



Epping Forest & Commons Committee (For Information Items)

Date: THURSDAY, 13 OCTOBER 2022
Time: 10.00 am
Venue: COMMITTEE ROOM 3 - 2ND FLOOR WEST WING, GUILDHALL

Agenda

4. ***RISK MANAGEMENT UPDATE REPORT**

Report of the Executive Director, Environment.

For Information
(Pages 3 - 72)

5. ***LEVELLING UP AND REGENERATION BILL**

Report of Remembrancer.

For Information
(Pages 73 - 76)

6. ***EPPING FOREST - ASSISTANT DIRECTOR'S UPDATE FOR JUNE - JULY 2022
(SEF 26/22)**

Report of the Executive Director, Environment.

For Information
(Pages 77 - 88)

11. ***EPPING FOREST ANNUAL REVIEW 2021-22 (SEF 28/22)**

Report of Executive Director, Environment.

For Information
(Pages 89 - 112)

12. ***ASSISTANT DIRECTOR'S UPDATE FOR THE COMMONS**

Report of the Executive Director, Environment.

For Information
(Pages 113 - 118)

14. ***SENIOR OFFICER RECRUITMENT**

Report of the Executive Director, Environment.

For Information
(Pages 119 - 120)

15. ***NATURAL ENVIRONMENT CHARITY REVIEW REPORT**

Report of Executive Director, Environment.

For Information
(Pages 121 - 128)

19. ***CHARITIES REVIEW UPDATE**

Report of Managing Director, Bridge House Estates.

For Information
(Pages 129 - 134)

Committee(s)	Dated:
Epping Forest and Commons Committee	13 October 2022
Subject: Risk Management Update Report	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	1, 5, 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?	N/A
Report of: Juliemma McLoughlin, Executive Director Environment	For information
Report author: Joanne Hill, Business Planning and Compliance Manager	

Summary

This report provides the Epping Forest and Commons Committee with assurance that risk management procedures in place within the Environment Department are satisfactory and that they meet the requirements of the Corporate Risk Management Framework and the Charities Act 2011. Risk is reviewed regularly within the Department as part of the ongoing management of the operations. It is also reviewed regularly by the management teams at Epping Forest and The Commons.

Following the formation of the Environment Department in April 2022, a detailed review of all risks has been undertaken with the risk owners and management teams across the Department, including the Natural Environment Division. The outcome of this review is reflected in the risk registers presented in this report and its appendices.

Your Committee is responsible for five Registered Charities: Epping Forest (charity number 232990), Ashted Common (charity number 1051510), Burnham Beeches (charity number 232987), Coulsdon and Other Commons (charity number 232989) and West Wickham and Spring Park (charity number 232988). In accordance with the Charity Commission's Statement of Recommended Practice (SORP), Trustees are required to confirm in the charity's annual report that any major risks to which the charity is exposed have been identified and reviewed and that systems are established to mitigate those risks. Using the Corporate Risk Register guidance, the management of these risks meets the requirements of the Charity Commission.

Each of the five charities holds a risk register which is summarised in the main body of this report and included in full within the appendices.

Recommendation

Members are asked to:

- Note the content of this report and the action being taken to effectively manage risks, including the recent review of risks and risk management processes across the Environment Department.

Main Report

Background

1. The Risk Management Strategy of the City of London Corporation requires each Chief Officer to report regularly to Committee the risks faced by their department.
2. Risk owners are consulted, and risks are routinely reviewed, with the updates recorded in the corporate risk management information system (Pentana).
3. The Charity Commission requires Trustees to confirm in a charity's annual report that any major risks to which the charity is exposed have been identified and reviewed and that systems are established to mitigate those risks. These risks are to be reviewed annually. Each Committee to which the Natural Environment Division reports will be presented with relevant risk registers every six months which more than fulfils this requirement.
4. The Executive Director assures your Committee that all risks held by the Natural Environment Division continue to be managed in compliance with the Corporate Risk Management Framework and the Charities Act 2011.
5. The requirements of the Charities Act 2022, which is due to be implemented over the coming year, will be monitored. Should there be any implications for the management and reporting of risks, processes will be amended as necessary to ensure continued compliance with the appropriate legislation.

Current Position

6. Over recent months, a full review has been undertaken of all risks and risk management processes across the Natural Environment Division, and the whole of the Environment Department. The outcome of this review is reflected in the risk registers presented in this report.
7. The scores, descriptions and mitigating actions of all risks have been fully reviewed and updated: they have been assessed in accordance with the City of London's Risk Matrix (Appendix 1). New risks have been added where necessary and others have been removed.
8. A Natural Environment Cross-Divisional Risk Register includes risks which are managed by the Director at a higher-level and/or are common across the

whole of the Division. The Cross-Divisional risks are summarised in this report and the detailed register will be presented to the Open Spaces and City Gardens Committee on 6 October 2022.

9. Each of the five charities for which your Committee is responsible holds a risk register specific to its site or sites. The detailed risk registers for Epping Forest and each of the four Commons charities are summarised in the main body of the report and provided in full at appendices 2 to 6. For each risk, officers across the Division are undertaking a range of actions to mitigate the effects at their own sites.

Natural Environment Cross-Divisional Risks

10. The Cross-Divisional Risk Register of the Natural Environment Division contains top-level risks, such as those on specific projects. Other risks on the register are those which are common to most or all sites: individual charities hold their own local risks on these matters, and the Cross-Divisional risk consolidates them for oversight by the Director.
11. These Cross-Divisional risks are owned by the Natural Environment Director and are reviewed regularly by the Director and her Senior Leadership Team.
12. On 6 October 2022, the Open Spaces and City Gardens Committee will receive a report on the seven Cross-Divisional risks summarised below.
 - **ENV-NE 001:** Health and Safety (RED, 24)
 - **ENV-NE 003:** Repair and maintenance of buildings and structural assets (RED, 24)
 - **ENV-NE 007:** Wanstead Park Reservoirs (RED, 24)
 - **ENV-NE 004:** Pests and diseases (RED, 16)
 - **ENV-NE 002:** Extreme weather and climate change (AMBER, 12)
 - **ENV-NE 005:** Impact of development (AMBER, 12)
 - **ENV-NE 009:** Failure to implement the Charity Review (AMBER, 6)
13. As the Wanstead Park Reservoirs risk (ENV-NE 007) is specifically relevant to your Committee, it is included in the Epping Forest Risk Register at Appendix 2. This risk is managed jointly with the City's Building Control Service. A full report on the project will be presented to the next meeting of your Committee.
14. ENV-NE 009 has been added to the register to address the risk of failing to implement the Charity Review by the required deadline. The Director leads on the review and regular reports on the progress of the programme will be presented to all Natural Environment Committees.
15. ENV-NE 002 addresses the risks associated with extreme weather and climate change. This includes the risk of fire which, despite the increased probability over recent months, has been contained as a result of the successful implementation of mitigating actions at each site. This is kept under continual review at a local and cross-divisional level and further actions to manage the risk will be taken as necessary.

Epping Forest Risks

16. The Epping Forest Risk Register contains seven RED and seven AMBER risks owned and managed by the Assistant Director, Epping Forest and his Management Team. In addition, the Natural Environment Director owns the Wanstead Park Reservoirs (RED) