machinery fund* – the purpose of this fund is to provide for the future replacement of plant and equipment at Chingford Golf Course. No purchases were made during 2020/21 (2019/20: £nil).
- vi. *Knighton Wood maintenance* - a gift was made in 1930 to be spent on maintaining the beauty of Knighton Wood. The unused balance of the fund was invested in 1931 for future use. Charity Pool units relating to E.N. Buxton Knighton Wood were sold in 2016/17. It is anticipated this will be spent in 2021/22.
- vii. *Branching Out project* - Epping Forest was awarded a £4.76m Stage 3 grant by Heritage Lottery Fund in March 2009, towards the £6.8m cost of the 'Branching Out' project. The fund is used to finance the costs of the project that are not met by the grant and are to be provided by Epping Forest. The scheme was completed in 2017/18. Verification of final accounts is underway.
- viii. *Future green infrastructure fund* - The Green Arc Partnership takes a strategic view of future 'green' infrastructure, principally the provision of further public open space in London's peri-urban fringe and metropolitan green belt. The City of London as the

- lead authority holds the funding and meets expenditure when required. Expenditure amounted to £784 in 2020/21 (2019/20: £4,661).
- ix. *Cattle purchase fund* - The purpose of this fund is to provide for the future purchase of cattle. £49,528 was transferred into reserve as at 31 March 2021 (2019/20: £18,171).
 - x. *Wanstead Park/Flats future projects fund* - the City of London Corporation received a payment of £195,000 as a fee-in-lieu-of-rent in compensation for the temporary use of part of Wanstead Flats for 90 days spanning the 2012 Olympic and Paralympic Games. No expenditure incurred during the accounting period. The balance of £100,000 will be used for future projects at Wanstead Park and Wanstead Flats.
 - xi. *South Lodge The Warren* - in August 2020, the charity received a cash settlement of £200,650 from the RSA Insurance Group in relation to a subsidence damage claim at South Lodge, on the Warren Estate. (2019/20: £nil). The full amount was transferred into reserve as at 31 March 2021.

18. RELATED PARTY TRANSACTIONS

The City Corporation is the sole Trustee of the charity, as described on page 2. The City Corporation provides various services to the charity, the costs of which are recharged to the charity. This includes the provision of banking services, charging all transactions to the charity at cost and crediting or charging interest at a commercial rate. The cost of these services is included within expenditure, as set out in note 6.

The charity is consolidated within the accounts of City's Cash, a fund of the City of London Corporation (the City Corporation, the Corporate Trustee of the charity), by virtue of the deemed control arising from the provision of the shortfall between the charity's income and expenditure by City's Cash, whose place of business is Guildhall, London EC2P 2EJ. The principal purpose of City's Cash is to manage its investments in properties, stocks and shares to provide returns which allows the City Corporation to use the income for the provision of services that are of importance to the City and Greater London as well as nationally and internationally, and to maintain the asset base so that income will be available to fund services for the benefit of future generations. The financial statements of City's Cash can be obtained from the address provided above.

The charity is required to disclose information on related party transactions with bodies or individuals that have the potential to control or influence the charity. Members are required to disclose their interests, and these can be viewed online at www.cityoflondon.gov.uk.

Members and senior staff are requested to disclose all related party transactions, including instances where their close family has made such transactions.

Figures in brackets represent the amounts due at the balance sheet date. Other figures represent the value of the transactions during the year.

Related party	Connected party	2020/21 £	2019/20 £	Detail of transaction
City of London Corporation	The City of London Corporation is the Trustee for the charity	5,058,978 (nil)	5,257,380 (nil)	The City of London Corporation's City's Cash meets the deficit on running expenses of the charity
		1,100,851 (nil)	1,022,410 (nil)	Administrative services provided for the charity
		6,283 (nil)	3,639 (nil)	Distribution from the Charities Pool

REFERENCE AND ADMINISTRATION DETAILS

CHARITY NAME: Epping Forest

Registered charity number: 232990

PRINCIPAL OFFICE OF THE CHARITY & THE CITY CORPORATION:

Guildhall, London, EC2P 2EJ

TRUSTEE:

The Mayor and Commonalty & Citizens of the City of London

SENIOR MANAGEMENT:

Chief Executive

John Barradell OBE - The Town Clerk and Chief Executive of the City of London Corporation

Treasurer

Caroline Al-Beyerty - The Chamberlain & Chief Financial Officer of the City of London Corporation (appointed 1 May 2021)

Dr Peter Kane - The Chamberlain of the City of London Corporation (retired 30 April 2021)

Solicitor

Michael Cogher - The Comptroller and City Solicitor of the City of London Corporation

Open Spaces

Colin Buttery – Director of Open Spaces

AUDITORS:

BDO LLP, 55 Baker Street, London, W1U 7EU

BANKERS:

Lloyds Bank Plc., P.O. Box 72, Bailey Drive, Gillingham Business Park, Kent ME8 0LS

INVESTMENT ADVISORS:

Artemis Investment Management Limited, Cassini House, 57 St. James's Street, London, SW1A 1LD

Contact for The Chamberlain, to request copies of governance documents & of the Annual Report of City's Cash:

PA-DeputyChamberlain@cityoflondon.gov.uk

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Committee(s)	Dated: 11 July 2022
Committee name – Epping Forest & Commons Committee	
Subject: Assistant Director's update for The Commons.	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly? Contribute to a flourishing society Shape outstanding environments	1,2,3,4 10,11,12
Does this proposal require extra revenue and/or capital spending?	NO
If so, how much?	£ N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	Y/N N/A
Report of Juliemma McLoughlin, Executive Director Environment	For Information
Report author: Andy Barnard, Assistant Director, The Commons, Environment Department	

Summary

This report provides 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.

Recommendations

Members are asked to note the contents of this report.

Main Report

Burnham Beeches and Stoke Common

1. The volunteers have been busy at both Burnham Beeches and Stoke Common carrying out a range of tasks in support of the summer work programmes. These have included path repair works, site maintenance work such as sign board installation and fence repairs, summer bracken 'bashing' to stop it from getting too dense and competing with the veteran trees and, moving the electric fences for the cows on the main common. Specific projects included

the installation of earth bunds to protect areas from vehicles and the creation of a wildlife garden at the information point and café.

2. The annual reptile survey at Stoke Common was completed at the end of May in total 15 volunteers visited the common 98 times, April to May, to Check 10 survey areas and contributing over 140 hours of survey effort and providing information allowing us to monitor the spread of key species across the common following restoration works.
3. Volunteers also helped to replace an old wooden boardwalk that was starting to fall apart, with a brand new all recycled plastic version. Individual volunteers helped the Ranger team over the course of a week to break up and remove the old boardwalk and install the new and we couldn't have done it so quickly without them.
4. The ponies are back in the Beeches, along with four cattle they are grazing within the 43ha fenced area which includes the heathland and mire as well as wood pasture. The other four cows have been munching the long grass of the Main Common within an 'old fashioned' electric fence which has been moved so that they have grazed it in three sections. They are currently in the most prominent position right opposite the car parks and closest to the café. So far we have had lots of positive comments from visitors. The cows will have moved to the invisible fence enclosures by the time of this committee meeting
5. The annual grey squirrel control is underway in the areas with the old and young pollards, this project takes up a significant amount of ranger time but is essential in enabling the trees to grow after cutting.
6. Oak processionary moth (OPM) nest surveying has started on Stoke Common, staff time being augmented by some volunteer surveyors. As expected, as this is just the third year of OPM being found at Stoke Common, the number of nests being found is still increasing, along with costs of their removal.
7. Disney Productions have completed filming at the Beeches and the income has exceed this year's financial target. The replacement of an old tractor and other aging equipment is now possible.
8. The Eco-volunteer Group has been assisting with the annual vegetation monitoring and has also been searching for some specific invertebrate species not seen for several years using a variety of methods.
9. The rare fungus *Meruliporia pulverulenta* has been identified from Burnham Beeches. It is a summer fruiting species of hollow oak trees known in the UK from only a few places, also including Epping Forest, Blenheim and Windsor

Great Park. Work being carried out on the central grant given to the Bucks Fungus Group is progressing well with two new species to science being confirmed from Burnham Beeches via DNA analysis, the next step is to write the formal descriptions. Leaves were collected from eight 'crab' apple trees in Burnham Beeches for genetic testing as part of the central grant funded project coordinated by Orchard Network. Six window traps and six subterranean pitfall traps have been installed for the summer as part of a saproxylic survey. The last serious survey in the Beeches was over 25 years ago using older collecting techniques so this work aims to provide an update and include examining some of the older oak trees. The surveyor is also doing some hand searching.

10. The apprentice has finished all his required college attendance and has played a key role in the boardwalk replacement above. His reptile survey of the Beeches showed that reptiles have expanded into a relatively newly cleared area on the mire.
11. The public archaeological excavation of a woodbank organised by the Beacons of the Past Heritage Lottery Fund has been completed. While nothing of significance was found it seems highly likely that the bank is an extension of that excavated a few years ago which extends out from Sevenways Plain Hillfort but was apparently constructed some time later. The 'Iron Age' public open day was well attended with demonstrations of iron smelting and displays about apothecary and pigments.
12. Events during the period included a Jubilee trail, themed to highlight historical connections between the Beeches and the Monarchy. This included the tree designated for the Queen's Golden Jubilee and information about the designation of the whole area as part of the Queen's Green Canopy this year. A second 'meet the Ranger' themed on reptiles was also popular.
13. Air quality monitoring points have been set up with the Burnham Beeches SAC using s106 funding from SSE who are redeveloping Slough Power Station. Ammonia and nitrogen dioxide will be monitored for a year at six locations, including one up in the tree canopy to compare air quality at different levels above ground in the area where the most interesting lichens have been found in the Beeches recently. Once the year has been completed the funding will pay for a report, which will bring in results of other studies too, including that from the National ammonia network which already has one monitoring point in the Beeches.

14. The carrying capacity study relating to Burnham Beeches, funded using Bucks mitigation funding, has been completed. The concept of establishing a carrying capacity for a variety of different aspects of the Beeches was explored, for example, trees, vegetation, ground nesting birds, historic environment and visitor experience. Fixing a precise figure for the number of visitors that the Beeches can support is impossible for most of the topics studied but the report provides evidence for use in an Access Strategy which is the next phase of the work.
15. A meeting was held with Summerleaze Ltd. and Natural England to discuss the future management of the quarry site which is coming to the end of its working life. Options discussed included supporting Burnham Beeches through a SANG or via biodiversity net gain. Discussions are continuing since the meeting.
16. Several housing developments are on hold within the Slough Borough Council area while mitigation to protect Burnham Beeches from the impact of recreational pressure is being agreed, several options are still being considered.

PARTNERSHIPS

Kenley Revival update

17. The project has now finished and a Gateway 6 completion report is being prepared for consideration by this committee in September.

The West Wickham and Coulsdon Commons

18. The Sussex cattle have been continuing with seasonal conservation grazing across the Coulsdon Commons as part of Countryside Stewardship. The main herd of 44 calves and cows have been moved to Farthing Downs whilst smaller herds are grazing grassland compartments on the remaining sites.
19. Lambing was a success with 17 new lambs added to the flock of Jacob sheep. The lambs and ewes, which are still vulnerable to dogs, will be kept in a secure paddock to graze before moving to open fields in the coming months. Lambing was reintroduced last year for the first time since 2012.
20. A new pond has been created in an enclosed area adjacent to the railway cutting on Riddlesdown to increase aquatic habitat for birds, invertebrates and reptiles. The area surrounding the pond has been planted with a mixture of native shrubs

and trees in addition to an existing hibernaculum for common lizards and amphibians.

21. Permanent fencing has been erected around two exposed WWII anti-aircraft gun emplacements located on Kenley Common so that they can be viewed more easily and safely. These would have been part of the ground defences in place to protect the airfield during significant fighting that took place at this key Battle of Britain fighter station. These were first uncovered during the Kenley Revival Archaeological dig in 2017. Signage will now be designed and installed, informing visitors of these important aviation heritage features.
22. Staff from Network Rail helped rangers to remove young hawthorn samplings using hand-held 'tree poppers' from the chalk grassland on Hilltop, Kenley Common as part of a team corporate volunteering day. Removing the young hawthorn using these devices helps to control dense growing scrub in a sustainable way that would otherwise require the application of herbicides or coppicing. The field where the visiting volunteers were working has undergone extensive scrub control to help chalk grassland plants flourish. Several species of orchid have now been seen including bee, pyramidal and man orchid.
23. The skylark trial plot on Farthing Downs has prompted positive reaction from the local community and visitors. The trial, which includes a large, fenced plot to minimise disturbance from dogs and predators to these ground-nesting birds, will run until the end of the skylark breeding period in August. Several skylarks have been observed in the fenced area.
24. Sections of path at Spring Park that were heavily afflicted by winter rain, mud and erosion have been repaired and resurfaced. The new path will limit the damage to the surrounding woodland where desire lines have appeared throughout the winter.
25. A large chalk bund has been installed in the overflow car park on Farthing Downs as a solution to reduce dangerous driving and anti-social behaviour. The bund runs down the centre of the car park, thus reducing the speed of drivers. Seed will be collected from the upcoming hay cut and spread onto the bund to help wildflowers and local grasses to establish.
26. Volunteers have been assisting rangers across the Coulsdon and West Wickham Commons including actions to remove mares tail and bull rush in the pond at Spring Park, as well as cutting back vegetation along Rights of Way on Farthing Downs, Coulsdon Common and Kenley Common. Riddlesdown volunteers have been helping the Ranger with new fencing to expand the grazing area on Famet to increase the diversity of wildflower species found on this key area of chalk grassland.

27. Through a series of free spring and summer events focussing on conservation, heritage and landscape the rangers have directly engaged with 287 people. Events have included wildflower, evening bat and wildlife at dusk walks as well as community clean-ups, dawn chorus walks and heritage tours across the Commons. These events have been extremely popular with many becoming fully booked within 1-2 days of publishing them.

Ashtead Common

28. Interviews were held for the newly created Assistant Ranger post on June 17. Ashtead's former Apprentice was successful and is due to start in the role imminently.
29. The Birch/Aspen Grazing Area was extended by 3.1ha to create a total area of 8.85ha. This aligns with the management plan objective to expand grazing by 23.6ha over the whole common. When complete 51.37ha of Ashtead Common will be grazed. 10 Belted Galloway cattle supplied by Surrey Wildlife Trust arrived in May.
30. Oak Processionary Moth (OPM) appears to be much less prevalent than previous years. Research undertaken at neighbouring Epsom Common suggests that over 50% of OPM nests now contain a parasitic fly. This together with other forms of predation appear to be controlling numbers.
31. Ashtead Common Consultative Group met on May 25 to discuss items such as grazing expansion, the Climate Action Strategy, ecological surveying and the annual work programme.

Incidents

Burnham Beeches & Stoke Common

32. There were 13 incidents during the period. These included :- four related to BBQs, one fly tipping, one x Public Spaces Protection Order incident requiring a formal warning letter and another dog walker was written to about keeping dogs under effective control. The remainder were a mixture of fly- tipping, one car break-in, injured wildlife and rangers helping a visitor who fell whilst walking in the Beeches and required an ambulance.

Ashtead Common

33. Six incidents were reported during this period. These included a barbeque, two incidents of graffiti, anti-social behaviour, damage to an electric fence and a minor road traffic collision.

The West Wickham and Coulsdon Commons

34. There were 9 incidents during the period. These included 2 that related to graffiti being sprayed on infrastructure, 1 incident of vandalism where several 20mph signs were removed along the roadside of Farthing Downs and 2 incidents of fly tipping where one of these included dumped cannabis farm equipment.
35. Two incidents required medical attention from paramedics after a rider fell from her horse on Farthing Downs and a woman potentially broke her hip after a fall on Kenley Common.
36. A car parked in the Riddlesdown car park was observed with covered number plates to bypass the ANPR system in place there.
37. One incident related to an unprovoked dog attack on small dog on Kenley Common.

Filming, major events and other activities

The West Wickham and Coulsdon Commons

Burnham Beeches

38. A large Disney film has been using Burnham Beeches as location. This was due to be finished and the unit gone from site by the end of May. However, a combination of poor weather on actual shoot days at the end of May, followed by covid issues and subsequent actor availability meant the shoot didn't actually leave until the third week of June. The bulk of the time the shoot was on site was preparation work and standby with only a relatively low number of actual filming days. However, as with all such shoots they are required to implement a range of controls to ensure no damage occurs to the Beeches and the Ranger team monitors activity very closely. Although income from filming is necessary and very welcome the additional three weeks of activity on site was not particularly helpful for other work programmes.

Ashted Common

39. Two guided walks held to celebrate Ashted Common's designation as a Queens Green Canopy woodland were well attended.
40. Ashted's Village Day returned after a two-year covid absence and the common had a stall promoting the new management plan.

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Committee(s)	Dated:
Epping Forest and Commons	11 July 2022
Subject: Ashtead Common Trustees Annual Report and Financial Statements for the Year Ended 31 March 2021	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	n/a
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	n/a
What is the source of Funding?	n/a
Has this Funding Source been agreed with the Chamberlain's Department?	n/a
Report of: The Chamberlain Executive Director Environment	For Information
Report author: Beatrix Jako - Chamberlains	

Summary

The Trustee's Annual Report and Financial Statements for the Year ended 31 March 2021 for Ashtead Common (charity registration number 1051510) are presented for information in the format required by the Charity Commission.

Recommendation(s)

It is recommended that the Trustee's Annual Report and Financial Statements for the 2020/21 Financial Year be noted.

Main Report

1. The Trustee's Annual Report and Financial Statements are presented for information, having been signed on behalf of the Trust by the Chairman and Deputy Chairman of the Finance Committee and the auditors BDO LLP. The information contained within the Annual Report and Financial Statements has already been presented to your Committee via outturn report on 12 July 2021.
2. Following on from a previous review of the charities for which the City is responsible, (completed in 2010), which detailed key reports that should be presented to your Committee. The Trustees Annual Report and Financial Statements was one of these reports. Information from these statements will form the Annual Return to the Charity Commission. Since this undertaking the City Corporation has recently approved that a further comprehensive review be

undertaken across all of its charities, the outcome of which will be reported to this committee in due course.

3. The Trustee's Annual Report and Financial Statements were submitted to the Charity Commission within the regulatory deadline of 31 January 2022.

Appendices

- Appendix 1 – Ashted Common Report and Financial Statements for the year ended 31 March 2021

Beatrix Jako

Acting Senior Accountant – Chamberlain's Financial Services Division

E: Beatrix.Jako@cityoflondon.gov.uk

Ashtead Common

Annual Report and Financial Statements for the
year ended 31 March 2021

Charity registration number 1051510

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ORIGINS OF THE CHARITY

Ashted Common is a 200-hectare area of open space, home to over 1,000 living veteran oak pollards. Its natural and cultural heritage are of national importance, the legacy of centuries of interaction between people and the environment. The Ashted Common charity was established under the Corporation of London (Open Spaces) Act 1878 which states that the purpose of the charity is the preservation of the Common at Ashted for the recreation and enjoyment of the public.

Acquisition

The City of London acquired the Lordship of the Manor of Ashted from the Trustees of Lord Barnby's Charitable Foundation on March 25th 1991. It was the wish of the Trustees that the nature of the Common be forever preserved for the use and benefit of the general public. To achieve this, they approached Mole Valley District Council, who already held a lease for Woodfield, to see whether they would be prepared to purchase the Common. In subsequent negotiations it was agreed that Mole Valley District Council would complete the acquisition of the southern part of Woodfield for the sum of £875. The Trustees transferred the remainder of the Common directly to the City of London for the sum of £29,125.

Protected rights and designations

Ashted Common was registered as a common in 1968 (register unit number CL 280). An entry was made in the Register of Common Land in 1970 to record rights in common held by the private owners of Newton Wood. These include rights of access, right of pasture for four cattle, estovers (collection of fallen branches or bracken) and turbary (turf or peat). In conjunction with Epsom Common, much of Ashted Common (180 hectares) was designated as a Site of Special Scientific Interest (SSSI) in 1955 for its diversity of habitat, rare invertebrates (particularly decaying wood specialists, flies and butterflies) and rich community of breeding birds. Woodfield (8 hectares) was not included but was later designated as a Site of Nature Conservation Importance for species diversity with rare species present. The area designated as National Nature Reserve on September 26th 1995 follows the SSSI boundary, so it too is 180 hectares in size. As well as Woodfield, the other notable exclusions include the City owned land south of the railway line (sometimes called Craddocks Wood), and a thin strip adjacent to the railway line between the Woodlands Road entrance and Bridleway 38. Ashted Common was registered as a charity on December 19th 1995.

Community involvement and visitors

The City of London adopted aspects of the Community Woodland model when it acquired Ashted Common in 1991, and the local community has been an integral part of the Commons' management ever since. Primarily it is through practical conservation volunteering that the local community is involved. Much of the work to manage the Common is literally done by the local community itself.

TRUSTEE'S ANNUAL REPORT

STRUCTURE AND GOVERNANCE

GOVERNING DOCUMENTS

The Governing Document is the Corporation of London (Open Spaces) Act 1878. The charity is constituted as a charitable trust.

GOVERNANCE ARRANGEMENTS

The Mayor and Commonalty and Citizens of the City of London (also referred to as 'the City Corporation' or 'the City of London Corporation'), a body corporate and politic, is the trustee of Ashtead Common. The City Corporation is trustee acting by the Court of Common Council of the City of London in its general corporate capacity and that executive body has delegated responsibility in respect of the administration and management of this charity to various committees and sub-committees of the Common Council, membership of which is drawn from 125 elected Members of the Common Council and external appointees to those committees. In making appointments to committees, the Court of Common Council will take into consideration any particular expertise and knowledge of the elected Members, and where relevant, external appointees. External appointments are made after due advertisement and rigorous selection to fill gaps in skills. Elected Aldermen and Members of the City of London Corporation are appointed to the Epping Forest and Commons Committee governing Ashtead Common by the Court of Common Council of the City of London Corporation.

Members of the Court of Common Council are unpaid and are elected by the electorate of the City of London. The Key Committees which had responsibility for directly managing matters related to the charity during 2020/21 were as follows:

- **Policy and Resources Committee** – responsible for allocating resources and administering the charity.
- **Finance Committee** – responsible for controlling budgets, support costs and other central charges that affect the charity as a whole.
- **Audit and Risk Management Committee** – responsible for overseeing systems of internal control and making recommendations to the Finance Committee relating to the approval of the Annual Report and Financial Statements of the charity.
- **Epping Forest and Commons Committee** - responsible for the activities undertaken at Ashtead Common, approving budget allocations for the forthcoming year and acting as Trustee of the charity.

All of the above committees are ultimately responsible to the Court of Common Council of the City of London. Committee meetings are held in public, enabling the decision-making process to be clear, transparent and publicly accountable. Details of the membership of Committees of the City Corporation are available at www.cityoflondon.gov.uk

The charity is consolidated within City's Cash as the City of London Corporation exercises operational control over their activities. City's Cash is a fund of the City Corporation that can be traced back to the 15th century and has been built up from a combination of properties,

land, bequests and transfers under statute since that time. Investments in properties, stocks and shares are managed to provide a total return that:

- Allows City's Cash to use the income for the provision of services that are of importance nationally and internationally as well as to the City and Greater London;
- Maintains the asset base so that income will be available to fund services for the benefit of future generations.

The trustee believes that good governance is fundamental to the success of the charity. A comprehensive review of governance commenced during the year and is ongoing to ensure that the charity is effective in fulfilling its objectives. Reference is being made to the good practices recommended within the Charity Governance Code throughout this review. Focus is being placed on ensuring regulatory compliance and the ongoing maintenance of an efficient and effective portfolio of charities that maximise impact for beneficiaries.

ORGANISATIONAL STRUCTURE AND DECISION-MAKING PROCESS

The charity is administered in accordance with its governing instruments and the City Corporation's own corporate governance and administration framework, including Committee Terms of Reference, Standing Orders, Financial Regulations and Officer Scheme of Delegations. These governance documents can be obtained via a request to the email address stated on page 27.

Each Member by virtue of their membership of the Court of Common Council, its relevant committees and sub-committees, has a duty to support the City Corporation in the proper exercise of its functions and in meeting its duties as trustee of the charity by faithfully acting in accordance with charity law, the Terms of Reference of the relevant committee or sub-committee, and the City of Corporation's agreed corporate governance framework as noted above, backed up by its standards regime.

INDUCTION AND TRAINING OF MEMBERS

The City Corporation makes available to its Members, seminars and briefings on various aspects of its activities, including those concerning the charity, to enable Members to carry out their duties efficiently and effectively. Induction meetings are provided on specific aspects of the work of Ashtead Common. If suitable seminars or other training options are identified that are relevant to the charity, Members are advised of these opportunities.

OBJECTIVES AND ACTIVITIES

The objective of the charity is the preservation in perpetuity of the common at Ashtead as an open space for the recreation and enjoyment of the public.

Purposes of the charity as set out in the governing document, the Corporation of London (Open Spaces) Act 1878:

- Ashtead Common to be kept as open space for public recreation.
- Natural aspect to be preserved.
- Protect the timber and other trees, pollards, shrubs, underwood and herbage.
- Land to be unenclosed and unbuilt upon, except those features required for better attainment of the Act and deemed necessary by the City.
- Byelaws protecting the site and its features to be enforced.
- Encroachments to be resisted and abated.

Main activities undertaken in relation to these purposes:

- Practical conservation management activities to maintain the biodiversity of Ashtead Common, such as tree surgery work on the veteran oak pollards, bracken suppression and management of firebreaks, scrub, grassland and wetland habitats.
- Providing volunteering opportunities to encourage community involvement.
- Providing and maintaining facilities for informal recreation.
- Grazing with cattle.
- Protecting Ashtead Common and its users from harm by patrolling, enforcing byelaws, resisting encroachments, challenging threats and managing assets.
- Providing educational activities and events.
- Surveying and monitoring, for wildlife, visitor use, archaeological investigations and pollution monitoring.
- Managing and protecting Scheduled Monuments, including a Roman villa and tileworks.
- Managing and creating watercourses and water management systems

Ashtead Common's natural and cultural heritage are of national importance, the legacy of centuries of interaction between people and the environment. As we progress through the 2020's and beyond the challenge of protecting this valuable resource will increase as pressures from environmental and human factors mount

Aims of the charity

- Maintain the biodiversity of Ashtead Common by managing habitats to favourable condition and achieving conservation gains that benefit the site and beyond.
Governing document link: preserve natural aspect, protect the timber and other trees, pollards, shrubs, underwood and herbage.
- Encourage the sustainable use of Ashtead Common for recreation and promote community involvement in all aspects of the site.
Governing document link: commons acquired by the City to be kept as open spaces for the recreation and enjoyment of the public
- Protect Ashtead Common and its users from harm. Challenge threats and maintain assets, including heritage assets, in good condition.

Governing document link: open spaces kept unenclosed and unbuilt upon. Shall by all lawful means prevent, resist and abate enclosures, encroachments and buildings upon. The City may from time to time make and alter byelaws.

The Ashtead Common Management Plan describes the strategy for achieving these aims.

Volunteers

Normally Ashtead Common achieves a high degree of volunteer input, mainly through the provision of practical conservation activities. Due to national restrictions imposed to manage Covid-19 the Ashtead Common Volunteers were only able to meet in October. During this month 315 hours of volunteering were recorded.

Remuneration Policy

The charity's senior staff are employees of the City Corporation and, alongside all staff, pay is reviewed annually. The City Corporation is committed to attracting, recruiting and retaining skilled people and rewarding employees fairly for their contribution. As part of this commitment, staff are regularly appraised and, subject to performance, eligible for the payment of bonuses and recognition awards.

The above policy applies to staff within the charity's key management personnel, as defined within note 7 to the financial statements.

The charity is committed to equal opportunities for all employees. An Equality and Inclusion Board has been established to actively promote equality, diversity and inclusion in service delivery and employment practices. The Board is responsible for monitoring the delivery of the Equality and Inclusion Action Plan and progress against the Equality Objectives. This also includes addressing the City Corporation's gender, ethnicity and disability pay gaps.

Owing to the COVID 19 pandemic and the recommendations from the Tackling Racism Taskforce, which was set up last year to identify the actions that the City Corporation could implement to tackle racism in all its forms, the Corporate Equality and Inclusion Plan is currently being updated. There is work ongoing relating the new Equalities and Inclusion objectives, that will include internal and external consultation. This is expected to take place in the summer, with publication of the revised Equalities and Inclusion objectives by the end of 2021.

Senior staff posts of the City Corporation are individually evaluated and assessed independently against the external market allowing each post to be allocated an individual salary range within the relevant grade, which incorporates market factors as well as corporate importance.

Fundraising

Section 162a of the Charities Act 2011 requires charities to make a statement regarding fundraising activities. The legislation defines fundraising as "soliciting or otherwise procuring money or other property for charitable purposes". Although Ashtead Common charity does not undertake widespread fundraising from the general public, any such amounts receivable are presented in the financial statements as "voluntary income" including grants.

In relation to the above we confirm that all solicitations are managed internally, without involvement of commercial participators or professional fund-raisers, or third parties. The

day to day management of all income generation is delegated to the executive team, who are accountable to the trustee. The charity is not bound by any regulatory scheme and does not consider it necessary to comply with any voluntary code of practice.

The charity has received nil complaints in relation to fundraising activities in the current year (2019/20: nil). Individuals are not approached for funds, hence the charity does not consider it necessary to design specific procedures to monitor such activities.

Public benefit statement

The Trustee confirms that it has referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing Ashtead Common's aims and objectives and in planning future activities. The purpose of the charity is the preservation in perpetuity of the common at Ashtead as an open space for the recreation and enjoyment of the public. Almost the entire open space is designated as a National Nature Reserve and Site of Special Scientific Interest.

Past land use has influenced the Common, creating its rich ecological and cultural diversity. Today it is an important amenity resource for local people, who use the site for a variety of informal recreational and educational activities. Local people are actively encouraged to become involved as volunteers in all aspects of managing the Common.

Consequently, the Trustee considers that Ashtead Common operates to benefit the general public and satisfies the public benefit test.

REFERENCE AND ADMINISTRATIVE DETAILS

The administrative details of the charity are stated on page 27.

ACHIEVEMENTS AND PERFORMANCE

Restrictions imposed to limit the spread of Covid-19 had a significant impact on the work of the charity during 2020-21. For considerable periods of time the ranger team were restricted to having just one person present on site at any one time, whilst the remaining team members worked from home. Visitor numbers were significantly higher than usual, but on the whole people behaved appropriately and continued to treat the Common with respect.

The key targets for 2020/21 together with their outcomes were:

Countryside Stewardship Scheme - Work has commenced on an application for funding under the governments Countryside Stewardship Scheme. For the past 10 years Ashted Common has benefitted from funding from the Environmental Stewardship Scheme, but this ended on 31 March 2021. If successful, the new scheme will commence in January 2022, so there will be a nine-month funding gap in 2021.

The Management Plan - The draft 2021-2031 Ashted Common Management Plan went out for public consultation during August and early October using an online platform. This generated over 450 responses and a considerable amount of positive input into the process. The Ashted Common Consultative Group considered the responses, adding their own input. The Plan was agreed by the Epping Forest and Commons Committee in March 2021. The result is one of the most widely distributed and commented on management plans produced for the site.

Veteran Tree Management - A revised veteran tree management schedule was produced by Treework Environmental Practice. Generally, the approach to managing veteran trees has transitioned away from a regime of phased retrenchment to one-off treatments to prolong life. The individual tree is then monitored for an extended period before a decision is made on further interventions. This new plan reflects this approach and sets a corresponding 10-year schedule of work.

Habitat Management - A full programme of habitat management activity was delivered, including work to protect 47 ancient oak trees in District Seven. No aerial work was undertaken on the ancient oaks themselves because the trees showed signs of stress following a very dry spring. However, work to release them from competing vegetation was implemented in accordance with the schedule. Scrub and ride management work went ahead as planned.

Grazing - The site was not grazed this year due to Covid-19 as it was not possible to work with volunteers to establish the grazing areas and there were too few team members on site to provide support if there were issues with the animals.

Rangers - Ashted Common's Apprentice Ranger continued to gain valuable experience in the sector despite some disruption caused by the pandemic.

Oak Processionary Moth – This did not cause the anticipated level of impact this year. Approximately 90 nests were removed, which was 900 less than last year. The contractors undertaking the ancient tree work in District Seven were not hindered at all by OPM. There are some indications that natural predation is suppressing numbers.

Roman Villa and Earthworks - Surrey County Archaeological Unit were commissioned to scope the preparation of a conservation management plan for the Roman Villa and Earthworks. Their proposal was accepted, and they have been contracted to produce the final plan early in 2021-22.

PLANS FOR FUTURE PERIODS

The global pandemic of Coronavirus was still very much part of operations at the start of 2021/22. This may have an impact on income and ability to deliver some projects in the next 12 months.

Key projects for 2021/22 include:

Implementing the Management Plan - The new 2021-31 Management Plan lists several essential activities for 2021-22, all aimed at maintaining the common's value for wildlife and people. Work to protect the ancient oak pollards will continue, including the maintenance and extension of the firebreak network. Grazing, scrub management and grassland management are also listed as essential activities, alongside access and risk management work to ensure the common remains a safe and welcoming place.

Countryside Stewardship Scheme - An application will be made for grant funding under the Government's Countryside Stewardship Scheme, the replacement scheme for Environmental Stewardship that expired in March 2021. If successful this will be a 10-year agreement starting in January 2022 to fund veteran tree management, wood pasture restoration, wood pasture management and grazing.

Budget management - Achieve financial savings as required through a combination of reducing expenditure and appropriate income generation activities.

Target Operating Model - Support the development of the City of London's new Target Operating Model and the creation of a new Department within which will sit this charity.

FINANCIAL REVIEW

Overview of Financial Performance

Income

In 2020/21 the charity total income for the year was £542,561, an overall decrease of £14,465 against the previous year (£557,026).

Income from Charitable Activities comprised £51 from charges for use of facilities (2019/20: £501). Licence income incurred a loss of £90 due to credit notes raised during the year (2019/20: £1,461 income) and £651 from sales of woodland products (2019/20: £5,924 from auction sales and woodland products). The decrease in income was largely due to there being no auction sales of machinery or vehicles in 2020/21.

Grants income of £28,265 was received in the year, restricted towards specific programmes administered by the charity (2019/20: £34,235). The grants relate to Agri-environment schemes that provide funding to farmers and land managers to farm in a way that supports biodiversity, enhances the landscape, and improves the quality of water, air and soil.

An amount of £511,064 (2019/20: £512,448) was received from the City of London Corporation's City's Cash as a contribution towards the running costs of the charity.

Expenditure

Total expenditure for the year was £542,561 (2019/20: £557,026) all of which related to charitable activities.

Funds held

The charity's total funds held were £nil as at 31 March 2021 (2019/20: £nil).

Details of all funds held, including their purposes, is set out within note 13 to the financial statements.

Reserves

The charity is wholly supported by the City of London Corporation which is committed to maintain and preserve Ashtead Common out of its City's Cash Funds. These Funds are used to meet the deficit on running expenses on a year by year basis. Consequently, this charity has no free reserves and a reserves policy is considered by the trustee to be inappropriate.

Principal Risks and Uncertainties

The charity is committed to a programme of risk management as an element of its strategy to preserve the charity's assets. In order to embed sound practice the senior leadership team ensures that risk management policies are applied, that there is an on-going review of activity and that appropriate advice and support is provided. A key risk register has been prepared for the charity, which has been reviewed by the Trustee. This identifies the potential impact of key risks and the measures which are in place to mitigate such risks.

The principal risks faced by the charity, and actions taken to manage them are as follows:

Risk	Actions to manage risks
Reduction in funding	Seek additional grant funding from Natural England's Countryside Stewardship scheme. Ensure plans are scalable and reduce costs where necessary.
Climate change – fire, storms, drought, pests (ancient trees particularly vulnerable)	Increase firebreak network. Increase mowing regimes. Increase area of bracken managed. Maintain Professional Tree Inspector (PTI) capacity within team. Continue managing habitats to promote species diversity and resilience. This is a key theme of the new 2021-31 management plan.

TRUSTEE RESPONSIBILITIES

The Trustee is responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

Charity law requires the Trustee to prepare financial statements for each financial year in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under charity law the Trustee must not approve the financial statements unless the Trustee is satisfied that they give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing these financial statements, the Trustee is required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustee is responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable the Trustee to ensure that the financial statements comply with the Charities Act 2011. The Trustee is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustee is aware:

- there is no relevant audit information of which the charity's auditors are unaware; and
- the Trustee has taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Financial statements are published on the Trustee's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements, which may vary from legislation in other jurisdictions. The maintenance and integrity of the Trustee's website is the responsibility of the Trustee. The Trustee's responsibility also extends to the ongoing integrity of the financial statements contained therein.

Adopted and signed for on behalf of the Trustee.

Jamie Ingham Clark FCA

Chairman of Finance Committee of
The City of London Corporation

Guildhall, London

28 January 2022

Jeremy Paul Mayhew MA MBA,

Deputy Chairman of Finance
Committee of The City of London
Corporation

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF ASHTEAD COMMON

Opinion on the financial statements

In our opinion, the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 March 2021 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

We have audited the financial statements of Ashtead Common ("the Charity") for the year ended 31 March 2021 which comprise the statement of financial activities, the balance sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Independence

We remain independent of the Charity in accordance with the ethical requirements relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

Conclusions related to going concern

In auditing the financial statements, we have concluded that the Trustee's use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustee with respect to going concern are described in the relevant sections of this report.

Other information

The Trustee is responsible for the other information. The other information comprises the information included in the Annual Report and Financial Statements, other than the financial

statements and our auditor's report thereon. The other information comprises: Origins of the charity; the Trustee's Annual Report section, which includes: Structure and governance, Achievements and performance, Financial review; the Trustee responsibilities; Reference and administration details. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities Act 2011 requires us to report to you if, in our opinion;

- the information contained in the financial statements is inconsistent in any material respect with the Trustee's Annual Report; or
- adequate accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of Trustee

As explained more fully in the Trustee responsibilities statement, the Trustee is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustee determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustee is responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustee either intends to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could

reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Extent to which the audit was capable of detecting irregularities, including fraud

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- We obtained an understanding of the legal and regulatory framework applicable to the Charity. We focused on those laws and regulations that had a direct effect on the financial statements or that had a fundamental effect on the operations of the Charity. The laws and regulations we considered in this context were United Kingdom Accounting Standards (Financial Reporting Standard 102), the Statement of Recommended Practice (SORP) Accounting and Reporting by Charities (FRS 102), and the Charities Act 2011.
- We understood how the Charity is complying with those legal and regulatory frameworks, by making enquiries to management, and the Trustee, of known or suspected instances of non-compliance with laws and regulations. We corroborated our enquiries through our review of key committee board minutes.
- We reviewed the financial statement disclosures to assess compliance with the relevant laws and regulations discussed above. We remained alert to any indications of non-compliance throughout the audit.
- We assessed the susceptibility of the Charity's financial statements to material misstatement, including how fraud might occur, by discussing with management and the Trustee to understand where it is considered there was a susceptibility of fraud.
- We evaluated management's incentives and opportunities for fraudulent manipulation of the financial statements, and determined that the principal risks were related to the override of controls by management including posting of inappropriate journal entries, management bias in key accounting estimates, and the timing of income recognition.
- Audit procedures performed in response to the assessment above included:
Enquiries of management; reviewing accounting estimates for bias and challenging assumptions made by management in their significant accounting estimates;
Sample testing the recognition of income; Sample testing the appropriateness of journal entries.

Our audit procedures were designed to respond to risks of material misstatement in the financial statements, recognising that the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery, misrepresentations or through collusion. There are inherent limitations in the audit procedures performed and the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we are to become aware of it.

A further description of our responsibilities for the audit of the financial statements is located at the Financial Reporting Council's ("FRC's") website at:

<https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Use of our report

This report is made solely to the Charity's trustee, as a body, in accordance with the Charities Act 2011. Our audit work has been undertaken so that we might state to the Charity's trustee those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity and the Charity's trustee as a body, for our audit work, for this report, or for the opinions we have formed.

BDO LLP, statutory auditor
London, UK
Date: 28 January 2022

BDO LLP is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2021

		Unrestricted Funds	Unrestricted Funds
	Notes	2020/21 £	2019/20 £
Income from:			
Voluntary activities	2	30,885	36,692
Charitable activities	3	612	7,886
Grant from City of London Corporation	4	511,064	512,448
Total income		542,561	557,026
Expenditure on:			
Charitable activities:			
Preservation of Ashtead Common	5	542,561	557,026
Total expenditure		542,561	557,026
Net income/(expenditure)		-	-
Net movement in funds		-	-
Reconciliation of funds:			
Total funds brought forward	13	-	-
Total funds carried forward	13	-	-

All of the above results are derived from continuing activities.

There were no other recognised gains and losses other than those shown above.

The notes on pages 18 to 26 form part of these financial statements.

BALANCE SHEET**AS AT 31 MARCH 2021**

	Notes	2021 Total £	2020 Total £
Current assets			
Debtors	9	8,811	9,538
Cash at bank and in hand		15,522	-
Total current assets		24,333	9,538
Creditors: Amounts falling due within one year	10	(22,333)	(7,538)
Net current assets		2,000	2,000
Total assets less current liabilities		2,000	2,000
Creditors: Amounts falling due after more than one year	11	(2,000)	(2,000)
Total net assets		-	-
The funds of the charity:			
Unrestricted income funds	13	-	-
Total funds		-	-

The notes on pages 18 to 26 form part of these financial statements

Approved and signed on behalf of the Trustee.

Caroline Al-Beyerty

Chamberlain of London and Chief Financial Officer

28 January 2022

NOTES TO THE FINANCIAL STATEMENTS

1. ACCOUNTING POLICIES

The following accounting policies have been applied consistently in dealing with items that are considered material in relation to the financial statements of the charity.

(a) Basis of preparation

The financial statements of the charity, which is a public benefit entity under FRS102, have been prepared under the historical cost convention and in accordance with the Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition effective 1 January 2019) and the Charities Act 2011.

(b) Going concern

The financial statements have been prepared on a going concern basis as the Trustee considers that there are no material uncertainties about the charity's ability to continue as a going concern. The charity's governing documents place an obligation on the City of London Corporation to preserve the open spaces for the benefit of the public. Funding is provided from the City of London Corporation's City's Cash. On an annual basis, a medium-term financial forecast is prepared for City's Cash, covering the next 5 years from the period covered by these financial statements. The latest forecast anticipates that adequate funds will be available in the 12 months from the date of these financial statements being signed to enable the charity to continue to fulfil its obligations.

In making this assessment, the Trustee has considered the financial position, including future income levels and the liquidity of the charity in light of the ongoing impact of Covid-19 over the next 12-month period. The assessment helps to provide assurances that the charity can continue to keep operating over the next 12-month period. For this reason, the Trustee continues to adopt a going concern basis for the preparation of the financial statements.

(c) Key management judgements and assumptions

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the application of policies and reported amounts of assets and liabilities, income and expenditure. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances, the result of which form the basis of decisions about carrying values of assets and liabilities that are not readily apparent from other sources. The resulting accounting estimates will, by definition, seldom equal the related actual results.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in any future periods affected. Management do not consider there to be any material revisions requiring disclosure.

(d) Statement of Cash Flows

The charity has taken advantage of the exemption in FRS102 (paragraph 1.12b) from the requirement to produce a statement of cash flows on the grounds that it is a qualifying entity.

A Statement of Cash Flows is included within the City's Cash Annual Report and Financial Statements 2021 which is publicly available at www.cityoflondon.gov.uk.

(e) Income

All income is included in the Statements of Financial Activities (SOFA) when the charity is legally entitled to the income; it is more likely than not that economic benefit associated with the transaction will come to the charity and the amount can be quantified with reasonable certainty. Income consists of charges for use of facilities, contributions, grants, sales and license income

The City of London Corporation's City's Cash meets the deficit on running expenses of the charity and also provides funding for certain capital works. This income is considered due each year end once the deficit on running expenses and capital works funding has been confirmed, and it recognised in the SOFA at this point.

(f) Expenditure

Expenditure is accounted for on an accruals basis and has been classified under the principal categories of 'expenditure on raising funds' and 'expenditure on charitable activities'. Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required, and the amount of the obligation can be measured reliably.

Governance costs include the costs of governance arrangements which relate to the general running of the charity as opposed to the direct management of functions inherent in the activities undertaken. These include the costs associated with constitutional and statutory requirements such as the cost of Trustee meetings.

Support costs (including governance costs) include activities undertaken by the City Corporation on behalf of the charity, such as human resources, digital services, legal support, accounting services, committee administration, public relations and premises costs. The basis of the cost allocation is set out in Note 6.

The Trustee, the City Corporation, accounts centrally for all payroll related deductions. As a result, the charity accounts for all such sums due as having been paid. From 2021/22, the City Corporation, as Trustee, has taken a decision to seek reimbursement for the administration fees incurred from each of its charities.

(g) Pension costs

Staff are employed by the City of London Corporation and are eligible to contribute to the City of London Local Government Pension Fund, which is a funded defined benefit scheme. The estimated net deficit on the Fund is the responsibility of the City of London Corporation as a whole, as one employer, rather than the specific responsibility of any of its three main funds (City Fund, City's Cash and Bridge House Estates) or the trusts it supports.

The Fund's estimated net liability has been determined by independent actuaries in accordance with FRS102 as £918.2m as at 31 March 2021 (£630.4m as at 31 March 2020). Since any net deficit is apportioned between the financial statements of the City of London's three main funds, the charity's Trustee does not anticipate that any of the liability will fall on the charity. The charity is unable to identify its share of the pension scheme assets and

liabilities and therefore the Pension Fund is accounted for as a defined contribution scheme in these financial statements.

Barnett Waddingham, an independent actuary, carried out the latest triennial actuarial assessment of the scheme as at 31 March 2019, using the projected unit method. The actuary will carry out the next assessment of the scheme as at 31 March 2022, which will set contributions for the period from 1 April 2022 to 31 March 2024. Contribution rates adopted for the financial years 2019/20, 2020/21 and 2021/22 have been set at 21% (2018/19: 21%).

(h) Taxation

The charity meets the definition of a charitable trust for UK income tax purposes, as set out in Paragraph 1 Schedule 6 of the Finance Act 2010. Accordingly, the charity is exempt from UK taxation in respect of income or capital gains under part 10 of the Income Tax Act 2007 or section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

(i) Fixed Assets

Heritage Land and Associated Buildings

Ashtead Common comprises 200 hectares (500 acres) of land located in North East Surrey, together with associated buildings. The object of the charity is the preservation in perpetuity of the common at Ashtead as an open space for the recreation and enjoyment of the public. Ashtead Common is considered to be inalienable (i.e. may not be disposed of without specific statutory powers).

Land and the original associated buildings are considered to be heritage assets. In respect of the original land and buildings, cost or valuation amounts are not included in these financial statements as reliable cost information is not available and a significant cost would be involved in the reconstruction of past accounting records, or in the valuation, which would be onerous compared to the benefit to the users of these accounts

Additions to the original land and capital expenditure on buildings and other assets would be included as fixed assets at historic cost, less provision for depreciation and any impairment, where this cost can be reliably measured.

(j) Funds structure

Income, expenditure and gains/losses are allocated to particular funds according to their purpose:

Unrestricted income funds – these funds can be used in accordance with the charitable objects at the discretion of the Trustee and include both income generated by assets held representing unrestricted funds. Specifically, this represents any surplus of income over expenditure for the charity which is carried forward to meet the requirements of future years, known as free reserves.

(k) Cash

Cash and cash equivalents include cash in hand, overdrafts (if any) and short term deposits and other instruments held as part of the Corporation's treasury management activities with original maturities of three months or less

(I) Insurance

The charity, elected Members and staff supporting the charity's administration are covered by the City Corporation's insurance liability policies, and otherwise under the indemnity the City Corporation provides to Members and staff, funded from City's Cash

2. INCOME FROM VOLUNTARY ACTIVITIES

	Unrestricted funds 2020/21 £	Unrestricted funds 2019/20 £
Grants	28,265	34,235
Contributions	2,620	2,457
Total	30,885	36,692

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds 2020/21 £	Unrestricted funds 2019/20 £
Charges for use of facilities	51	501
Sales	651	5,924
Licenses	(90)	1,461
Total	612	7,886

Licence income incurred a loss in the current year due to the value of credit notes exceeding the value of invoices raised.

4. INCOME FROM THE CITY OF LONDON CORPORATION

	Unrestricted funds 2020/21 £	Total 2019/20 £
Revenue and capital grant from City of London Corporation	511,064	512,448

Income for the year included:

Grants – being amounts received from organisations towards specific programmes operated by the charity. Grants have been received from Natural England's Stewardship Scheme and the Rural Payments Agency under the basic payment scheme.

Contributions – being amounts contributed towards hosting running events, supplying by-product materials to local allotments and a local elected members allocation for the installation of a defibrillator at the Ashtead estate office.

Grants from the City of London Corporation – being the amount received from the City of London Corporation's City's Cash to meet the deficit on running expenses of the charity.

Charitable activities – being amounts generated from the sale of woodland products such as timber and charges made to the public for the use of facilities.

5. EXPENDITURE

	Direct costs £	Support costs £	Total 2020/21 £	Direct costs £	Support costs £	Total 2019/20 £
Preservation of Ashtead Common	459,538	83,023	542,561	483,630	73,396	557,026
Total	459,538	83,023	542,561	483,630	73,396	557,026

Charitable activity

Expenditure on the charitable activities includes labour, premises costs, equipment, materials and other supplies and services incurred in the running of Ashtead Common.

Auditor's remuneration and fees for other services

BDO are the auditors of the City of London City's Cash Fund and all of the different charities of which it is Trustee. The City of London Corporation charges the audit fee to its City's Cash Fund and does not attempt to apportion the audit fee between all of the different charities. No other services were provided to the charity by its auditors during the year (2019/20: £nil). From 2021/22, the City Corporation, as Trustee, has taken a decision to seek reimbursement for the audit fees incurred from each of its charities.

6. SUPPORT COSTS

Support costs include activities undertaken by the City of London Corporation on behalf of the Charity, such as human resources, digital services, legal support, accounting services, committee administration and premises costs. Such costs are determined on a departmental basis, and are allocated on a cost recovery basis to the charity based on time spent, with associated office accommodation charged proportionately to the space occupied by the respective activities, with the split of costs as follows:

	Charitable activities £	Governance £	2020/21 £	2019/20 £
Department:				
Chamberlain	17,176	-	17,176	16,609
Town Clerk	-	14,915	14,915	14,783
City Surveyor	10,139	-	10,139	10,140
Open Spaces directorate	15,238	-	15,238	12,017
Other governance & support costs	1,824	-	1,824	1,686
Digital Services	23,731	-	23,731	18,161
Sub-total	68,108	14,915	83,023	73,396
Reallocation of governance costs	14,915	(14,915)	-	-
Total	83,023	-	83,023	73,396

All support costs are undertaken from unrestricted funds. Governance costs are allocated based on a proportion of officer time spent on the administration of Trustee and Committee related meetings.

7. DETAILS OF STAFF COSTS

All staff that work on behalf of the charity are employed by the City Corporation. The average number of people directly undertaking activities on behalf of the charity during the year was 7 (2019/20: 6).

Amounts paid in respect of employees directly undertaking activities on behalf of the charity were as follows:

	2020/21	2019/20
	£	£
Salaries and wages	224,389	199,109
National Insurance costs	22,518	19,692
Employer's pension contributions	49,840	44,979
Total emoluments of employees	296,747	263,780

The number of directly charged employees whose emoluments (excluding employer's pension contribution and national insurance contribution) for the year were over £60,000 was nil (2019/20: nil).

Remuneration of Key Management Personnel

The charity considers its key management personnel to comprise the Members of the City of London Corporation, acting collectively for the City Corporation in its capacity as the Trustee, and the Director of Open Spaces who manages the seven open spaces funded by the City of London Corporation. A proportion of the Directors' employment benefits are allocated to this charity.

Support is also provided by other chief officers and their departments from across the City of London Corporation, including the Town Clerk and Chief Executive, Chamberlain, Comptroller and City Solicitor and City Surveyor.

The amount of employee benefits received by key management personnel totalled £2,610 (2019/20: £2,204). No members received any remuneration, with directly incurred expenses reimbursed, if claimed. Expenses totalling £nil were claimed in 2020/21 (2019/20: £nil).

8. HERITAGE ASSETS

Since 1995 the primary purpose of the charity has been the preservation in perpetuity of the common at Ashtead as an open space for the recreation and enjoyment of the public. As set out in Note 1(j), the original heritage land and buildings are not recognised in the Financial Statements. Policies for the preservation and management of Ashtead Common are contained in the Ashtead Common Heritage Conservation Plan 2021. Records of

heritage assets owned and maintained by Ashtead Common can be obtained from the Director of Open Spaces at the principal address as stated on page 27.

9. DEBTORS – AMOUNTS DUE WITHIN ONE YEAR

	2021 £	2020 £
Prepayments and accrued income	1,003	2,900
Recoverable VAT	7,808	6,494
Other debtors	-	144
Total	8,811	9,538

Other debtors in 2019/20 consisted of rental debtors with wayleave licences.

10. CREDITORS – AMOUNTS DUE WITHIN ONE YEAR

	2021 £	2020 £
Trade creditors	18,934	2,389
Accruals	2,624	1,629
Deferred income	256	295
Other creditors	519	3,225
Total	22,333	7,538

Other creditors consist of listed creditors

Deferred income relates to license income received in advance for periods after the year-end.

	2021 £	2020 £
Deferred income analysis within creditors:		
Balance at 1 April	295	301
Amounts released to income	(295)	(301)
Amounts deferred in the year	256	295
Balance at 31 March	256	295

11. CREDITORS – AMOUNTS DUE AFTER MORE THAN ONE YEAR

	2021 £	2020 £
Rent Deposits	2,000	2,000
Total	2,000	2,000

The rent deposit relates to a telecommunications wayleave.

12. ANALYSIS OF NET ASSETS BY FUND

At 31 March 2021	Unrestricted funds Total at 31 March 2021	Unrestricted funds Total at 31 March 2020
	£	£
Current Assets	24,333	9,538
Current Liabilities	(22,333)	(7,538)
Non-current liabilities	(2,000)	(2,000)
Total	-	-

At 31 March 2020	Unrestricted funds Total at 31 March 2020	Unrestricted funds Total at 31 March 2019
	£	£
Current Assets	9,538	39,985
Current Liabilities	(7,538)	(37,985)
Non-current liabilities	(2,000)	(2,000)
Total	-	-

13. MOVEMENT IN FUNDS

At 31 March 2021	Total as at 1 April 2020 £	Income £	Expenditure £	Total as at 31 March 2021 £
Unrestricted funds: General funds	-	542,561	(542,561)	-

At 31 March 2020	Total as at 1 April 2019 £	Income £	Expenditure £	Total as at 31 March 2020 £
Unrestricted funds: General funds	-	557,026	(557,026)	-

14. RELATED PARTY TRANSACTIONS

The City Corporation is the sole Trustee of the charity, as described on page 2. The City Corporation provides various services to the charity, the costs of which are recharged to the charity. This includes the provision of banking services, charging all transactions to the charity at cost and crediting or charging interest at a commercial rate. The cost of these services is included within expenditure, as set out in note 5.

The charity is consolidated within the accounts of City's Cash, a fund of the City of London Corporation (the City Corporation, the Corporate Trustee of the charity), by virtue of the deemed control arising from the provision of the shortfall between the charity's income and expenditure by City's Cash, whose place of business is Guildhall, London EC2P 2EJ. The principal purpose of City's Cash is to manage its investments in properties, stocks and shares to provide returns which allows the City Corporation to use the income for the provision of services that are of importance to the City and Greater London as well as nationally and internationally, and to maintain the asset base so that income will be available to fund services for the benefit of future generations. The financial statements of City's Cash can be obtained from the address provided above.

The charity is required to disclose information on related party transactions with bodies or individuals that have the potential to control or influence the charity. Members are required to disclose their interests, and these can be viewed online at www.cityoflondon.gov.uk.

Members and senior staff are requested to disclose all related party transactions, including instances where their close family has made such transactions.

Figures in brackets represent the amounts due at the balance sheet date. Other figures represent the value of the transactions during the year.

Related party	Connected party	2020/21 £	2019/20 £	Detail of transaction
City of London Corporation	The City of London Corporation is the Trustee for the charity	83,023 (nil)	73,396 (nil)	Management, surveying and administrative services provided for the charity
		511,064 (nil)	512,448 (nil)	The City of London Corporation's City's Cash meets the deficit on running expenses of the charity

REFERENCE AND ADMINISTRATION DETAILS

CHARITY NAME: Ashtead Common

Registered charity number: 1051510

PRINCIPAL OFFICE OF THE CHARITY & THE CITY CORPORATION:

Guildhall, London, EC2P 2EJ

TRUSTEE:

The Mayor and Commonalty & Citizens of the City of London

SENIOR MANAGEMENT:

Chief Executive

John Barradell OBE - The Town Clerk and Chief Executive of the City of London Corporation

Treasurer

Caroline Al-Beyerty - The Chamberlain & Chief Financial Officer of the City of London Corporation (appointed 1 May 2021)

Peter Kane - The Chamberlain of the City of London Corporation (retired 30 April 2021)

Solicitor

Michael Cogher - The Comptroller and City Solicitor of the City of London Corporation

Open Spaces

Colin Buttery – Director of Open Spaces

AUDITORS:

BDO LLP, 55 Baker Street, London, W1U 7EU

BANKERS:

Lloyds Bank Plc., P.O.Box 72, Bailey Drive, Gillingham Business Park, Kent ME8 0LS

Contact for The Chamberlain, to request copies of governance documents & of the Annual Report of City's Cash:

PA-DeputyChamberlain@cityoflondon.gov.uk

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Committee(s)	Dated:
Epping Forest and Commons	11 July 2022
Subject: Burnham Beeches and Stoke Common Trustees Annual Report and Financial Statements for the Year Ended 31 March 2021	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	n/a
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	n/a
What is the source of Funding?	n/a
Has this Funding Source been agreed with the Chamberlain's Department?	n/a
Report of: The Chamberlain Executive Director Environment	For Information
Report author: Beatrix Jako - Chamberlains	

Summary

The Trustee's Annual Report and Financial Statements for the Year ended 31 March 2021 for Burnham Beeches and Stoke Common (charity registration number 232987) are presented for information in the format required by the Charity Commission.

Recommendation(s)

It is recommended that the Trustee's Annual Report and Financial Statements for the 2020/21 Financial Year be noted.

Main Report

1. The Trustee's Annual Report and Financial Statements are presented for information, having been signed on behalf of the Trust by the Chairman and Deputy Chairman of the Finance Committee and the auditors BDO LLP. The information contained within the Annual Report and Financial Statements has already been presented to your Committee via outturn report on 12 July 2021.
2. Following on from a previous review of the charities for which the City is responsible, (completed in 2010), which detailed key reports that should be presented to your Committee. The Trustees Annual Report and Financial Statements was one of these reports. Information from these statements will form the Annual Return to the Charity Commission. Since this undertaking the City Corporation has recently approved that a further comprehensive review be

undertaken across all of its charities, the outcome of which will be reported to this committee in due course.

3. The Trustee's Annual Report and Financial Statements were submitted to the Charity Commission within the regulatory deadline of 31 January 2022.

Appendices

- Appendix 1 – Burnham Beeches and Stoke Common Report and Financial Statements for the year ended 31 March 2021

Beatrix Jako

Acting Senior Accountant – Chamberlain's Financial Services Division

E: Beatrix.Jako@cityoflondon.gov.uk

Burnham Beeches and Stoke Common

Annual Report and Financial Statements for the year ended 31 March 2021

Charity registration number 232987

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ORIGINS OF THE CHARITY

Burnham Beeches is a 220-hectare area of open space, home to hundreds of living veteran beech and oak pollards. Its natural and cultural heritage area of international importance, the legacy of centuries of interaction between people and the environment.

Burnham Beeches is designated as Site of Special Scientific Interest (SSSI), it is also a National Nature Reserve and a Special Area of Conservation (SAC); there are requirements under the Wildlife and Countryside Act and also a European obligation to manage the Beeches for the benefit of its wildlife.

Stoke Common is an 80-hectare area of open space and contains the largest remnant of Buckinghamshire's once extensive heathland and is also designated as Site of Special Scientific Interest (SSSI).

The Burnham Beeches charity was established under the Corporation of London (Open Spaces) Act 1878 which provided that the purpose of the charity is the preservation in perpetuity of the Open Space known as Burnham Beeches, "the Beeches", as Open Space for the recreation and enjoyment of the public.

On 12 September 2011 the assets of Stoke Common (unregistered) were transferred to Burnham Beeches (232987). After this date the Charity is called Burnham Beeches and Stoke Common.

The objects of the Charity are the preservation in perpetuity by the Corporation of London of the Open Spaces known as Burnham Beeches and Stoke Common, for the perpetual use thereof by the public for recreation and enjoyment and to preserve the natural aspect.

TRUSTEE'S ANNUAL REPORT

STRUCTURE AND GOVERNANCE

GOVERNING DOCUMENTS

The governing document is the Corporation of London (Open Spaces) Act 1878 as amended. The charity is constituted as a charitable trust.

GOVERNANCE ARRANGEMENTS

The Mayor and Commonalty and Citizens of the City of London (also referred to as 'the City Corporation' or 'the City of London Corporation'), a body corporate and politic, is the Trustee of Burnham Beeches and Stoke Common-City Of London. The City Corporation is Trustee acting by the Court of Common Council of the City of London in its general corporate capacity and that executive body has delegated responsibility in respect of the administration and management of this charity to various committees and sub-committees of the Common Council, membership of which is drawn from 125 elected Members of the Common Council and external appointees to those committees. In making appointments to committees, the Court of Common Council will take into consideration any particular expertise and knowledge of the elected Members, and where relevant, external appointees. External appointments are made after due advertisement and rigorous selection to fill gaps in skills.

Members of the Court of Common Council are unpaid and are elected by the electorate of the City of London. The Key Committees which had responsibility for directly managing matters related to the charity during 2020/21 were as follows:

- **Policy and Resources Committee** – responsible for allocating resources and administering the charity
- **Finance Committee** – Responsible for administering the Trust on behalf of the Trustee.
- **Audit and Risk Management Committee** – Responsible for overseeing systems of internal control and making recommendations to the Finance Committee of the charity.
- **Epping Forest and Commons Committee** – responsible for the activities undertaken at Burnham Beeches and Stoke Common approving budget allocations for the forthcoming year and acting as Trustees of the charity.
- **Burnham Beeches and Stoke Common Consultation Group** – provides a forum for local residents and users to comment upon both the management of Burnham Beeches and Stoke Common.

Individuals collectively act as Trustee by virtue of positions that they hold in the City of London Corporation in accordance with the governing document. They act as a Trustee during their tenure of these positions.

All of the above committees are ultimately responsible to the Court of Common Council of the City of London. Committee meetings are held in public, enabling the decision-making process to be clear, transparent and publicly accountable. Details of the

membership of Committees of the City Corporation are available at www.cityoflondon.gov.uk

The charity is consolidated within City Cash as the City of London Corporation exercises operational control over their activities. City's Cash is a fund of the City Corporation that can be traced back to the 15th century and has been built up from a combination of properties, land, bequests and transfers under statute since that time. Investments in properties, stocks and shares are managed to provide a total return that:

- Allows City's Cash to use the income for the provision of services that are of importance nationally and internationally as well as to the City and Greater London;
- Maintains the asset base so that income will be available to fund services for the benefit of future generations.

The Trustee believes that good governance is fundamental to the success of the charity. A comprehensive review of governance commenced during 2019/20 and is ongoing to ensure that the charity is effective in fulfilling its objectives. Reference is being made to the good practices recommended within the Charity Governance Code throughout this review. Focus is being placed on ensuring regulatory compliance and the ongoing maintenance of an efficient and effective portfolio of charities that maximise impact for beneficiaries.

ORGANISATIONAL STRUCTURE AND DECISION-MAKING PROCESS

The charity is administered in accordance with its governing instruments and the City Corporation's own corporate governance and administration framework, including Committee Terms of Reference, Standing Orders, Financial Regulations and Officer Scheme of Delegations. These governance documents can be obtained via a request to the email address stated on page 34.

Each Member by virtue of their membership of the Court of Common Council, its relevant committees and sub-committees, has a duty to support the City Corporation in the proper exercise of its functions and in meeting its duties as Trustee of the charity by faithfully acting in accordance with charity law, the Terms of Reference of the relevant committee or sub-committee, and the City of Corporation's agreed corporate governance framework as noted above, backed up by its standards regime.

INDUCTION AND TRAINING OF MEMBERS

The City Corporation makes available to its Members, seminars and briefings on various aspects of its activities, including those concerning the charity, to enable Members to carry out their duties efficiently and effectively. Induction meetings are provided on specific aspects of the work of Burnham Beeches and Stoke Common. If suitable seminars or other training options are identified that are relevant to the charity, Members are advised of these opportunities.

OBJECTIVES AND ACTIVITIES

The objectives of the charity are the preservation and maintenance of Burnham Beeches and Stoke common, as Open Spaces for the recreation and enjoyment of the public and to maintain their natural aspect.

Purposes of the charity as set out in the governing document, the Corporation of London (Open Spaces) Act 1878:

- Burnham Beeches and Stoke Common to be kept as open space for public recreation.
- Natural aspect to be preserved.
- Land to be unenclosed and un-built upon, except those features required for better attainment of the Act and deemed necessary by the City.
- Byelaws protecting the site and its features to be enforced.
- Encroachments to be resisted and abated.

Main activities undertaken in relation to these purposes (All day to day activity is governed by 10-year site management plans):

- Practical conservation management activities to maintain the biodiversity of Burnham Beeches and Stoke Common, such as tree surgery work on the veteran and young replacement pollards, restoration of wood pasture and heathland habitats and management of firebreaks, scrub, grassland, bracken and wetland habitats.
- Providing volunteering opportunities to encourage community involvement.
- Providing and maintaining facilities for informal recreation.
- Grazing with cattle, Ponies and other livestock where appropriate.
- Protecting Ashted Common and its users from harm by patrolling, enforcing byelaws, resisting encroachments, challenging threats and managing assets.
- Providing educational activities and events.
- Surveying and monitoring, for wildlife, visitor use, archaeological investigations and pollution monitoring.
- Managing and protecting three Scheduled Monuments, including an iron age hillfort and 13th century moated farmstead.

Issues the charity is seeking to tackle:

- Burnham Beeches and Stoke Common's natural and cultural heritage are of national and international importance, the legacy of centuries of interaction between people and the environment. As we progress through the 2020's and beyond the challenge of protecting this valuable resource will increase as pressures from environmental and human factors mount.

Aims:

- Maintain the biodiversity of Burnham Beeches and Stoke Common by managing habitats to favourable condition and achieving conservation gains that benefit the site and beyond.

Governing document link: preserve natural aspect, protect the timber and other trees, pollards, shrubs, underwood and herbage.

- Encourage the sustainable use of Burnham Beeches and Stoke Common for recreation and promote community involvement in all aspects of the site.

Governing document link: commons acquired by the City to be kept as open spaces for the recreation and enjoyment of the public

- Protect Burnham Beeches and Stoke Common and site users from harm. Challenge threats and maintain assets, including heritage assets, in good condition.

Governing document link: open spaces kept uninclosed and unbuilt upon. Shall by all lawful means prevent, resist and abate inclosures, encroachments and buildings upon. The City may from time to time make and alter byelaws.

The Burnham Beeches and Stoke Common Management Plans describe the strategy for achieving these aims.

Volunteers:

- Burnham Beeches and Stoke Common provide a wide range of volunteer opportunities. The Charity averages around 6000 hours of volunteer input a year. In 2020/21 opportunities were significantly reduced, particularly for group activities, due to the Coronavirus pandemic. However individual volunteers still helped deliver habitat restoration and site maintenance, monitoring activity and care of livestock, all year round, with a total of 1300 hours of support provided.

Investment Policy

The charity itself has no underlying supporting funds or investments and therefore there is no investment policy.

Remuneration Policy

The charity's senior staff are employees of the City Corporation and, alongside all staff, pay is reviewed annually. The City Corporation is committed to attracting, recruiting and retaining skilled people and rewarding employees fairly for their contribution. As part of this commitment, staff are regularly appraised and, subject to performance, eligible for the payment of bonuses and recognition awards.

The above policy applies to staff within the charity's key management personnel, as defined within Note 8 to the financial statements.

The charity is committed to equal opportunities for all employees. An Equality and Inclusion Board has been established to actively promote equality, diversity and inclusion in service delivery and employment practices. The Board is responsible for monitoring the delivery of the Equality and Inclusion Action Plan and progress against the Equality Objectives. This also includes addressing the City Corporation's gender pay gap.

Owing to the COVID 19 pandemic and the recommendations from the Tackling Racism Taskforce, which was set up last year to identify the actions that the City

Corporation could implement to tackle racism in all its forms, the Corporate Equality and Inclusion Plan is currently being updated. There is work ongoing relating the new Equalities and Inclusion objectives, that will include internal and external consultation. This is expected to take place in the summer, with publication of the revised Equalities and Inclusion objectives by the end of 2021.

Senior staff posts of the City Corporation are individually evaluated and assessed independently against the external market allowing each post to be allocated an individual salary range within the relevant grade, which incorporates market factors as well as corporate importance.

Fundraising

Section 162a of the Charities Act 2011 requires charities to make a statement regarding fundraising activities. The legislation defines fundraising as “soliciting or otherwise procuring money or other property for charitable purposes”. Although Burnham Beeches and Stoke Common charity does not undertake widespread fundraising from the general public, any such amounts receivable are presented in the financial statements as “voluntary income” including grants.

In relation to the above we confirm that all solicitations are managed internally, without involvement of commercial participators or professional fund-raisers, or third parties. The day to day management of all income generation is delegated to the executive team, who are accountable to the Trustee. The charity is not bound by any regulatory scheme and does not consider it necessary to comply with any voluntary code of practice.

From March 2021 a donations page has been created on the Burnham Beeches webpage, inviting and enabling the public to make on-line donations to the Burnham Beeches ancient Trees campaign.

The charity has received no complaints in relation to fundraising activities in the current year (2019/20: nil). Individuals are not approached for funds, hence the charity does not consider it necessary to design specific procedures to monitor such activities.

Public benefit statement

The Trustee confirms that it has referred to the guidance contained in the Charity Commission’s general guidance on public benefit when reviewing Burnham Beeches and Stoke Common aims and objectives and in planning future activities. The purpose of the charity is the preservation of Burnham Beeches and Stoke Common in perpetuity by the City of London Corporation as the Conservators of Burnham Beeches and Stoke Common, as Open Spaces for the and to conserve the natural aspect.

Consequently, the Trustee considers that Burnham Beeches and Stoke Common operates to benefit the general public and satisfies the public benefit test.

REFERENCE AND ADMINISTRATIVE DETAILS

The administrative details of the charity are stated on page 34.

ACHIEVEMENTS AND PERFORMANCE

No assessment of progress on targets for 2020/21 can be completed without mention of the impact of the Coronavirus pandemic. At Burnham Beeches and Stoke Common this resulted in a suspension of volunteering and events at the charity throughout large parts of 2020/21; a reduction in staff at times; complete re-organisation of working spaces and work programmes to cope with reduced staff resources. At Burnham Beeches visitor levels were often two to four times higher than 'normal' resulting in unfortunate negative impacts of increased wear, widening paths, trampling and litter, particularly in the winter of 2020/21. As a result, and to protect important Special Area of Conservation (SAC) features, the Burnham Beeches carpark capacity was reduced in February 2021, some heavily worn areas temporarily shut off and visitors encouraged to use only surfaced paths.

The key targets for 2020/21 together with their outcomes were:

Protection of Burnham Beeches and Stoke Common from impact of development – *The team at Burnham Beeches and Stoke Common will continue to support South Bucks and Chiltern District Council during the period of translating the agreed mitigation into the final local plan to ensure it fulfils the requirements. The team will continue to work with Slough Borough Council to obtain the best protection possible from development pressure caused by housing development and the local plan.*

The team at Burnham Beeches and Stoke Common worked with the newly formed unitary Buckinghamshire Council to ensure an appropriate mitigation strategy was adopted for Burnham Beeches SAC. This includes no increase in housing within 500m of the Beeches and requires developers for each new dwelling in a band from 500m to 5.6km around the Beeches to pay a contribution towards agreed projects to mitigate the impact of visitors to the nature reserve. The team also continued to work with Slough Borough Council and Natural England to obtain the best protection possible from development pressure caused by housing development and the local plan for that authority.

Caring for Scheduled Ancient Monuments (SAM) – *The iron age hill fort at Burnham Beeches, known as Seven Ways Plain, will be subject to further investigation and interpretation over the next year as part of the partnership with an HLF (Heritage Lottery Fund) funded project – Beacons of the past – Hillforts in the Chilterns Landscape. In 2020/21 this will involve public events to interpret the monument to visitors and involve them in its care. Work will also be carried out at the Moat SAM to protect it from visitor pressure and allow access without damaging the banks of the monument – the work will be supported by site volunteers.*

The iron age hill fort at Burnham Beeches, known as Seven Ways Plain, will be subject to further investigation and interpretation as part of the partnership with an HLF (Heritage Lottery Fund) funded project – Beacons of the past – Hillforts in the Chilterns Landscape. The planned events and activities related to Seven Ways Plain to interpret the monument to visitors and involve them in its care did not take place in 2020/21 as a result of the Covid 19 Pandemic. The team at Burnham Beeches and Stoke Common have continued to keep in touch with the HLF project, which

has been extended, and the events and activities from 2020 are now being re-scheduled for 2021/22.

Countryside Stewardship Scheme (CSS) – *With funding secured for Burnham Beeches and Stoke Common under the new scheme the final heathland restoration capital projects will be undertaken in the Autumn of 2020 – this will be the final round of major restoration at Stoke Common.*

All the required CCS work at both Burnham Beeches and Stoke Common was delivered as planned in 2020/21 and this included the final round of major restoration at Stoke Common and in addition work on two areas of wood pasture restoration at Burnham Beeches. It is a significant achievement for the management plan to restore this locally and nationally important heathland site.

Veteran Trees – *Carry out clearance and reduction work as per the new 10-year work programme and maintain efforts on squirrel control to ensure reduction in damage on old pollards which are the most important habitat feature at Burnham Beeches and of international significance.*

A total of 85 ancient trees were worked on in 2020/21 in line with the management plan.

Grazing – *Plans from the new management plan 2020 - 2029 to further expand the area of Burnham Beeches grazed by livestock will continue in 2020/21 with changes to fenced areas as part of the vision to graze as much of the remaining un-grazed 60 Ha as possible over the life of the new plan.*

Despite staff and volunteer reduction at critical times due to Covid 19, the grazing plan was delivered at both Burnham Beeches and Stoke Common although no expansion was possible.

Additional achievement:

Controlling Roadside Parking – Due to the increased number of visitors to the sites, the team worked with Buckinghamshire Council on a temporary scheme to limit roadside parking around Burnham Beeches to protect adjacent verges, land and prevent nuisance parking on local roads. This was brought into force for six months in February 2021.

Oak Processionary Moth - Nests were discovered for the first time at Stoke Common in 2020 - six nests were removed from the infected trees. Dealing with this new issue will now become an ongoing commitment and legal requirement.

PLANS FOR FUTURE PERIODS

The aim of the charity is the preservation in perpetuity by the Corporation of London of the Open Spaces known as Burnham Beeches and Stoke Common, for the perpetual use thereof by the public for recreation and enjoyment and to preserve the natural aspect.

The Global pandemic of Coronavirus was still very much part of operations at the start of 2021/22. This may have an impact on income and ability to deliver some projects in the next 12 months.

The Trustees do not consider there to be any material uncertainty around going concern and further detail regarding this is set out on page 22.

The Trustee is monitoring the situation and will continue with its plans in line with the charity's objectives.

Key projects for 2021/22 include:

Protection of Burnham Beeches and Stoke Common from impact of development - The team at Burnham Beeches and Stoke Common will continue to support Buckinghamshire Council in implementing the mitigation strategy to protect Burnham Beeches from the impact of recreation associated with local development. The team will continue to work with Slough Borough Council to obtain the best protection possible from development pressure caused by housing development and the Slough local plan.

Protection of the wider landscape around Burnham Beeches – The team at Burnham Beeches and Stoke Common will work with partner organisations such as the National Trust, Buckinghamshire Council and Plantlife to improve the management of the land around Burnham Beeches, so that it better supports and buffers the habitats and species found within the nature reserve.

Protection of Burnham Beeches from very high recreation pressure – The team will work with Buckinghamshire Council to help them ensure a roadside parking prevention plan to protect verges and land around Burnham Beeches and prevent nuisance parking on local roads, that was brought temporarily into force for six months in February 2021, is developed and made permanent during 2021/22.

The team will also review success of winter 2020/21 temporary, seasonal area and path closures at Burnham Beeches and if appropriate, plan for future use to ensure damage due to high visitor numbers is minimised. Such plans will include:

- Possible use of seasonal area and path closures.
- Targeted key path improvements.
- Providing information to encourage visitors to keep to surfaced paths at peak seasons and in winter months to limit damage.
- Car park capacity restrictions to reduce peak levels at vulnerable times of year or if visitor numbers are above carrying capacity or damage occurring.

Caring for scheduled Ancient Monuments - The iron age hill fort at Burnham Beeches, known as Seven Ways Plain, will be subject to further investigation and interpretation over the next 14 months as part of the partnership with an HLF (Heritage Lottery Fund) funded project – Beacons of the past – Hillforts in the Chilterns Landscape. In 2021/22 this will involve public events to interpret the monument to visitors and involve them in its care. Work will also be carried out at the Moat SAM to protect it from visitor pressure and allow access without damaging the banks of the monument. The work will be supported by site volunteers.

Countryside Stewardship and key habitat management works – With funding secured for Burnham Beeches and Stoke Common under the new scheme additional wood pasture will be undertaken in two areas.

Veteran Trees – Carry out clearance and reduction work as per the 10-year work programme and maintain efforts on squirrel control to ensure reduction in damage on old pollards which are the most important habitat feature at Burnham Beeches and of international significance.

Grazing – Plans from the management plan 2020 - 2029 to further expand the area of Burnham Beeches grazed by livestock will continue in 2021/22 with change to fenced areas as part of the vision to graze as much of the remaining un-grazed 60 Hectares as possible over the life of the new plan. A small additional area less than half a hectare will be grazed in 2021/22 at Victory cross and part of the main common will be grazed.

Oak Processionary Moth (OPM) – Following the discovery of OPM nests at Stoke Common in 2020, site inspection and control plans will be developed and implemented in 2021/22 along with any necessary nest removal.

Budget management - Achieve financial savings as required through a combination of reducing expenditure and appropriate income generation activities.

Target Operating Model - Support the development of the City of London's new Target Operating Model and the creation of a new Department within which will sit this charity.

FINANCIAL REVIEW

Overview of Financial Performance

Income

In 2020/21 the charity total income for the year was £1,353,114, an overall decrease of £34,598 against the previous year (£1,387,712). The principal source of income was from City of London Corporation's City's Cash fund (see below).

Income from Charitable Activities comprised £144,055 from fees charges (2019/20: £104,785), £39,487 from rents (2019/20: £29,877) and £11,860 from sales (2019/20: £581). The increase in income from fees and charges was due to an increase in car park income. From December 2020 car park charges were enforced 7 days a week.

Grants income of £72,543 was received in the year (2019/20: £146,489). The decrease in grant income is due to a reduction in Rural Payments Agency grant payments and the previous year including a one off capital grant payment. Donations and legagacy income was £48,474 (2019/20: £15,980) and included a legacy payment of £35,014 towards a pond restoration.

An amount of £1,035,556 (2020/21: £1,089,292) was received from the City of London Corporation's City's Cash as a contribution towards the running costs of the charities. The reduction in contribution was largely due to less cyclical building works taking place during the year compared to the previous year (see expenditure below)

Expenditure

Total expenditure for the year was £1,138,443 (2019/20: £1,355,141) all of which related to charitable activities. The decrease in expenditure is mainly due to fewer cyclical building works taking place during the year. This is due to the economic impact of COVID-19 and subsequent reduced income revenue generation, with the City Surveyor tasked by the Chamberlain to review current programmes of work to level the expenditure, smoothing some of the spend into a 'fourth' year to reduce the impact of committed expenditure within the next two years. The City's programme of cyclical repairs and maintenance works to maintain its operational properties in fair to good condition is usually delivered in a number of overlapping three year programmes of works. The programme is monitored by the Corporate Asset Sub Committee of the City of London Corporation.

Funds held

The charity's total funds held increased by £214,671 to £1,004,385 as at 31 March 2021 (2019/20: increased by £32,571 to £789,714).

The charity's designated funds consist of unrestricted income funds which the Trustee has chosen to set aside for specific purposes. Such designations are not legally binding, and the Trustee can decide to 'undesignate' these funds at any time. Designations as at 31 March 2021 totalled £944,261 (2019/20: £764,714) an increase of £179,547. Designated funds within the unrestricted income fund represent the net book value of fixed assets held and a designated fund for Stoke Common.

A restricted fund of £60,124 (2019/20: £25,000) was held at year-end. This relates to £60,014 legacy payments for the purpose of specific restoration work (2019/20 £25,000) and £110 in Campaign Donations (2019/20 £nil). From March 2021 a donations page has been created on the Burnham Beeches webpage, inviting and enabling the public to make on-line donations to the Burnham Beeches Ancient Trees Campaign

Details of all funds held, including their purposes, is set out within Note 15 to the financial statements.

Reserves

The charity is wholly supported by the City of London Corporation which is committed to maintain and preserve Burnham Beeches and Stoke Common out of its City's Cash Funds. These Funds are used to meet the deficit on running expenses on a year by year basis. Consequently, this charity has no free reserves and a reserves policy is considered by the Trustee to be inappropriate.

Principal Risks and Uncertainties

The charity is committed to a programme of risk management as an element of its strategy to preserve the charity's assets. In order to embed sound practice the senior leadership team ensures that risk management policies are applied, that there is an on-going review of activity and that appropriate advice and support is provided. A key risk register has been prepared for the charity, which has been reviewed by the Trustee. This identifies the potential impact of key risks and the measures which are in place to mitigate such risks.

The principal risks faced by the charity, and actions taken to manage them are as follows :

Risk	Actions to manage risks
Health and Safety Failure	Policies and procedures developed and under active review. Staff training for roles and activity undertaken. Regular compliance checks including annual audit.
Local Planning Issues	Impact of visitor and development pressure monitored. Environmental monitoring including of Hydrology and air quality carried out. Local plans continue to be developed and are scrutinised and commented on by officers. Production of mitigation strategies with neighbouring local authorities as part of the local plan process.
Tree Diseases and Other Pests	Biosecurity policies and procedures in place and regularly reviewed. Education and information for visitors. Staff and volunteer training to help them recognise issues at early stages. Programme of tree health and annual tree safety inspections in place. Active involvement with leading partners such as Forestry Commission and Natural England.

Risk	Actions to manage risks
Climate and Weather	Storm procedures in place and regularly reviewed. Fire plans in place and subject to annual review. Research on impact of climate change on protected habitats of Burnham Beeches and Stoke Common.
Pond Embankments, Burnham Beeches - risk of overtopping failure	Condition assessments carried out and options costed. Inspections / monitoring of outflow condition.
Reduction in direct grant available from the Rural Payments Agency (RPA) to deliver conservation related services across the charity and reduction in Basic Payment Schemes (BPS)	CSS grants secured until 2028. Monitoring of proposed changes to grant options with phasing out of BPS and responding to consultations as required. RPA re-assessment of elements of the previously secured grants may see a reduction for some annual payments related to the management of veteran trees.
Budget Reduction	Review of operational working and financial income streams to try to mitigate any effects.
Impact of Covid-19 on health and safety of visitors and staff	Public health and safety works continues. Social distancing measures erected and reviewed/renewed. Car Parks closed to reduce risk of incident. Equipment inspections have continued as required. Fleet and equipment checks continue 'in-house'. Risk Assessments and Safe Systems of Work have been revised and circulated due to Covid-19 risks, particularly provision and use of PPE. Procurement of necessary PPE and cleaning material needs identified. Cleaning contract standards and frequency remain a concern and is being monitored.
Impact of Covid-19 accelerating long-term damage to sites	Review and plan for temporary seasonal area and path closures at Burnham Beeches to ensure damage due to high visitor numbers is minimised. Provide information to encourage visitors to keep to surfaced paths at peak seasons and in winter months to limit damage. Use of car park capacity restrictions to reduce peak levels at vulnerable times of year if visitor numbers are above carrying capacity or damage occurring.
Open Spaces workforce wellbeing	Staff supported to work from home where desired and possible. Office re-organisation to allow those having to work from site (majority) to be able to do so in a Covid-safe manner. Support of staff with childcare/caring responsibilities to work flexibly where possible.
Cyclical Works Programme (CWP) reduction in 2021/22	Reduction in centrally funded CWP and site maintenance funding for 2021/22 and regular fabric work suspension requiring local budget to deliver needed repairs.

TRUSTEE RESPONSIBILITIES

The Trustee is responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

Charity law requires the Trustee to prepare financial statements for each financial year in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under charity law the Trustee must not approve the financial statements unless the Trustee is satisfied that they give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing these financial statements, the Trustee is required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustee is responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable the Trustee to ensure that the financial statements comply with the Charities Act 2011. The Trustee is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustee is aware:

- there is no relevant audit information of which the charity's auditors are unaware; and
- the Trustee has taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Financial statements are published on the Trustee's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements, which may vary from legislation in other jurisdictions. The maintenance and integrity of the Trustee's website is the responsibility of the Trustee. The Trustee's responsibility also extends to the ongoing integrity of the financial statements contained therein.

Adopted and signed for on behalf of the Trustee.

Jamie Ingham Clark FCA

Chairman of Finance Committee of
The City of London Corporation

Guildhall, London

28 January 2022

Jeremy Paul Mayhew MA MBA,

Deputy Chairman of Finance
Committee of The City of London
Corporation

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF BURNHAM BEECHES AND STOKE COMMON

Opinion on the financial statements

In our opinion, the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 March 2021 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

We have audited the financial statements of Burnham Beeches and Stoke Common ("the Charity") for the year ended 31 March 2021 which comprise the statement of financial activities, the balance sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Independence

We remain independent of the Charity in accordance with the ethical requirements relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

Conclusions related to going concern

In auditing the financial statements, we have concluded that the Trustee's use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustee with respect to going concern are described in the relevant sections of this report.

Other information

The Trustee is responsible for the other information. The other information comprises the information included in the Annual Report and Financial Statements, other than the financial statements and our auditor's report thereon. The other information comprises: Origins of the charity; the Trustee's Annual Report section, which includes: Structure and governance, Achievements and performance, Financial review; the Trustee responsibilities; Reference and administration details. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities Act 2011 requires us to report to you if, in our opinion;

- the information contained in the financial statements is inconsistent in any material respect with the Trustee's Annual Report; or
- adequate accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of Trustee

As explained more fully in the Trustee's responsibilities statement, the Trustee is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustee determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustee is responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the

Trustee either intends to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Extent to which the audit was capable of detecting irregularities, including fraud

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- We obtained an understanding of the legal and regulatory framework applicable to the Charity. We focused on those laws and regulations that had a direct effect on the financial statements or that had a fundamental effect on the operations of the Charity. The laws and regulations we considered in this context were United Kingdom Accounting Standards (Financial Reporting Standard 102), the Statement of Recommended Practice (SORP) Accounting and Reporting by Charities (FRS 102), and the Charities Act 2011.
- We understood how the Charity is complying with those legal and regulatory frameworks, by making enquiries to management, and the Trustee, of known or suspected instances of non-compliance with laws and regulations. We corroborated our enquiries through our review of key committee board minutes.
- We reviewed the financial statement disclosures to assess compliance with the relevant laws and regulations discussed above. We remained alert to any indications of non-compliance throughout the audit.
- We assessed the susceptibility of the Charity's financial statements to material misstatement, including how fraud might occur, by discussing with management and the Trustee to understand where it is considered there was a susceptibility of fraud.
- We evaluated management's incentives and opportunities for fraudulent manipulation of the financial statements, and determined that the principal risks were related to the override of controls by management including posting of inappropriate journal entries, management bias in key accounting estimates, and the timing of income recognition.
- Audit procedures performed in response to the assessment above included: Enquiries of management; reviewing accounting estimates for bias and

challenging assumptions made by management in their significant accounting estimates; Sample testing the recognition of income; Sample testing the appropriateness of journal entries.

Our audit procedures were designed to respond to risks of material misstatement in the financial statements, recognising that the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery, misrepresentations or through collusion. There are inherent limitations in the audit procedures performed and the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we are to become aware of it.

A further description of our responsibilities for the audit of the financial statements is located at the Financial Reporting Council's ("FRC's") website at:

<https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Use of our report

This report is made solely to the Charity's trustee, as a body, in accordance with the Charities Act 2011. Our audit work has been undertaken so that we might state to the Charity's trustee those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity and the Charity's trustee as a body, for our audit work, for this report, or for the opinions we have formed.

BDO LLP, statutory auditor
London, UK
Date: 28 January 2022

BDO LLP is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDING 31 MARCH 2021

	Notes	Unrestricted Funds £	Restricted Funds £	2020/21 Total Funds £	2019/20 Total Funds £
Income from:					
Voluntary activities	2	85,893	35,124	121,017	162,469
Charitable activities	3	195,402	-	195,402	135,243
Grant from City of London Corporation	4	1,035,556	-	1,035,556	1,089,292
Investments	5	1,139	-	1,139	708
Total income		1,317,990	35,124	1,353,114	1,387,712
Expenditure on:					
Charitable activities:					
Preservation and operation of Burnham Beeches and Stoke Common	6	1,138,443	-	1,138,443	1,355,141
Total expenditure		1,138,443	-	1,138,443	1,355,141
Net income/(expenditure) and net movement in funds		179,547	35,124	214,671	32,571
Reconciliation of funds:					
Total funds brought forward	15	764,714	25,000	789,714	757,143
Total funds carried forward	15	944,261	60,124	1,004,385	789,714

All of the above results are derived from continuing activities.

There were no other recognised gains and losses other than those shown above.

The notes on pages 22 to 33 form part of these financial statements.

BALANCE SHEET

AS AT MARCH 2021

	Notes	2021 Total £	2020 Total £
Fixed assets:			
Tangible assets	10	814,295	634,748
Total fixed assets		814,295	634,748
Current assets			
Debtors	11	79,163	130,315
Cash at bank and in hand		194,865	181,005
Total current assets		274,028	311,320
Creditors: Amounts falling due within one year	12	(71,938)	(156,354)
Net current assets		202,090	154,966
Total assets less current liabilities		1,016,385	789,714
Creditors: Amounts falling due after more than one year	13	(12,000)	-
Total net assets		1,004,385	789,714
The funds of the charity:			
Restricted income funds	15	60,124	25,000
Unrestricted income funds	15	944,261	764,714
Total funds		1,004,385	789,714

The notes on pages 22 to 33 form part of these financial statements

Approved and signed on behalf of the Trustee.

Caroline Al-Beyerty

Chamberlain of London and Chief Financial Officer

28 January 2022

NOTES TO THE FINANCIAL STATEMENTS

1. ACCOUNTING POLICIES

The following accounting policies have been applied consistently in dealing with items that are considered material in relation to the financial statements of the charity.

(a) Basis of Preparation

The financial statements of the charity, which is a public benefit entity under FRS102, have been prepared under the historical cost convention and in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland' (FRS 102) (second edition effective 1 January 2019) and the Charities Act 2011.

(b) Going concern

The financial statements have been prepared on a going concern basis as the Trustee considers that there are no material uncertainties about the charity's ability to continue as a going concern. The charity's governing documents place an obligation on the City of London Corporation to preserve the open spaces for the benefit of the public. Funding is provided from the City of London Corporation's City's Cash. The Trustee considers the level of grant funding received and plans activities as a result of this. On an annual basis, a medium-term financial forecast is prepared for City's Cash, covering the next 5 years from the period covered by these financial statements. The latest forecast anticipates that adequate funds will be available in the 12 months from the date of these financial statements being signed to enable the charity to continue to fulfil its obligations.

In making this assessment the Trustee has considered the financial position, including future income levels and planned expenditure and the liquidity of the charity in light of the ongoing economic impact of the Covid-19 pandemic over the next 12 months from these financial statements being signed. The charity will be able to reduce its expenditure principally on vehicle and equipment replacement, and Grounds maintenance.

The charity is funded by the City of London Corporation's City Cash which has undergone a revised forecasting exercise to help provide assurances that it can continue to keep operating over the next 12-month period from the date of these financial statements being signed. For these reasons the Trustee continues to adopt a going concern basis for the preparation of the financial statements.

(c) Key management judgements and assumptions

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the application of policies and reported amounts of assets and liabilities, income and expenditure. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances, the result of which form the basis of decisions about carrying values of assets and liabilities that are not readily

apparent from other sources. The resulting accounting estimates will, by definition, seldom equal the related actual results.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in any future periods affected. Management do not consider there to be any material revisions requiring disclosure.

In preparing the financial statements, management has made the following key judgements: useful economic life of fixed assets and the recovery of debts.

(d) Statement of Cash Flows

The charity has taken advantage of the exemption in FRS102 (paragraph 1.12b) from the requirement to produce a statement of cash flows on the grounds that it is a qualifying entity.

A Statement of Cash Flows is included within the City's Cash Annual Report and Financial Statements 2021 which is publicly available at www.cityoflondon.gov.uk.

(e) Income

All income is included in the Statements of Financial Activities (SOFA) when the charity is legally entitled to the income; it is more likely than not that economic benefit associated with the transaction will come to the charity and the amount can be quantified with reasonable certainty. Income consists of donations, charges for use of facilities, contributions, grants, investment income, interest, sales and rental income:

The City of London Corporation's City's Cash meets the deficit on running expenses of the charity and also provides funding for certain capital works. This income is considered due each year end once the deficit on running expenses and capital works funding has been confirmed, and is recognised in the SOFA at this point.

(f) Expenditure

Expenditure is accounted for on an accruals basis and has been classified under the principal categories of 'expenditure on raising funds' and 'expenditure on charitable activities'. Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required, and the amount of the obligation can be measured reliably.

Governance costs include the costs of governance arrangements which relate to the general running of the charity as opposed to the direct management of functions inherent in the activities undertaken. These include the costs associated with constitutional and statutory requirements such as the cost of Trustee meetings.

Support costs (including governance costs) include activities undertaken by the City Corporation on behalf of the charity, such as human resources, digital services, legal support, accounting services, committee administration, public relations and premises costs. The basis of the cost allocation is set out in Note 7.

The Trustee, the City Corporation, accounts centrally for all payroll related deductions. As a result, the charity accounts for all such sums due as having been paid. From 2021/22, the City Corporation, as Trustee, has taken a decision to seek reimbursement for the administration fees incurred from each of its charities.

(g) Pension Costs

Staff are employed by the City of London Corporation and are eligible to contribute to the City of London Local Government Pension Fund, which is a funded defined benefit scheme. The estimated net deficit on the Fund is the responsibility of the City of London Corporation as a whole, as one employer, rather than the specific responsibility of any of its three main funds (City Fund, City's Cash and Bridge House Estates) or the trusts it supports.

The Fund's estimated net liability has been determined by independent actuaries in accordance with FRS102 as £918.2m as at 31 March 2021 (£630.4m as at 31 March 2020). Since any net deficit is apportioned between the financial statements of the City of London's three main funds, the charity's Trustee does not anticipate that any of the liability will fall on the charity. The charity is unable to identify its share of the pension scheme assets and liabilities and therefore the Pension Fund is accounted for as a defined contribution scheme in these financial statements.

Barnett Waddingham, an independent actuary, carried out the latest triennial actuarial assessment of the scheme as at 31 March 2019, using the projected unit method. The actuary will carry out the next assessment of the scheme as at 31 March 2022, which will set contributions for the period from 1 April 2022 to 31 March 2024. Contribution rates adopted for the financial years 2019/20, 2020/21 and 2021/22 have been set at 21% (2018/19: 21%).

(h) Taxation

The charity meets the definition of a charitable trust for UK income tax purposes, as set out in Paragraph 1 Schedule 6 of the Finance Act 2010. Accordingly, the charity is exempt from UK taxation in respect of income or capital gains under part 10 of the Income Tax Act 2007 or section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

(i) Fixed Assets

Heritage Land and Associated Buildings

Burnham Beeches and Stoke Common comprises 303 hectares (748 acres) of land in South Buckinghamshire, together with associated buildings. The object of the charity is the preservation of Burnham Beeches and Stoke Common in perpetuity as Open Spaces for the recreation and enjoyment of the public. Burnham Beeches and Stoke Common is considered to be inalienable (i.e. they may not be disposed of without specific statutory powers).

Land and the original associated buildings are considered to be heritage assets. In respect of the original land and buildings, cost or valuation amounts are not included in these financial statements as reliable cost information is not available and a

significant cost would be involved in the reconstruction of past accounting records, or in the valuation, which would be onerous compared to the benefit to the users of these accounts

Additions to the original land and capital expenditure on buildings and other assets are included as fixed assets at historic cost, less provision for depreciation and any impairment, where this cost can be reliably measured.

Tangible Fixed Assets

Assets that are capable of being used for more than one year and have a cost greater than £50,000 are capitalised. Such assets are stated at cost less accumulated depreciation and accumulated impairment losses. Depreciation is charged from the year following that of acquisition, on a straight-line basis, in order to write off each asset over its estimated useful life as follows:

	Years
Operational buildings	30 to 50
Improvements and refurbishments to buildings	up to 30
Equipment	5 to 25

(j) Cash

Cash and cash equivalents include cash in hand, overdrafts (if any) and short term deposits and other instruments held as part of the Corporation's treasury management activities with original maturities of three months or less.

(k) Funds structure

Income, expenditure and gains/losses are allocated to particular funds according to their purpose:

Restricted Funds – These include income that is subject to specific restrictions imposed by donors, with related expenditure deducted when incurred.

Unrestricted Income Funds – these funds can be used in accordance with the charitable objects at the discretion of the Trustee and include both income generated by assets held within the permanent endowment fund and from those representing unrestricted funds. Specifically, this represents the surplus of income over expenditure for the charity which is carried forward to meet the requirements of future years, known as free reserves.

Designated Funds – these are funds set aside by the Trustee out of unrestricted funds for a specific purpose.

(l) Insurance

The charity, elected Members and staff supporting the charity's administration are covered by the City Corporation's insurance liability policies, and otherwise under the indemnity the City Corporation provides to Members and staff, funded from City's Cash.

2. INCOME FROM VOLUNTARY ACTIVITIES

	Unrestricted funds	Restricted funds	Total 2020/21	Unrestricted funds	Restricted funds	Total 2019/20
	£	£	£	£	£	£
Grants	72,543	-	72,543	146,489	-	146,489
Donations and legacies	13,350	35,124	48,474	15,980	-	15,980
Total	85,893	35,124	121,017	162,469	-	162,469

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds	Total 2020/21	Unrestricted funds	Total 2019/20
	£	£	£	£
Charges for use of facilities	144,055	144,055	104,785	104,785
Sales	11,860	11,860	581	581
Rental income	39,487	39,487	29,877	29,877
Total	195,402	195,402	135,243	135,243

4. INCOME FROM THE CITY OF LONDON CORPORATION

	Unrestricted funds	Total 2020/21	Unrestricted funds	Total 2019/20
	£	£	£	£
Revenue and Capital grants	1,035,556	1,035,556	1,089,292	1,089,292

5. INCOME FROM INVESTMENTS

	Unrestricted funds	Total 2020/21	Unrestricted funds	Total 2019/20
	£	£	£	£
Interest	1,139	1,139	708	708

Income for the year included:

Grants – being amounts received from organisations towards specific programmes operated by the charity. Grants have been received from Natural England's Countryside Stewardship Scheme and the Rural Payments Agency under the basic payment scheme.

Donations – being voluntary amounts received from the public through donations, which includes non-enforced weekday car parking, and a legacy donation for pond restoration work. From March 2021 a donations page have been available on Burnham Beeches webpage, inviting and enabling the public to make on-line donations to The Burnham Beeches ancient Trees campaign.

Grants from the City of London Corporation – being the amount received from the City of London Corporation's City's Cash to meet the deficit on running expenses of the charity, alongside funding for capital purchases.

Charitable activities – being amounts generated from the part exchange sale of a chipper and sales of leaflets and other publications relating to Burnham Beeches and Stoke Common; charges made to the public for the use of facilities, such as car parks, and from the rental of the Beeches Eco Café.

6. EXPENDITURE

	Direct costs £	Support costs £	Total 2020/21 £	Direct costs £	Support costs £	Total 2019/20 £
Preservation and operation of Burnham Beeches and Stoke Common	996,422	142,021	1,138,443	1,219,952	135,189	1,355,141

Charitable activity

Expenditure on the charitable activities includes labour, premises costs, equipment, materials and other supplies and services incurred in the running of Burnham Beeches and Stoke Common.

Auditor's remuneration and fees for other services

BDO are the auditors of the City of London's City's Cash Fund and all of the different charities of which it is Trustee. The City of London Corporation charges the audit fee to its City's Cash Fund. From 2021/22, the City Corporation, as Trustee, has taken a decision to seek reimbursement for the audit fee incurred from each of its charities. In 2020/21 no audit fee was recharged (2019/20: £nil). No other services were provided to the charity by its auditors during the year (2019/20: £nil).

7. SUPPORT COSTS

Support costs include activities undertaken by the City of London Corporation on behalf of the Charity, such as human resources, digital services, legal support, accounting services, committee administration and premises costs. Such costs are determined on a departmental basis, and are allocated on a cost recovery basis to the charity based on time spent, with associated office accommodation charged proportionately to the space occupied by the respective activities, with the split of costs as follows:

	Charitable activities £	Governance £	2020/21 £	2019/20 £
Department:				
Chamberlain	26,713	-	26,713	26,916
Town Clerk	-	18,668	18,668	18,502
City Surveyor	26,625	-	26,625	26,314
Open Spaces directorate	26,027	-	26,027	23,642
Other governance & support costs	6,950	-	6,950	6,893
Digital Services	37,038	-	37,038	32,922
Sub-total	123,353	18,668	142,021	135,189
Reallocation of governance costs	18,668	(18,668)	-	-
Total	142,021	-	142,021	135,189

All support costs are undertaken from unrestricted funds. Governance costs are allocated based on a proportion of officer time spent on the administration of Trustee and Committee related meetings.

8. DETAILS OF STAFF COSTS

All staff that work on behalf of the charity are employed by the City Corporation. The average number of people directly undertaking activities on behalf of the charity during the year was 13 (2019/20: 13).

Amounts paid in respect of employees directly undertaking activities on behalf of the charity were as follows:

	2020/21 £	2019/20 £
Salaries and wages	428,687	397,846
National Insurance costs	42,620	39,420
Employer's pension contributions	93,757	88,253
Total emoluments of employees	565,064	525,519

The number of directly charged employees whose emoluments (excluding employer's pension contribution) for the year were over £60,000 was nil (2019/20: nil).

Remuneration of Key Management Personnel

The charity considers its key management personnel to comprise the Members of the City of London Corporation, acting collectively for the City Corporation in its capacity as the Trustee, and the Director of Open Spaces who manages the seven open spaces funded by the City of London Corporation. A proportion of the Directors' employment benefits are allocated to this charity.

Support is also provided by other chief officers and their departments from across the City of London Corporation, including the Town Clerk and Chief Executive, Chamberlain, Comptroller and City Solicitor and City Surveyor.

The amount of employee benefits received by key management personnel totalled £4,996 (2019/20: £4,336). No members received any remuneration, with directly incurred expenses reimbursed, if claimed. Expenses totalling £nil were claimed in 2020/21 (2019/20: £nil).

9. HERITAGE ASSETS

Since 1880 the primary purpose of the charity has been the preservation of Burnham Beeches and Stoke Common for the recreation and enjoyment of the public and the preservation of the natural aspect. As set out in Note 1(j), the original heritage land and buildings are not recognised in the Financial Statements. Policies for the preservation and management of Burnham Beeches and Stoke Common are contained in the Management plans for Burnham Beeches and Stoke Common. Records of heritage assets owned and maintained by Burnham Beeches and Stoke Common can be obtained from the Director of Open Spaces at the principal address as stated on page 34.

10. TANGIBLE FIXED ASSETS

	Land and Buildings	Infrastructure	Equipment	Total
	£	£	£	£
Cost				
At 1 April 2020	835,256	-	50,000	885,256
Additions	-	87,650	115,045	202,695
Disposals	-	-	-	-
At 31 March 2021	835,256	87,650	165,045	1,087,951
Depreciation				
At 1 April 2020	250,508	-	-	250,508
Charge for the year	18,148	-	5,000	23,148
Disposals	-	-	-	-
At 31 March 2021	268,656	-	5,000	273,656
Net book value				
At 31 March 2021	566,600	87,650	160,045	814,295
At 31 March 2020	584,748	-	50,000	634,748

11. DEBTORS

	2021	2020
	£	£
Rental debtors	6,506	10,327
Prepayments and accrued income	3,535	3,451
Recoverable VAT	19,508	17,045
Other debtors	76	638
Sundry debtors	49,538	98,854
Total	79,163	130,315

12. CREDITORS – AMOUNT FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Trade creditors	28,058	21,407
Accruals	34,756	74,565
Deferred income	6,526	5,827
Other creditors	2,598	54,555
Total	71,938	156,354

Deferred income relates to rental income received in advance for periods after the year-end.

Deferred income analysis within creditors:	2021 £	2020 £
Balance at 1 April	5,827	1,878
Amounts released to income	(5,827)	(1,878)
Amounts deferred in the year	6,526	5,827
Balance at 31 March	6,526	5,827

13. CREDITORS - AMOUNTS DUE AFTER MORE THAN ONE YEAR

	2021 £	2020 £
Sundry deposits	12,000	-
Total	12,000	-

The Sundry deposit relates to a Café rent deposit.

14. ANALYSIS OF NET ASSETS BY FUND

At 31 March 2021	Unrestricted Income Funds		Restricted Funds	Total at 31 March 2021	Total at 31 March 2020
	General Funds	Designated Funds			
	£	£	£	£	£
Tangible Assets	-	814,295	-	814,295	634,748
Current Assets	83,938	129,966	60,124	274,028	311,320
Current Liabilities	(71,938)	-	-	(71,938)	(156,354)
Non-current liabilities	(12,000)	-	-	(12,000)	-
Total	-	944,261	60,124	1,004,385	789,714

At 31 March 2020	Unrestricted Income Funds		Restricted Funds	Total at 31 March 2020	Total at 31 March 2019
	General Funds	Designated Funds			
	£	£	£	£	£
Tangible Assets	-	634,748	-	634,748	602,896
Current Assets	156,354	129,966	25,000	311,320	225,228
Current Liabilities	(156,354)	-	-	(156,354)	(70,981)
Total	-	764,714	25,000	789,714	757,143

15. MOVEMENT IN FUNDS

At 31 March 2021	Total as at 1 April 2020 £	Income £	Expenditure £	Transfers £	Total as at 31 March 2021 £
Restricted funds:					
Legacy income	25,000	35,014	-	-	60,014
Campaign donations	-	110	-	-	110
Total restricted funds	25,000	35,124	-	-	60,124
Unrestricted funds:					
General funds	-	1,115,295	(1,115,295)	-	-
Designated funds:					
Stoke Common	129,966	-	-	-	129,966
Capital Adjustment Account	584,748		(23,148)		561,600
Infrastructure		87,650			87,650
Furniture and Equipment	50,000	115,045	-	-	165,045
Total designated funds	764,714	202,695	(23,148)	-	944,261
Total unrestricted funds	764,714	1,317,990	(1,138,443)	-	944,261
Total funds	789,714	1,353,114	(1,138,443)	-	1,004,385

At 31 March 2020	Total as at 1 April 2019 £	Income £	Expenditure £	Transfers £	Total as at 31 March 2020 £
Restricted funds:					
Legacy income	25,000	-	-	-	25,000
Total restricted funds	25,000	-	-	-	25,000
Unrestricted funds:					
General funds	-	1,337,712	(1,336,993)	(719)	-
Designated funds:					
Stoke Common	129,247	-	-	719	129,966
Capital Adjustment Account	602,896		(18,148)		584,748
Furniture and Equipment	-	50,000	-	-	50,000
Total designated funds	732,143	50,000	(18,148)	719	764,714
Total unrestricted funds	732,143	1,387,712	(1,355,141)	-	764,714
Total funds	757,143	1,387,712	(1,355,141)	-	789,714

Purposes of restricted funds

Legacy income - To be held and spent in accordance with the donator's wishes in maintaining a pond area.

Campaign donations - Represents funds received from the public through donations. From March 2021 a donations page has been created on Burnham Beeches webpage, inviting and enabling the public to make on-line donations to the Burnham Beeches ancient trees campaign. In total, £110 was received during the year (2019/20: £nil).

Purposes of designated funds

Designated funds have been set aside by the Trustee for the following purposes:

Fixed Assets (Capital Adjustment Account Fund, Infrastructure Fund and Furniture and Equipment Fund) – Plant and equipment are included at historic cost less provision for depreciation and any impairment. The net book value of fixed assets at 31 March 2021 was £814,295 and is represented by these three designated funds (2019/20: £634,748, two designated funds)

Stoke Common designated fund – Stoke Common was acquired by the City of London from South Bucks District Council on 31 October 2007. On 12 September 2011 the assets and liabilities of Stoke Common were transferred to Burnham Beeches and Stoke Common. £109,872 was transferred, being the balance of the lump sum from South Buckinghamshire District Council; interest accrued to date is reflected in the balance of £129,966 as at 31 March 2021. This lump sum is to fund on-going maintenance costs of Stoke Common.

16. RELATED PARTY TRANSACTIONS

The City Corporation is the sole Trustee of the charity, as described on page 2. The City Corporation provides various services to the charity, the costs of which are recharged to the charity. This includes the provision of banking services, charging all transactions to the charity at cost and crediting or charging interest at a commercial rate. The cost of these services is included within expenditure, as set out in Note 6.

The charity is consolidated within the accounts of City's Cash, a fund of the City of London Corporation (the City Corporation, the Corporate Trustee of the charity), by virtue of the deemed control arising from the provision of the shortfall between the charity's income and expenditure by City's Cash, whose place of business is Guildhall, London EC2P 2EJ. The principal purpose of City's Cash is to manage its investments in properties, stocks and shares to provide returns which allows the City Corporation to use the income for the provision of services that are of importance to the City and Greater London as well as nationally and internationally, and to maintain the asset base so that income will be available to fund services for the benefit of future generations. The financial statements of City's Cash can be obtained from the address provided above.

The charity is required to disclose information on related party transactions with bodies or individuals that have the potential to control or influence the charity. Members are required to disclose their interests, and these can be viewed online at www.cityoflondon.gov.uk.

Members and senior staff are requested to disclose all related party transactions, including instances where their close family has made such transactions.

Figures in brackets represent the amounts due at the balance sheet date. Other figures represent the value of the transactions during the year.

Related party	Connected party	2020/21 £	2019/20 £	Detail of transaction
City of London Corporation	The City of London Corporation is the Trustee for the charity	1,035,556 (nil)	1,039,292 (nil)	The City of London Corporation's City's Cash meets the deficit on running expenses of the charity
		142,021 (nil)	135,189 (nil)	Administrative services provided for the charity

REFERENCE AND ADMINISTRATION DETAILS

CHARITY NAME Burnham Beeches and Stoke Common

Registered charity number 232987

PRINCIPAL OFFICE OF THE CHARITY & THE CITY CORPORATION

Guildhall, London, EC2P 2EJ

TRUSTEE

The Mayor and Commonalty & Citizens of the City of London

SENIOR MANAGEMENT

Chief Executive

John Barradell OBE - The Town Clerk and Chief Executive of the City of London Corporation

Treasurer

Caroline Al-Beyerty - The Chamberlain & Chief Financial Officer of the City of London Corporation (appointed 1 May 2021)

Dr Peter Kane - The Chamberlain of the City of London Corporation (retired 30 April 2021)

Solicitor

Michael Cogher - The Comptroller and City Solicitor of the City of London Corporation

Open Spaces

Colin Buttery – Director of Open Spaces

AUDITORS

BDO LLP, 55 Baker Street, London, W1U 7EU

BANKERS

Lloyds Bank Plc., P.O.Box 72, Bailey Drive, Gillingham Business Park, Kent ME8 0LS

Contact for The Chamberlain, to request copies of governance documents & of the Annual Report of City's Cash:

PA-DeputyChamberlain@cityoflondon.gov.uk

Committee(s)	Dated:
Epping Forest and Commons	11 July 2022
Subject: West Wickham Common and Spring Park Wood, Coulsdon and Other Commons Trustees Annual Report and Financial Statements for the Year Ended 31 March 2021	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	n/a
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	n/a
What is the source of Funding?	n/a
Has this Funding Source been agreed with the Chamberlain's Department?	n/a
Report of: The Chamberlain Executive Director Environment	For Information
Report author: Beatrix Jako - Chamberlains	

Summary

The Trustee's Annual Report and Financial Statements for the Year ended 31 March 2021 for West Wickham Common and Spring Park Wood, Coulsdon and Other Commons (charity registration numbers 232988 and 232989) are presented for information in the format required by the Charity Commission.

Recommendation(s)

It is recommended that the Trustee's Annual Report and Financial Statements for the 2020/21 Financial Year be noted.

Main Report

1. The Trustee's Annual Report and Financial Statements are presented for information, having been signed on behalf of the Trust by the Chairman and Deputy Chairman of the Finance Committee and the auditors BDO LLP. The information contained within the Annual Report and Financial Statements has already been presented to your Committee via outturn report on 12 July 2021.
2. Following on from a previous review of the charities for which the City is responsible, (completed in 2010), which detailed key reports that should be presented to your Committee. The Trustees Annual Report and Financial Statements was one of these reports. Information from these statements will form

the Annual Return to the Charity Commission. Since this undertaking the City Corporation has recently approved that a further comprehensive review be undertaken across all of its charities, the outcome of which will be reported to this committee in due course.

3. The Trustee's Annual Report and Financial Statements were submitted to the Charity Commission after the regulatory deadline of 31 January 2022 owing to issues with former auditors BDO LLP.

Appendices

- Appendix 1 – West Wickham Common and Spring Park Wood, Coulsdon and Other Commons Report and Financial Statements for the year ended 31 March 2021

Beatrix Jako

Acting Senior Accountant – Chamberlain's Financial Services Division

E: Beatrix.Jako@cityoflondon.gov.uk

West Wickham Common and Spring Park Wood
Coulsdon and other Commons

Annual Report and Financial Statements for the
year ended 31 March 2021

Charity registration numbers 232988 and 232989

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ORIGINS OF THE CHARITY

West Wickham, Spring Park and Coulsdon and other Commons is a collection of separate sites comprising of over 275-hectares of area of open space, made up of natural chalk grassland, wooded pasture, copse and natural wooded areas, including several veteran species. Its natural and cultural heritage are of national importance, the legacy of centuries of interaction between people and the environment. The Coulsdon and other Commons were designated as part of the South London Downs National Nature Reserve in 2019.

Acquisition

In 1883 the City of London Corporation bought the freehold to the greater part of Coulsdon Common as one of the four Coulsdon Commons. Further acquisitions were made in 1924 (a strip of land on the north side of Stites Hill Road and part of Rydens Wood), 1936 (the remainder of Rydens Wood), 1939 (the area known as Merlewood) and 2003 (an enclosure which was the site of a windmill). The City of London Corporation also owns a plot of land adjacent to, but not part of Coulsdon Common that is occupied by the Merlewood Estate Office, tied accommodation for its Rangers and the Lodge Garden. This land is not public open space. In 1926, the City of London Corporation was given the woodland at Spring Park as a gift from Colonel Sir Arthur and Stephen Hallam Farnaby Lennard of Wickham Court. In 1927, the area of open meadow between the woodland and the Addington Road was sold to the City of London Corporation from the same vendors for a cost of £1623 2s 6d.

The City of London Corporation bought the four Coulsdon Commons, including Kenley, in 1883 from the Lord of the Manor of Coulsdon, Edmund Byron. During the First World War the Air Ministry requisitioned the whole Common (20.6 hectares) to form part of Kenley Aerodrome. After the war only the northern half was returned but 25 ha of adjacent agricultural land was compulsory purchased and given to the City in substitution for the land lost to the airfield, now owned by the Ministry of Defence (MoD). In 1965 the City of London Corporation extended its holding when it bought land between Welcomes Road and Kenley Lane. Then in 1983 the City acquired land outside the perimeter track of the airfield that was no longer required for military purposes. Finally, in 2004, a small parcel of land, (0.63 hectares) linking Kenley and Coulsdon Commons was returned from the MoD.

Farthing Downs was also part of the 1883 acquisition. Prior to this, it belonged to the Lord of the Manor of Coulsdon. In 2002 New Hill, together with Eight and Ten Acre, was bought at auction by the City of London Corporation from a developer. In 2004, Woodplace Farm Fields to the west of Farthing Downs were also purchased by the City of London Corporation, following a successful local fund-raising appeal.

Riddlesdown Common was the last of the four 'Coulsdon Common' also acquired in 1883. Coombes Wood and Donkey Field were acquired in 1929, the Bull Pen in 1973, Riddlesdown Quarry and adjacent Quarry Field in 1996, and the Riddlesdown Cottage plot in 2006.

TRUSTEE'S ANNUAL REPORT

STRUCTURE AND GOVERNANCE

GOVERNING DOCUMENTS

The governing document is the Corporation of London (Open Spaces) Act 1878. The charities are constituted as charitable trusts.

GOVERNANCE ARRANGEMENTS

The Mayor and Commonalty and Citizens of the City of London (also referred to as 'the City Corporation' or 'the City of London Corporation'), a body corporate and politic, is the trustee of West Wickham Common and Spring Park Wood Coulsdon and other Commons. The City Corporation is trustee acting by the Court of Common Council of the City of London in its general corporate capacity and that executive body has delegated responsibility in respect of the administration and management of these charities to various committees and sub-committees of the Common Council, membership of which is drawn from 125 elected Members of the Common Council and external appointees to those committees. In making appointments to committees, the Court of Common Council will take into consideration any particular expertise and knowledge of the elected Members, and where relevant, external appointees. External appointments are made after due advertisement and rigorous selection to fill gaps in skills. Elected Aldermen and Members of the City of London Corporation are appointed to the Epping Forest and Commons Committee governing West Wickham Common and Spring Park Wood Coulsdon and other Commons by the Court of Common Council of the City of London Corporation.

Members of the Court of Common Council are unpaid and are elected by the electorate of the City of London. The Key Committees which had responsibility for directly managing matters related to the charities during 2019/20 were as follows:

- **Policy and Resources Committee** – responsible for allocating resources and administering the charity.
- **Finance Committee** – responsible for controlling budgets, support costs and other central charges that affect the charity as a whole.
- **Audit and Risk Management Committee** – responsible for overseeing systems of internal control and making recommendations to the Finance Committee relating to the approval of the Annual Report and Financial Statements of the charity.
- **Epping Forest & Commons Committee** – responsible for the activities undertaken at West Wickham Common and Spring Park Wood, Coulsdon and Other Commons approving budget allocations for the forthcoming year and acting as Trustees of the charity.
- **West Wickham, Spring Park and Coulsdon Commons Consultation Group** - provides a forum for local residents and users to comment upon both the management of Coulsdon Common and its neighbouring public open spaces: Kenley Common (with its World War II-era airfield), Riddlesdown, and Farthing Downs and New Hill.

All of the above committees are ultimately responsible to the Court of Common Council of the City of London. Committee meetings are held in public, enabling the decision-making process to be clear, transparent and publicly accountable. Details of the membership of Committees of the City Corporation are available at www.cityoflondon.gov.uk

The charity is consolidated within City's Cash as the City of London Corporation exercises operational control over their activities. City's Cash is a fund of the City Corporation that can be traced back to the 15th century and has been built up from a combination of properties, land, bequests and transfers under statute since that time. Investments in properties, stocks and shares are managed to provide a total return that:

- Allows City's Cash to use the income for the provision of services that are of importance nationally and internationally as well as to the City and Greater London;
- Maintains the asset base so that income will be available to fund services for the benefit of future generations.

The trustee believes that good governance is fundamental to the success of the charities. A comprehensive review of governance commenced during 2019/20 and is ongoing to ensure that the charities are effective in fulfilling objectives. Reference is being made to the good practices recommended within the Charity Governance Code throughout this review. Focus is being placed on ensuring regulatory compliance and the ongoing maintenance of an efficient and effective portfolio of charities that maximise impact for beneficiaries.

ORGANISATIONAL STRUCTURE AND DECISION-MAKING PROCESS

The charities are administered in accordance with their governing instruments and the City Corporation's own corporate governance and administration framework, including Committee Terms of Reference, Standing Orders, Financial Regulations and Officer Scheme of Delegations. These governance documents can be obtained via a request to the email address stated on page 34.

Each Member by virtue of their membership of the Court of Common Council, its relevant committees and sub-committees, has a duty to support the City Corporation in the proper exercise of its functions and in meeting its duties as trustee of the charities by faithfully acting in accordance with charity law, the Terms of Reference of the relevant committee or sub-committee, and the City of Corporation's agreed corporate governance framework as noted above, backed up by its standards regime.

INDUCTION AND TRAINING OF MEMBERS

The City Corporation makes available to its Members, seminars and briefings on various aspects of its activities, including those concerning the charities, to enable Members to carry out their duties efficiently and effectively. Induction meetings are provided on specific aspects of the work of West Wickham Common and Spring Park Wood Coulsdon and other Commons. If suitable seminars or other training options are identified that are relevant to the charities, Members are advised of these opportunities.

OBJECTIVES AND ACTIVITIES

The objectives of the charities are the preservation and maintenance of West Wickham Common and Spring Park Wood Coulsdon, as Open Spaces for the recreation and enjoyment of the public.

Purposes of the charity as set out in the governing document, the Corporation of London (Open Spaces) Act 1878 and the Open Spaces Act 2018:

- West Wickham and Spring Park Wood and Coulsdon and other Commons to be kept as open space for public recreation.
- Natural aspect to be preserved.
- Protect the timber and other trees, pollards, shrubs, underwood and herbage.
- Land to be unenclosed and un-built upon, except those features required for better attainment of the Act and deemed necessary by the City.
- Byelaws protecting the site and its features to be enforced.
- Encroachments to be resisted and abated.

Main activities undertaken in relation to these purposes:

- Practical conservation management activities to maintain the biodiversity of the open spaces, including tree surgery work on the veteran oaks, bracken suppression and management of firebreaks, scrub, chalk grassland and wetland habitats.
- Providing volunteering opportunities to encourage community involvement.
- Providing and maintaining facilities for informal recreation
- Grazing with cattle, sheep and goats
- Protecting the open spaces and its users from harm by patrolling, enforcing byelaws, resisting encroachments, challenging threats and managing assets
- Providing educational activities and events
- Surveying and monitoring, for wildlife, visitor use, archaeological investigations and pollution monitoring
- Managing and protecting Scheduled Monuments, including Farthing Downs, a scheduled ancient monument and Kenley airfield and the World War II heritage assets.
- Managing and creating chalk downland and woodland pasture.

West Wickham and Spring Park Wood and Coulsdon and other Commons natural and cultural heritage are of national importance, the legacy of centuries of interaction between people and the environment. As we progress through the 2020's and beyond the challenge of protecting this valuable resource will increase as pressures from environmental and human factors mount.

Aims of the charity

- Maintain the biodiversity of West Wickham and Spring Park Wood and Coulsdon and other Commons by managing habitats to favourable condition and achieving conservation gains that benefit the site and beyond. *Governing document link: preserve natural aspect, protect the timber and other trees, pollards, shrubs, underwood and herbage.*
- Encourage the sustainable use of West Wickham and Spring Park Wood and Coulsdon and other Commons for recreation and promote community involvement in all aspects of the site. *Governing document link: commons acquired by the City to be kept as open spaces for the recreation and enjoyment of the public.*
- Protect West Wickham and Spring Park Wood and Coulsdon and other Commons and its users from harm. Challenge threats and maintain assets, including heritage assets, in good condition. *Governing document link: open spaces kept unenclosed and unbuilt upon. Shall by all lawful means prevent, resist and abate enclosures, encroachments and buildings upon. The City may from time to time make and alter byelaws.*

The West Wickham and Spring Park Wood and Coulsdon and other Commons Management Plans describe the strategy for achieving these aims.

Volunteers

Active recruitment of conservation volunteers has ensured particularly busy groups across all sites and contribute to a total of around 5,000 hours per year.

Remuneration Policy

The charities senior staff are employees of the City Corporation and, alongside all staff, pay is reviewed annually. The City Corporation is committed to attracting, recruiting and retaining skilled people and rewarding employees fairly for their contribution. As part of this commitment, staff are regularly appraised and, subject to performance, eligible for the payment of bonuses and recognition awards.

The above policy applies to staff within the charities key management personnel, as defined within note 7 to the financial statements.

The charities are committed to equal opportunities for all employees. An Equality and Inclusion Board has been established to actively promote equality, diversity and inclusion in service delivery and employment practices. The Board is responsible for monitoring the delivery of the Equality and Inclusion Action Plan and progress against the Equality Objectives. This also includes addressing the City Corporation's gender pay gap.

Owing to the COVID 19 pandemic and the recommendations from the Tackling Racism Taskforce, which was set up last year to identify the actions that the City Corporation could implement to tackle racism in all its forms, the Corporate Equality and Inclusion Plan is currently being updated. There is work ongoing relating the new Equalities and Inclusion objectives, that will include internal and external consultation. This is expected

to take place in the summer, with publication of the revised Equalities and Inclusion objectives by the end of 2021.

Senior staff posts of the City Corporation are individually evaluated and assessed independently against the external market allowing each post to be allocated an individual salary range within the relevant grade, which incorporates market factors as well as corporate importance.

Fundraising

Section 162a of the Charities Act 2011 requires charities to make a statement regarding fundraising activities. The legislation defines fundraising as “soliciting or otherwise procuring money or other property for charitable purposes”. Although West Wickham Common and Spring Park Wood Coulsdon and other Commons charities does not undertake widespread fundraising from the general public, any such amounts receivable are presented in the financial statements as “voluntary income” including grants.

In relation to the above we confirm that all solicitations are managed internally, without involvement of commercial participators or professional fund-raisers, or third parties. The day to day management of all income generation is delegated to the executive team, who are accountable to the trustee. The charities are not bound by any regulatory scheme and does not consider it necessary to comply with any voluntary code of practice.

From March 2021 a donations page has been created on the Farthing Downs webpage, inviting and enabling the public to make on-line donations to the Farthing Downs Interpretation Improvements campaign.

The charity has received no complaints in relation to fundraising activities in 2020/21 (2019/20: nil). Individuals are not approached for funds, hence the charities do not consider it necessary to design specific procedures to monitor such activities.

Public benefit statement

The Trustee confirms that it has referred to the guidance contained in the Charity Commission’s general guidance on public benefit when reviewing West Wickham Common and Spring Park Wood Coulsdon and other Commons aims and objectives and in planning future activities. The purposes of the charities are the preservation in perpetuity of West Wickham Common and Spring Park Wood Coulsdon and other Commons as an open space for the recreation and enjoyment of the public.

Consequently, the Trustee considers that West Wickham Common and Spring Park Wood Coulsdon and other Commons operates to benefit the general public and satisfies the public benefit test.

REFERENCE AND ADMINISTRATIVE DETAILS

The administrative details of the charities are stated on page 34.

ACHIEVEMENTS AND PERFORMANCE

West Wickham and Coulsdon Commons teams have ensured that the sites remained open and accessible throughout the COVID-19 pandemic. However, with the focus on keeping the Commons open, tidy and safe, this did impact on the delivery of some of the projects planned for 2020/21 which will roll over into 2021/22.

West Wickham and Coulsdon Commons 2020/21 aims together with their outcomes were:

Management Planning

New 10-year Site Management Plan - The new ten-year combined plan for West Wickham Common and Spring Park was agreed by Epping Forest and Commons Committee and has been adopted for the period 2021-2031.

Woodland Management Plan - covering all areas of permanent woodland across the West Wickham & Coulsdon Commons. Draft application submitted April 2020. Forestry Commission will guide us through the production of the ten-year plan.

Countryside Stewardship Scheme Grant (CSSG) – an “Expressions of Interest” for the new CSSG were submitted to Natural England by their March 2021 deadline.

Countryside Management

Grassland – the majority of this programme to restore open areas on Farthing Downs, New Hill, Coulsdon Common, Kenley Common, Riddlesdown is now complete; however, it will be ongoing to the expiry of the current Environmental Stewardship Scheme (ESS) agreement to fulfil required prescriptions from Natural England.

Scrub – this rolling project continues to manage blocks of retained scrub on Farthing Downs and restore succession on New Hill. This natural habitat work is seasonal and species varied depending on the time of year and climatic conditions.

Stock fencing – carry out repair and replacement of stock fencing

An ongoing programme to replace weathered stock fencing to ensure safe and accessible grazing for livestock. 300m of stock fencing replaced along the boundary of Riddlesdown Common and the main A22 and a 50m section replaced on Kenley Common.

Car Parking

In January 2021, car park charging was introduced on Riddlesdown and Farthing Downs. The system uses automatic number plate recognition (ANPR) and payments can be made with either a bank card (including contactless) or via a smartphone app (RingGo).

Additional achievements include:

National Nature Reserve (NNR)

In partnership with Natural England and the London Borough of Croydon, The four Coulsdon Commons (Kenley, Riddlesdown, Coulsdon and Farthing Downs) along with Happy Valley (LBC) and the Whyteleafe to Sanderstead Countryside Area (LBC) were

declared a National Nature Reserve (NNR) recognising the high recreational and conservation value of the site.

Stabilisation of quarry face at Riddlesdown Common

Following an incident in early 2020, specialist contractors were appointed to undertake a geological assessment and remedial stabilisation works to the quarry face at Optical Surfaces, A22, Riddlesdown Common. Vegetation clearance followed by high tensile mechanical anchoring and netting has resolved much of the risk associated with this part of the site.

Boundaries – review to ensure site protected and safety of people

Ditch and bank constructed at Farthing Downs and repairs made to existing infrastructure on Coulsdon Common. Further ditch and bank have been reinstated along Stites Hill Road and Fox Lane, across Coulsdon Common, with the desired achievement of limiting vehicle transgressions on to the boundary and damaging the natural habitat. The added benefit of contributing to the improved water drainage in the area has also been realised. Both the Farthing Downs and Coulsdon Common projects have significantly reduced the risk of traveller encampments on the open spaces, in 2020/21 there were no such incursions.

Trial of the Nofence (virtual fencing)

Nofence is a Norwegian company which are pioneering in virtual fencing technology. They were approached directly to ask if they would be interested in running a trial with the City of London Corporation. This is their first presence in the UK. At that time, they had around 700 customers in Norway and the system was being used in Germany, France and Spain at universities in trials. The system uses GPS and operates via a mobile network where the user can plot and adjust enclosures using an app. The animals (cows) wear GPS collars which are registered to this enclosure and are encouraged to remain within the enclosure via a series of audible clues and a final electric shock which is equivalent to that of a traditional electric fence. The system enables us to control the grazing and direct animals to specific target areas and will, in some cases, obviate the need for expensive fencing and associated infrastructure.

Signage – new Kenley Revival Project (KRP) signage installed

This has now been installed, marking the final phase of KRP.

PLANS FOR FUTURE PERIODS

The global pandemic of Coronavirus was still very much part of operations at the start of 2021/22. This may have an impact on income and ability to deliver some projects in the next 12 months.

Key projects for 2021/22 include:

Management Planning

The current ten-year site Management Plans for Kenley Common, Coulsdon Common, Farthing Downs and Riddlesdown expire in 2021. New ten-year plans are being produced and will be available for consultation (probably in a virtual format to accommodate social distancing rules) between April and August 2021.

Countryside Stewardship

Our current Environmental Stewardship Scheme (ESS) ends 31 March 2021.

We have submitted an expression of interest for the new scheme and if accepted, final grant applications must be submitted to Natural England by September 2021. The new scheme was awarded in February 2022 and will fund our conservation work for five years.

Countryside Management

Grassland - Ongoing maintenance of species-rich chalk grassland habitats through grazing and hay-cutting that satisfies prescription from Natural England and enhances and enriches biodiversity across all sites.

Scrub - Scrub control to create and maintain open downland focusing on chemical-free “tree-popping”. This enables larger grazing areas and enhances the mosaic of grassland habitats across the sites.

Woodland - Tree safety management, coppicing and glade creation. Ash dieback clearance on New Hill. This will enhance the natural environment whilst removing dead and dying Ash trees. This will hopefully inhibit the transmission of the disease to other Ash trees in the vicinity.

Ranger Presence - Increased patrols and site safety checks whilst Coronavirus restrictions remain in place, ensuring boundaries are secure and staff and members of the public are safe. Safe boundaries also ensure livestock are secure and able to graze securely and effectively, enhancing and enlarging current grazing areas.

Kenley Revival Project - Conclude the HLF funded Kenley Revival Project and resolve conservation issues with the built heritage assets.

Riddlesdown Quarry - Conclude the safety works.

Budget management - Achieve financial savings as required through a combination of reducing expenditure and appropriate income generation activities.

Target Operating Model - Support the development of the City of London Corporation’s new Target Operating Model and the creation of a new Department within which will sit this charity.

The Trustee does not consider there to be any material uncertainty around going concern and further detail regarding this is set out on page 21.

FINANCIAL REVIEW

Overview of Financial Performance

Income

In 2020/21 the charity's total income for the year was £1,325,262 an overall increase of £82,333 against the previous year (£1,242,929). The principal source of income was from City of London Corporation's City's Cash fund (see below).

Income from Charitable Activities comprised £16,065 from fees charged (2019/20: £420), £31,159 from rents (2019/20: £32,441) and £28,934 from sales (2019/20: £7,458). 2020/21 saw increased sales of timber, charcoal and livestock. In January 2021, car parking charges were introduced at the Riddlesdown and Farthing Downs car park which resulted in an increase in fees and charges for use of facilities.

In total grant income of £154,990 was received in the year, towards specific programmes administered by the charities (2019/20: £114,013) (see below).

- A government grant of £65,937 (2019/20: £73,417) was received from the Rural Payment Agency in relation to Agri - environment schemes that provide funding to farmers and land managers to farm in a way that supports biodiversity, enhances the landscape, and improves the quality of water, air and soil.
- A grant of £89,053 (2019/20: £40,596) was received from the Heritage Lottery Fund (HLF) towards the Kenley Revival project which aims to conserve the historic airfield structures associated with Kenley Airfield during World War II and to promote the heritage resource to make it accessible to a wider range of people. There was an increase in the 2020/21 expenditure which required more funding from the Heritage Lottery Fund (HLF).

Contributions – being amounts contributed towards corporate volunteering events and by the public towards free events such as guided walks. In total £137 was received during the year (2019/20: £16,528).

Donations – being amounts received from the public for walks and talks advertised via Eventbrite. In total £29 was received during the year (2019/20: £896). From March 2021 a donations page has been created on the Farthing Downs webpage, inviting and enabling the public to make on-line donations to the Farthing Downs Interpretation Improvements campaign.

An amount of £1,093,948 (2019/20: £1,071,173) was received from the City of London Corporation's City's Cash as a contribution towards the running costs of the charities. The increase in contribution was mainly due to an increase in supplies and services and premises related expenses during the year.

Expenditure

Total expenditure for the year relating to charitable activities expenditure was £1,390,281 (2019/20: £1,251,613). The increase in expenditure mainly relates to an increase in supplies and services and premises related expenses.

Funds held

The charity's total funds held decreased by £65,019 to £416,283 as at 31 March 2021 (2019/20: £481,302).

The charity's designated funds consist of unrestricted income funds which the Trustee has chosen to set aside for specific purposes. Such designations are not legally binding, and the Trustee can decide to "undesignate" these funds at any time. Designations as at 31 March 2021 totalled £416,283 (2019/20: £481,302).

Details of all funds held, including their purposes, is set out within note 14 to the financial statements.

Reserves

The charities are wholly supported by the City of London Corporation which is committed to maintain and preserve West Wickham Common and Spring Park Wood Coulsdon and other Commons out of its City's Cash Funds. These Funds are used to meet the deficit on running expenses on a year by year basis. Consequently, these charities have no free reserves and a reserves policy is considered by the trustee to be inappropriate.

Principal Risks and Uncertainties

The Trustee is committed to a programme of risk management as an element of its strategy to preserve the charities assets. In order to embed sound practice the senior leadership team ensures that risk management policies are applied, that there is an on-going review of activity and that appropriate advice and support is provided. A key risk register has been prepared for the charities, which has been reviewed by the Trustee. This identifies the potential impact of key risks and the measures which are in place to mitigate such risks.

The principal risks faced by the charities, and actions taken to manage them are as follows:

Risk	Actions to manage risks
Reduction in funding	<ul style="list-style-type: none"> • Seek additional grant funding from Natural England's Countryside Stewardship scheme and Forestry Commission. • Joint application made to the Government Green Recovery fund as part of the National Nature Reserve (NNR) partnership with London Borough of Croydon. • Ensure future plans are scalable and reduce costs where necessary.
	<ul style="list-style-type: none"> • Review and update plan bi-annually.

Risk	Actions to manage risks
Climate change – fire, storms, drought	<ul style="list-style-type: none"> • Fire management and monitoring policies and plans in place and link to staff training and local emergency services. • Storm monitoring & management and closure policies across all sites linked to high staff awareness and training. • Understanding of the potential impacts of climate change on the open spaces. • Engagement in climate change research and debate.
Tree pests and other diseases	<ul style="list-style-type: none"> • Ensure staff training is kept updated to enable timely identification of pest and knowledge of correct treatment/ prevention. • Annual tree inspections undertaken through qualified personnel. • Active involvement with leading partners such as Forestry Commission and Natural England. • Measures in place for staff, volunteers and contractors including public messages.
Local planning issues	<ul style="list-style-type: none"> • Inclusion in core strategy planning documents - where applicable. • Close partnership working with local planning authorities. • Active monitoring of planning applications with responses as appropriate.
Health & safety failure	<ul style="list-style-type: none"> • Adequate and appropriate training for staff and volunteers - link to PDR's (all line managers). • Links to other departmental service providers in Open Spaces Department. • Clear and appropriate communication.
Impact of Covid-19 on income generation and financial management	<ul style="list-style-type: none"> • Working closely with Chamberlain to monitor budget lines and keep them informed as financial situation develops. • Predictions on loss of income being worked up to aid longer term decision making, including car park charges, property rental and catering opportunities.
Impact of Covid-19 on health and safety of visitors and staff	<ul style="list-style-type: none"> • Public health and safety works continue. • Site visitors guided by latest Government advice on travel, group size, activities and social distancing. • Frontline staff continue to work according to revised rota patterns and office occupancy determined by capacity / task / numbers. • Support Services continue to work from home. • Social distancing measures reviewed/renewed. • Equipment inspections have continued as required. • Fleet and equipment checks continue 'in-house'.

Risk	Actions to manage risks
	<ul style="list-style-type: none"> • Risk Assessments and Safe Systems of Work have been revised and circulated due to Covid-19 risks, particularly provision and use of Personal Protective Equipment (PPE). Procurement of necessary PPE and cleaning material needs identified.
Impact of Covid 19 accelerating long term damage to sites	<ul style="list-style-type: none"> • Increased litter and dog waste - rangers engaging with site users and have reviewed provision of dog waste bins. • Increased footfall leading to compaction and erosion of soil created anaerobic conditions unfavourable for plant health - signs and public information notices. • Increased incursions into sensitive areas leading to trampling in delicate local ecosystems (<i>esp. rare orchid sites on the chalk grassland</i>) - signs and public information notices. • Increase in anti-social behaviour, theft and damage to property - Installation of CCTV at estate office, closer liaison with police and emergency services.
Open Spaces workforce wellbeing	<ul style="list-style-type: none"> • Regular meeting with staff both face to face and via Microsoft Teams. • Health, safety and wellbeing is a standard agenda item at all team meetings. • Mental health and well-being resources available through the City of London, including webinars, group discussions, training and support sessions. • Employee assistance programme available for staff and family.

TRUSTEE'S RESPONSIBILITIES

The Trustee is responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

Charity law requires the Trustee to prepare financial statements for each financial year in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under charity law the Trustee must not approve the financial statements unless the Trustee is satisfied that they give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing these financial statements, the Trustee is required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustee is responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable the Trustee to ensure that the financial statements comply with the Charities Act 2011. The Trustee is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustee is aware:

- there is no relevant audit information of which the charity's auditors are unaware; and
- the Trustee has taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Financial statements are published on the Trustee's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements, which may vary from legislation in other jurisdictions. The maintenance and integrity of the Trustee's website is the responsibility of the Trustee. The Trustee's responsibility also extends to the ongoing integrity of the financial statements contained therein.

Adopted and signed for on behalf of the Trustee.

Jamie Ingham Clark FCA
Chairman of Finance Committee
of The City of London Corporation

Guildhall, London
22 February 2022

Jeremy Paul Mayhew MA MBA
Deputy Chairman of Finance
Committee of The City of London
Corporation
Guildhall, London

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

Opinion on the financial statements

In our opinion, the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 March 2021 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

We have audited the financial statements of West Wickham Common and Spring Park Wood Coulsdon and Other Commons ("the Charity") for the year ended 31 March 2021 which comprise the statement of financial activities, the balance sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Independence

We remain independent of the Charity in accordance with the ethical requirements relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

Conclusions related to going concern

In auditing the financial statements, we have concluded that the Trustee's use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustee with respect to going concern are described in the relevant sections of this report.

Other information

The Trustee is responsible for the other information. The other information comprises the information included in the Annual Report and Financial Statements, other than the financial statements and our auditor's report thereon. The other information comprises: Origins of the charity; the Trustee's Annual Report section, which includes: Structure and governance, Achievements and performance, Financial review; the Trustee responsibilities; Reference and administration details. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities Act 2011 requires us to report to you if, in our opinion;

- the information contained in the financial statements is inconsistent in any material respect with the Trustee's Annual Report; or
- adequate accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of Trustee

As explained more fully in the Trustee's responsibilities statement, the Trustee is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustee determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustee is responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustee either intends to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Extent to which the audit was capable of detecting irregularities, including fraud

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- We obtained an understanding of the legal and regulatory framework applicable to the Charity. We focused on those laws and regulations that had a direct effect on the financial statements or that had a fundamental effect on the operations of the Charity. The laws and regulations we considered in this context were United Kingdom Accounting Standards (Financial Reporting Standard 102), the Statement of Recommended Practice (SORP) Accounting and Reporting by Charities (FRS 102), and the Charities Act 2011.
- We understood how the Charity is complying with those legal and regulatory frameworks, by making enquiries to management, and the Trustee, of known or suspected instances of non-compliance with laws and regulations. We corroborated our enquiries through our review of key committee board minutes.
- We reviewed the financial statement disclosures to assess compliance with the relevant laws and regulations discussed above. We remained alert to any indications of non-compliance throughout the audit.
- We assessed the susceptibility of the Charity's financial statements to material misstatement, including how fraud might occur, by discussing with management and the Trustee to understand where it is considered there was a susceptibility of fraud.
- We evaluated management's incentives and opportunities for fraudulent manipulation of the financial statements, and determined that the principal risks were related to the override of controls by management including posting of inappropriate journal entries, management bias in key accounting estimates, and the timing of income recognition.
- Audit procedures performed in response to the assessment above included: Enquiries of management; reviewing accounting estimates for bias and challenging assumptions made by management in their significant accounting estimates; Sample testing the recognition of income; Sample testing the appropriateness of journal entries.

Our audit procedures were designed to respond to risks of material misstatement in the financial statements, recognising that the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery, misrepresentations or through collusion. There are inherent limitations in the audit procedures performed and the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we are to become aware of it.

A further description of our responsibilities for the audit of the financial statements is located at the Financial Reporting Council's ("FRC's") website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Use of our report

This report is made solely to the Charity's Trustee, as a body, in accordance with the Charities Act 2011. Our audit work has been undertaken so that we might state to the Charity's Trustee those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity and the Charity's trustee as a body, for our audit work, for this report, or for the opinions we have formed.

BDO LLP, statutory auditor
London, UK
Date: 02 March 2022

BDO LLP is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2021

		Unrestricted Funds	Unrestricted Funds
	Notes	2020/21 £	2019/20 £
Income from:			
Voluntary activities	2	155,156	131,437
Charitable activities	3	76,158	40,319
Grant from City of London Corporation	4	1,093,948	1,071,173
Total income		1,325,262	1,242,929
Expenditure on:			
Charitable activities:			
Preservation and operation of West Wickham Common and Spring Park Wood	5	1,390,281	1,251,613
Total expenditure		1,390,281	1,251,613
Net (expenditure) and net movement in funds		(65,019)	(8,684)
Reconciliation of funds:			
Total funds brought forward	14	481,302	489,986
Total funds carried forward	14	416,283	481,302

All of the above results are derived from continuing activities.

There were no other recognised gains and losses other than those shown above.

The notes on pages 22 to 34 form part of these financial statements.

BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021 Total £	2020 Total £
Fixed assets:			
Heritage assets	8	409,394	463,341
Tangible assets	9	6,889	7,821
Intangible assets	10	0	10,140
Total fixed assets		416,283	481,302
Current assets			
Debtors	11	117,919	95,082
Cash at bank and in hand		47,208	34,761
Total current assets		165,127	129,843
Creditors: Amounts falling due within one year	12	(165,127)	(129,843)
Net current assets/(liabilities)		-	-
Total assets less current liabilities		416,283	481,302
The funds of the charity:			
Unrestricted income funds	14	416,283	481,302
Total funds		416,283	481,302

The notes on pages 22 to 34 form part of these financial statements

Approved and signed on behalf of the Trustee.

Caroline Al-Beyerty

Chamberlain of London and Chief Financial Officer

21 February 2022

NOTES TO THE FINANCIAL STATEMENTS

1. ACCOUNTING POLICIES

The following accounting policies have been applied consistently in dealing with items that are considered material in relation to the financial statements of the charities.

(a) Basis of preparation

The financial statements of the charities, which is a public benefit entity under FRS102, have been prepared under the historical cost convention and in accordance with the Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition effective 1 January 2019) and the Charities Act 2011.

(b) Going concern

The financial statements have been prepared on a going concern basis as the Trustee considers that there are no material uncertainties about the charities ability to continue as a going concern. The governing documents place an obligation on the City of London Corporation to preserve the open spaces for the benefit of the public. Funding is provided from the City of London Corporation's City's Cash. On an annual basis, a medium-term financial forecast is prepared for City's Cash covering the next 5 years from the period covered by these financial statements. The latest forecast anticipates that adequate funds will be available in the next 12 months from the date of these financial statements being signed to enable the charities to continue to fulfil its obligations.

In making this assessment, the Trustee has considered the financial position, including future income levels and the liquidity of the charity in light of the ongoing impact of Covid-19 over the next 12-month period from these financial statements being signed. The assessment helps to provide assurances that the charity can continue to keep operating over the next 12-month period from these financial statements being signed. For this reason, the Trustee continues to adopt a going concern basis for the preparation of the financial statements.

(c) Key management judgements and assumptions

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the application of policies and reported amounts of assets and liabilities, income and expenditure. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances, the result of which form the basis of decisions about carrying values of assets and liabilities that are not readily apparent from other sources. The resulting accounting estimates will, by definition, seldom equal the related actual results.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in any future periods affected. Management do not consider there to be any material revisions requiring disclosure.

In preparing the financial statements, management has made the following key judgements: useful economic life of fixed assets.

(d) Statement of Cash Flows

The Trust has taken advantage of the exemption in FRS102 (paragraph 1.12b) from the requirement to produce a statement of cash flows on the grounds that it is a qualifying entity. A Statement of Cash Flows is included within the City's Cash Annual Report and Financial Statements 2021 which is publicly available at www.cityoflondon.gov.uk.

(e) Income

All income is included in the Statements of Financial Activities (SOFA) when the charities are legally entitled to the income; it is more likely than not that economic benefit associated with the transaction will come to the charities and the amount can be quantified with reasonable certainty. Income consists of donations, charges for use of facilities, contributions, grants, sales and rental income.

The City of London Corporation's City's Cash meets the deficit on running expenses of the charities and also provides funding for certain capital works. This income is considered due each year end once the deficit on running expenses and capital works funding has been confirmed, and is recognised in the SOFA at this point.

(f) Expenditure

Expenditure is accounted for on an accruals basis and has been classified under the principal categories of 'expenditure on raising funds' and 'expenditure on charitable activities'. Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charities to that expenditure, it is probable that settlement will be required, and the amount of the obligation can be measured reliably.

Governance costs include the costs of governance arrangements which relate to the general running of the charities as opposed to the direct management of functions inherent in the activities undertaken. These include the costs associated with constitutional and statutory requirements such as the cost of Trustee meetings.

Support costs (including governance costs) include activities undertaken by the City Corporation on behalf of the charities, such as human resources, digital services, legal support, accounting services, committee administration, public relations and premises costs. The basis of the cost allocation is set out in note 6.

The Trustee, the City Corporation, accounts centrally for all payroll related deductions. As a result, the charities account for all such sums due as having been paid. From 2021/22, the City Corporation, as Trustee, has taken a decision to seek reimbursement for the administration fees incurred from each of its charities.

(g) Pension costs

Staff are employed by the City of London Corporation and are eligible to contribute to the City of London Local Government Pension Fund, which is a funded defined benefit scheme. The estimated net deficit on the Fund is the responsibility of the City of London Corporation as a whole, as one employer, rather than the specific responsibility of any of

its three main funds (City Fund, City's Cash and Bridge House Estates) or the trusts it supports.

The Fund's estimated net liability has been determined by independent actuaries in accordance with FRS102 as £918.2m as at 31 March 2021 (£630.4m as at 31 March 2020). Since any net deficit is apportioned between the financial statements of the City of London's three main funds, the charity's Trustee does not anticipate that any of the liability will fall on the charity. The charity is unable to identify its share of the pension scheme assets and liabilities and therefore the Pension Fund is accounted for as a defined contribution scheme in these financial statements.

Barnett Waddingham, an independent actuary, carried out the latest triennial actuarial assessment of the scheme as at 31 March 2019, using the projected unit method. The actuary will carry out the next assessment of the scheme as at 31 March 2022, which will set contributions for the period from 1 April 2022 to 31 March 2024. Contribution rates adopted for the financial years 2019/20, 2020/21 and 2021/22 have been set at 21% (2018/19: 21%).

(h) Taxation

The charities meets the definition of a charitable trust for UK income tax purposes, as set out in Paragraph 1 Schedule 6 of the Finance Act 2010. Accordingly, the charities are exempt from UK taxation in respect of income or capital gains under part 10 of the Income Tax Act 2007 or section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

(i) Fixed Assets

Heritage Land and Associated Buildings

West Wickham Common and Spring Park Wood Coulsdon and other Commons comprises 277 hectares (685 acres) of land located in the London Boroughs of Bromley and Croydon, together with associated buildings. The objects of the charities are the preservation of West Wickham Common and Spring Park Wood Coulsdon and other Commons in perpetuity as an Open Space for the recreation and enjoyment of the public. West Wickham Common and Spring Park Wood Coulsdon and other Commons is considered to be inalienable (i.e. they may not be disposed of without specific statutory powers).

Land and the original associated buildings are considered to be heritage assets. In respect of the original land and buildings, cost or valuation amounts are not included in these financial statements as reliable cost information is not available and a significant cost would be involved in the reconstruction of past accounting records, or in the valuation, which would be onerous compared to the benefit to the users of these accounts

Additions to the original land and capital expenditure on buildings and other assets are included as fixed assets at historic cost, less provision for depreciation and any impairment, where this cost can be reliably measured.

Tangible fixed assets

Assets that are capable of being used for more than one year and have a cost greater than £50,000 are capitalised. Such assets are stated at cost less accumulated depreciation and accumulated impairment losses. Depreciation is charged from the year following that of acquisition, on a straight-line basis, in order to write off each asset over its estimated useful life as follows. Land is not depreciated.

	Years
Infrastructure	up to 20
Heavy vehicles and plant	5

Intangible fixed assets

Intangible assets comprise website design relating to the Kenley Revival project which are capitalised at cost and reflected within the financial statements at amortised historic cost.

Amortisation is calculated by allocation of the balance sheet value of the asset, less any residual value, to the periods expected to benefit from its use on a straight-line basis over 3 to 7 years. Amortisation charges are charged to the SOFA.

(j) Stocks

Stocks are valued at the lower of cost or net realisable value. All stocks are finished goods and are held for resale as part of the charities operations.

(k) Cash

Cash and cash equivalents include cash in hand, overdrafts (if any) and short term deposits and other instruments held as part of the Corporation's treasury management activities with original maturities of three months or less.

(l) Funds structure

Income, expenditure and gains/losses are allocated to particular funds according to their purpose:

Unrestricted income funds – these funds can be used in accordance with the charitable objects at the discretion of the Trustee and include both income generated by assets held representing unrestricted funds. Specifically, this represents any surplus of income over expenditure for the charities which is carried forward to meet the requirements of future years, known as free reserves.

Designated funds – these are funds set aside by the Trustee out of unrestricted funds for a specific purpose.

(m) Insurance

The charity, elected Members and staff supporting the charity's administration are covered by the City Corporation's insurance liability policies, and otherwise under the indemnity the City Corporation provides to Members and staff, funded from City's Cash.

2. INCOME FROM VOLUNTARY ACTIVITIES

	Unrestricted income funds 2020/21 £	Unrestricted income funds 2019/20 £
Grants	154,990	114,013
Donations and legacies	29	896
Contributions	137	16,528
Total	155,156	131,437

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted income funds 2020/21 £	Unrestricted income funds 2019/20 £
Charges for use of facilities	16,065	420
Sales	28,934	7,458
Rental income	31,159	32,441
Total	76,158	40,319

4. INCOME FROM THE CITY OF LONDON CORPORATION

	Unrestricted income funds 2020/21 £	Unrestricted income funds 2019/20 £
Revenue and capital grants from City of London Corporation	1,093,948	1,071,173

Income for the year included:

Grants – being amounts received from organisations towards specific programmes operated by the charity. Grant income includes a government grant received from the Rural Payment Agency (RPA) which provides funding to farmers and land managers to farm in a way that supports biodiversity, enhances the landscape, and improves the quality of water, air and soil. There are no unfulfilled conditions or other contingencies relating to this grant income and no other forms of government assistance have been received in the year.

Other grant income is from Heritage Lottery Fund towards the Kenley Revival Project which aims to conserve the historic airfield structures associated with Kenley Airfield

during World War II and to promote the heritage resource to make it accessible to a wider range of people.

Donations – being amounts received from the public for walks and talks advertised via Eventbrite. From March 2021 a donations page has been created on the Farthing Downs webpage, inviting and enabling the public to make on-line donations to the Farthing Downs Interpretation Improvements campaign.

Contributions – being amounts contributed towards corporate volunteering events and by the public towards free events such as guided walks.

Charitable activities – being amounts generated from the sales of livestock and woodland products such as timber and charcoal; from charges made for the use of facilities, such as for car parking, for filming on City Commons and from rental of catering facilities, licence for Network Rail to house a compound and access the railway and wayleave licences.

Grants from the City of London Corporation – being the amount received from the City of London Corporation's City's Cash to meet the deficit on running expenses of the charities, alongside funding for capital purchases.

5. EXPENDITURE

	Direct costs £	Support costs £	Total 2020/21 £	Direct costs £	Support costs £	Total 2019/20 £
Preservation and operation of West Wickham Common and Spring Park Wood	<u>1,218,100</u>	<u>172,181</u>	<u>1,390,281</u>	<u>1,090,793</u>	<u>160,820</u>	<u>1,251,613</u>

Charitable activity

Expenditure on the charitable activities includes labour, premises costs, equipment, materials and other supplies and services incurred in the running of West Wickham Common and Spring Park Wood Coulsdon and other Commons.

Auditor's remuneration and fees for other services

BDO are the auditors of the City of London's City's Cash Fund and all of the different charities of which it is Trustee. The City of London Corporation charges the audit fee to its City's Cash Fund. From 2021/22, the City Corporation, as Trustee, has taken a decision to seek reimbursement for the audit fee incurred from each of its charities. In 2020/21 no audit fee was recharged (2019/20: £nil). No other services were provided to the charity by its auditors during the year (2019/20: £nil).

6. SUPPORT COSTS

Support costs include activities undertaken by the City of London Corporation on behalf of the charities, such as human resources, digital services, legal support, accounting services, committee administration and premises costs. Such costs are determined on a departmental basis, and are allocated on a cost recovery basis to the charities based on time spent, with associated office accommodation charged proportionately to the space occupied by the respective activities, with the split of costs as follows:

Support costs

	Charitable activities £	Governance £	2020/21 £	2019/20 £
Department:				
Chamberlain	36,821	-	36,821	35,117
Comptroller & City Solicitor	-	-	-	-
Town Clerk	-	25,006	25,006	24,887
City Surveyor	38,091	-	38,091	37,620
Open Spaces directorate	27,342	-	27,342	24,033
Other governance & support costs	9,904	-	9,904	10,154
Digital Services	35,017	-	35,017	29,009
Sub-total	147,175	25,006	172,181	160,820
Reallocation of governance costs	25,006	(25,006)	-	-
Total support costs	172,181	-	172,181	160,820

All support costs are undertaken from unrestricted funds. Governance costs (2019/20: £22,136) are allocated based on a proportion of officer time spent on the administration of Trustee and Committee related meetings.

7. DETAILS OF STAFF COSTS

All staff that work on behalf of the charities are employed by the City Corporation. The average number of people directly undertaking activities on behalf of the charities during the year was 13 (2019/20: 11).

Amounts paid in respect of employees directly undertaking activities on behalf of the charities were as follows:

	2020/21 £	2019/20 £
Salaries and wages	392,541	350,351
National Insurance costs	39,095	33,909
Employer's pension contributions	88,627	80,423
Total emoluments of employees	520,263	464,683

The number of directly charged employees whose emoluments (excluding employer's NI and pension contribution) for the year were over £60,000 was £nil (2019/20: £nil).

Remuneration of Key Management Personnel

The charities considers its key management personnel to comprise the Members of the City of London Corporation, acting collectively for the City Corporation in its capacity as the Trustee, and the Director of Open Spaces who manages the seven open spaces funded by the City of London Corporation. A proportion of the Directors' employment benefits are allocated to these charities.

Support is also provided by other chief officers and their departments from across the City of London Corporation, including the Town Clerk and Chief Executive, Chamberlain, Comptroller and City Solicitor and City Surveyor.

The amount of employee benefits received by key management personnel totalled £4,905 (2019/20: £4,408). No members received any remuneration, with directly incurred expenses reimbursed, if claimed. No expenses were claimed in 2020/21 (2019/20: £nil).

8. HERITAGE ASSETS

	2017 £	2018 £	2019 £	2020 £	2021 £
Cost					
At 1 April	-	-	418,248	462,673	463,341
Additions	-	324,094	44,425	668	89,053
Transfers	-	94,154	-	-	-
At 31 March	-	418,248	462,673	463,341	552,394
Depreciation and Impairment					
Charge for the year	-	-	-	-	-
Impairment	-	-	-	-	143,000
At 31 March	-	-	-	-	143,000
Net book value					
At 31 March 2021	-	418,248	462,673	463,341	409,394
At 31 March 2020	-	-	418,248	462,673	463,341

Heritage assets represent the historic cost of restoring the blast pens on Kenley airfield.

Since 1892 the primary purpose of the charities has been the preservation of West Wickham Common and Spring Park Wood Coulsdon and other Commons for the recreation and enjoyment of the public. As set out in note 1(i), the original heritage land and buildings are not recognised in the Financial Statements. Policies for the preservation and management of West Wickham Common and Spring Park Wood Coulsdon and other Commons are contained in the West Wickham Common and Spring Park Wood Coulsdon and other Commons Conservation Plans. Records of heritage assets owned and maintained by West Wickham Common and Spring Park Wood Coulsdon and other Commons can be obtained from the Director of Open Spaces at the principal address as stated on page 34.

9. TANGIBLE FIXED ASSETS

	Infrastructure	Plant	Total
	£	£	£
Cost			
At 1 April 2020	730	8,955	9,685
At 31 March 2021	730	8,955	9,685
Depreciation			
At 1 April 2020	73	1,791	1,864
Charge for the year	37	895	931
Disposals	-	-	-
At 31 March 2021	110	2,686	2,796
Net book value			
At 31 March 2021	620	6,269	6,889
At 31 March 2020	657	7,164	7,821

10. INTANGIBLE FIXED ASSETS

	Website development £
Cost	
At 1 April 2020	28,700
Additions	-
At 31 March 2021	28,700
Depreciation	
At 1 April 2020	18,560
Charge for the year	10,140
At 31 March 2021	28,700
Net book value	
At 31 March 2021	-
At 31 March 2020	10,140

11. DEBTORS – AMOUNTS DUE WITHIN ONE YEAR

	2021 £	2020 £
Rental debtors	223	1,918
Recoverable VAT	9,036	30,753
Other debtors	108,660	62,411
Total	117,919	95,082

Other debtors consist of sundry debtors of £104,049 (2019/20: £57,856), listed payment in advance of £4,601 (2019/20: £4,555) and non-property related debtors of £10 (2019/20: £nil). The increase in the 2020/21 sundry debtors relates to an increase in the Heritage Lottery Funding (HLF) in respect of the Kenley Revival project.

12. CREDITORS – AMOUNTS DUE WITHIN ONE YEAR

	2021 £	2020 £
Trade creditors	1,459	57,743
Accruals	105,922	12,563
Deferred income	9,293	9,446
Sundry deposits	36,009	30,778
Other creditors	12,444	19,313
Total	165,127	129,843

Other creditors consist of sundry creditors. Deferred income relates to rental income received in advance for periods after the year-end.

	2021 £	2020 £
Deferred income analysis within creditors:		
Balance at 1 April	9,446	9,389
Amounts released to income	(9,446)	(9,389)
Amounts deferred in the year	9,293	9,446
Balance at 31 March	9,293	9,446

13. ANALYSIS OF NET ASSETS BY FUND

At 31 March 2021	Unrestricted income funds			
	General funds	Designated funds	Total at 31 March 2021	Total at 31 March 2020
	£	£	£	£
Heritage assets	-	409,394	409,394	463,341
Tangible assets	-	6,889	6,889	7,821
Intangible assets	-	-	-	10,140
Current assets	165,127	-	165,127	129,843
Current liabilities	(165,127)	-	(165,127)	(129,843)
Total	-	416,283	416,283	481,302

At 31 March 2020	Unrestricted income funds			
	General funds	Designated funds	Total at 31 March 2020	Total at 31 March 2019
	£	£	£	£
Heritage assets	-	463,341	463,341	462,673
Tangible assets	-	7,821	7,821	8,753
Intangible assets	-	10,140	10,140	18,560
Current assets	129,843	-	129,843	122,494
Current liabilities	(129,843)	-	(129,843)	(122,494)
Total	-	481,302	481,302	489,986

14. MOVEMENT IN FUNDS

At 31 March 2021	Total as at 1 April 2020	Income	Expenditure	Total as at 31 March 2021
	£	£	£	£
Unrestricted funds:				
General funds	-	1,236,209	(1,236,209)	-
Designated funds:				
Capital reserve funds	481,302	89,053	(154,072)	416,283
Total funds	481,302	1,325,262	(1,390,281)	416,283

At 31 March 2020	Total as at 1 April 2019 £	Income £	Expenditure £	Total as at 31 March 2020 £
Unrestricted funds:				
General funds	-	1,202,333	(1,202,333)	-
Designated funds:				
Capital reserve funds	489,986	40,596	(49,280)	481,302
Total funds	489,986	1,242,929	(1,251,613)	481,302

Purposes of designated funds

Designated funds have been set aside by the Trustee for the following purposes in relation to the Kenley Revival project:

- i. *Tangible Assets* – these are included at historic cost less depreciation on a straight-line basis to write off their costs over their estimated useful lives and less any provision for impairment. At 31 March 2021 the net book value of tangible assets relating to direct charitable purposes amounted to £6,889 (2019/20: £7,821).
- ii. *Heritage Assets* – this represents the historic cost of restoring the blast pens on Kenley airfield. The net book value of heritage assets relating to direct charitable purposes at 31 March 2021 was £409,394 (2019/20: £463,341).
- iii. *Intangible Assets* - comprise website design relating to the Kenley Revival project which are capitalised at cost and reflected within the financial statements at amortised historic cost. Amortisation is calculated by allocation of the balance sheet value of the asset, less any residual value, to the periods expected to benefit from its use on a straight-line basis over 3 to 7 years. At 31 March 2021 the net book value of intangible fixed assets relating to direct charitable purposes amounted to £nil (2019/20: £10,140).

The Kenley Revival project aims to conserve the historic airfield structures associated with Kenley Airfield during World War II and to promote the heritage resource to make it accessible to a wider range of people.

15. RELATED PARTY TRANSACTIONS

The City Corporation is the sole Trustee of these charities, as described on page 2. The City Corporation provides various services, the costs of which are recharged to the charities. This includes the provision of banking services, charging all transactions to the charities at cost and crediting or charging interest at a commercial rate. The cost of these services is included within expenditure, as set out in note 5.

The charity is consolidated within the accounts of City's Cash, a fund of the City of London Corporation (the City Corporation, the Corporate Trustee of the charity), by virtue of the deemed control arising from the provision of the shortfall between the charity's income

and expenditure by City's Cash, whose place of business is Guildhall, London EC2P 2EJ. The principal purpose of City's Cash is to manage its investments in properties, stocks and shares to provide returns which allows the City Corporation to use the income for the provision of services that are of importance to the City and Greater London as well as nationally and internationally, and to maintain the asset base so that income will be available to fund services for the benefit of future generations. The financial statements of City's Cash can be obtained from the address provided above.

The charities are required to disclose information on related party transactions with bodies or individuals that have the potential to control or influence the charities. Members are required to disclose their interests, and these can be viewed online at www.cityoflondon.gov.uk.

Members and senior staff are requested to disclose all related party transactions, including instances where their close family has made such transactions.

Figures in brackets represent the amounts due at the balance sheet date. Other figures represent the value of the transactions during the year.

Related party	Connected party	2020/21 £	2019/20 £	Detail of transaction
City of London Corporation	The City of London Corporation is the Trustee for the charity	1,093,948 (nil)	1,071,173 (nil)	The City of London Corporation's City's Cash meets the deficit on running expenses of the charity
		172,181 (nil)	160,820 (nil)	Administrative services provided for the charity

REFERENCE AND ADMINISTRATION DETAILS

CHARITY NAMES: West Wickham Common and Spring Park Wood Coulsdon and other Commons

Registered charity numbers: 232988 and 232989

PRINCIPAL OFFICE OF THE CHARITIES & THE CITY CORPORATION:

Guildhall, London, EC2P 2EJ

TRUSTEE:

The Mayor and Commonalty & Citizens of the City of London

SENIOR MANAGEMENT:

Chief Executive

John Barradell OBE - The Town Clerk and Chief Executive of the City of London Corporation

Treasurer

Caroline Al-Beyerty - The Chamberlain and Chief Financial Officer of the City of London Corporation (appointed 1 May 2021)

Dr Peter Kane - The Chamberlain of the City of London Corporation (retired 30 April 2021)

Solicitor

Michael Cogher - The Comptroller and City Solicitor of the City of London Corporation

Open Spaces

Colin Buttery – Director of Open Spaces

AUDITORS:

BDO LLP, 55 Baker Street, London, W1U 7EU

BANKERS:

Lloyds Bank Plc., P.O.Box 72, Bailey Drive, Gillingham Business Park, Kent ME8 0LS

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Committee(s)	Dated:
Epping Forest & Commons	11 July 2022
Subject: Revenue Outturn 2021/22 – Epping Forest and Commons	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	1, 2, 3, 4, 5, 8, 11 & 12
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	n/a
What is the source of Funding?	n/a
Has this Funding Source been agreed with the Chamberlain's Department?	n/a
Report of: The Chamberlain & Executive Director Environment	For Information
Report author: Beatrix Jako – Chamberlains Department	

Summary

This report compares the revenue outturn for the services overseen by your Committee in 2021/22 with the final agreed budget for the year. In total, there was a favourable budget position of £368,000 for the services overseen by your committee compared with the final agreed budget for the year as set out below.

	Final Agreed Budget £000	Outturn £000	(Increase)/ Decrease £000
Local Risk			
Executive Director Environment	(3,917)	(3,918)	(1)
City Surveyor	(424)	(527)	(103)
Total Local Risk	(4,341)	(4,445)	(104)
Cyclical Works Programme	(1,081)	(617)	464
Central Risk	(649)	(598)	51
Recharges	(1,506)	(1,549)	(43)
Total	(7,577)	(7,209)	368

Significant variations are within the City Surveyor's local risk and the Cyclical Works Programme (CWP), further detail on these variations can be found in paragraphs 4a and 4b respectively.

The Executive Director Environment had an overall local risk unfavourable variance of £1,000 (excluding City Surveyor) for activities overseen by your Committee. The Executive Director had net local risk underspendings totalling £1.518m on activities overseen by other Committees within her Departments remit.

Recommendation(s)

It is recommended that this revenue outturn report for 2021/22 is noted.

Main Report

Budget Position for 2021/22

1. The 2021/22 latest agreed budget for Epping Forest & Commons services overseen by your Committee received in November 2021 was £7.506m. This budget was endorsed by the Court of Common Council in March 2022 and subsequently updated for an approved adjustment of £71,000 relating to the Wanstead Park Ponds Supplementary Revenue Project budget under central risk. Movement of the original local risk budget to the final agreed budget is shown in Appendices A and B.

Revenue Outturn 2021/22

2. Actual net expenditure for your Committee's services during 2021/22 totalled £7.209m, an underspend of £368,000 compared with the final agreed budget.
3. A summary comparison with the final agreed budget for the year is tabulated below. In the tables, income, increases in income, and reductions in expenditure are shown as positive balances, whereas brackets are used to denote expenditure, increases in expenditure, or shortfalls in income. Only significant variances (generally those greater than £50,000) are commented on.

Epping Forest
Comparison of 2021/22 Revenue Outturn with Final Agreed Budget

		Original Budget £000	Final Agreed Budget £000	Revenue Outturn £000	(Increase) Decrease £000	Reason Paragraph
LOCAL RISK						
Executive Director Environment						
Epping Forest						
	Expenditure	(3,546)	(4,257)	(4,249)	(42)	
	Income	1,202	1,813	1,822	9	
		(2,344)	(2,444)	(2,427)	(33)	
Epping Forest – Countryside						
Stewardship Scheme						
	Expenditure	(336)	(264)	(264)	-	
	Income	336	264	264	-	
		-	-	-	-	
Chingford Golf Course						
	Expenditure	(281)	(362)	(330)	32	
	Income	348	439	439	-	
		67	77	109	32	
Wanstead Flats						
	Expenditure	(206)	(207)	(223)	(16)	
	Income	90	90	48	(42)	
		(116)	(117)	(175)	(58)	
Woodredon & Warlies						
	Expenditure	(69)	(73)	(72)	1	
	Income	88	98	98	-	
		19	25	26	1	
Total Executive Director Environment						
Expenditure		(4,438)	(5,163)	(5,138)	25	
Income		2,064	2,704	2,671	(33)	
Total Net Expenditure						
		(2,374)	(2,459)	(2,467)	(8)	
City Surveyor						
City Surveyors Local Risk		(285)	(270)	(299)	(29)	
Total City Surveyor Local Risk		(285)	(270)	(299)	(29)	
TOTAL LOCAL RISK						
		(2,659)	(2,729)	(2,766)	(37)	
Cyclical Works Programme						
		(569)	(779)	(480)	299	4b
CENTRAL RISK						
Epping Forest		(409)	(480)	(439)	41	
Wanstead Flats		(28)	(99)	(99)	-	
TOTAL CENTRAL RISK		(437)	(579)	(538)	41	
RECHARGES						
Insurance		(86)	(86)	(85)	1	
Support Services		(327)	(333)	(347)	(14)	
Surveyor's Employee Recharge		(291)	(294)	(294)	-	

I.S. Recharge	(147)	(163)	(171)	(8)
Recharges Within Fund (Directorate Democratic Core, and Learning)	(212)	(248)	(239)	9

RECHARGES (continued)
Recharges Across Fund

Woodredon & Warlies	1	(5)	(3)	2
Structural Maintenance	(12)	(12)	(39)	(27)
TOTAL RECHARGES	(1,074)	(1,141)	(1,178)	(37)
OVERALL TOTAL	(4,739)	(5,228)	(4,962)	266

The Commons
Comparison of 2021/22 Revenue Outturn with Final Agreed Budget

		Original Budget £000	Final Agreed Budget £000	Revenue Outturn £000	(Increase) Decrease £000	Reason Paragraph
LOCAL RISK						
Executive Director Environment						
Burnham Beeches						
	Expenditure	(696)	(819)	(784)	35	
	Income	285	393	388	(5)	
		(411)	(426)	(396)	30	
Stoke Common						
	Expenditure	(48)	(53)	(53)	-	
	Income	26	26	27	1	
		(22)	(27)	(26)	1	
City Commons						
	Expenditure	(1,159)	(1,224)	(1,210)	14	
	Income	209	219	181	(38)	
		(950)	(1,005)	(1,029)	(24)	
Total Executive Director Environment						
Expenditure		(1,903)	(2,096)	(2,047)	49	
Income		520	638	596	(42)	
Total Net Expenditure		(1,383)	(1,458)	(1,451)	7	
City Surveyor						
City Surveyors Local Risk		(180)	(154)	(228)	(74)	
Total City Surveyor Local Risk		(180)	(154)	(228)	(74)	4a
TOTAL LOCAL RISK		(1,563)	(1,612)	(1,679)	(67)	
Cyclical Works Programme		(226)	(302)	(137)	165	4b
CENTRAL RISK						
Burnham Beeches		(23)	(58)	(51)	7	
City Commons		(1)	(12)	(9)	3	
TOTAL CENTRAL RISK		(24)	(70)	(60)	10	
RECHARGES						
Insurance		(21)	(21)	(19)	2	
Support Services		(157)	(160)	(167)	(7)	
Surveyor's Employee Recharge		(39)	(39)	(39)	-	
I.S. Recharge		(68)	(76)	(79)	(3)	
Recharges Within Fund (Directorate & Democratic Core)		(51)	(69)	(67)	2	
TOTAL RECHARGES		(336)	(365)	(371)	(6)	
OVERALL TOTAL		(2,149)	(2,349)	(2,247)	102	

Reasons for Significant Variations

4. a) The £74,000 adverse variance within the City Surveyor's local risk in relation to the Commons is due to higher than budgeted reactive call outs during 2021/22.

b) The £464,000 better than budget position within the Cyclical Works Programme (CWP) is due to re-phasing of the delivery of the CWP projects over the life cycle of the programme. The Farthing Downs Toilet Block and Stores project and the Epping Forest – Wanstead Park Wharfing Replacement and Landscape Works projects due to be completed in 2022/23.

Local Risk and Central Risk Carry Forward to 2022/23

5. Chief Officers can generally request underspends of up to 10% or £500,000 (whichever is the lesser) of the final agreed local risk budget to be carried forward, so long as the underspending is not fortuitous and the resources were for a planned purpose that was prevented from happening during the year. Such requests are subject to the approval of the Chamberlain in consultation with the Chairman and Deputy Chairman of the Finance Committee and Resources Allocation Sub Committee. Any overspends are carried forward in full and are met from the agreed 2022/23 budgets.
6. The Executive Director Environment has a local risk overspending of £1,000 on the activities overseen by your Committee. The Executive Director had net local risk underspendings totalling £1.518m on activities overseen by other Committees within her Departments remit. The Director is proposing that her maximum eligible underspend of £500,000 be carried forward, none of which relates to activities overseen by your Committee. The Executive Director Environment has submitted the following Priorities Investment Pot (PIP) central risk carry forward requests within City's Cash which relate to this Committee:
 - £61,000 Unspent expenditure associated with the Epping Forest's Licences, Leases and Wayleaves project
 - £12,000 Unspent expenditure associated with the Ecologist position at Burnham Beeches

Strategic Implications

7. None

Financial Implications

8. All financial implications contained within the report.

Resource Implications

9. None.

Legal Implications

10. None.

Risk Implications

11. None.

Equalities Implications

12. None.

Climate Implications

13. None.

Security Implications

14. None

Public sector equality duty

16. Our fees and charges are regularly benchmarked with neighbouring / competing facilities, but we will continue to informally assess any negative impact on protected characteristic groups.

Conclusion

17. This report presents the revenue outturn position for 2021/22 and the carry forward bids for 2022/23 budgets for Members to note.

Appendices

- Appendix A - Movement between the Original 2021/22 Budget and the 2021/22 Final Agreed Budget (Epping Forest)
- Appendix B - Movement between the Original 2021/22 Budget and the 2021/22 Final Agreed Budget (The Commons)

Beatrix Jako

Acting Senior Accountant

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Appendix A

Movement between the 2021/22 Original Budget to the 2021/22 Final Agreed Budget

Epping Forest	£000
Original Net Local Risk Budget (Executive Director Environment & City Surveyor)	(2,659)
Executive Director Environment	
Pay increases at 1.525% for grades A-C	(12)
Agreed carry forwards from 2020/21 to pay for provision of root barriers	(50)
Allocation from the Directorate to fund various projects	(22)
COVID Hero's budget allocation	(1)
City Surveyor	
Planned & Reactive Works including Cleaning	15
Final Agreed Net Local Risk Budget (Executive Director Environment & City Surveyor)	(2,729)

Appendix B

Movement between the 2021/22 Original Budget and the 2021/22 Final Agreed Budget

The Commons	£000
Original Net Local Risk Budget (Executive Director Environment & City Surveyor)	(1,563)
Executive Director Environment	
Apprentices – centrally funded	(26)
Pay increases at 1.525% for grades A-C	(5)
Release of local risk funding for Kenley Revival capital scheme	60
Allocation from the Directorate to fund various projects	(104)
City Surveyor	
Planned & Reactive Works including Cleaning	26
Final Agreed Net Local Risk Budget (Executive Director Environment & City Surveyor)	(1,612)

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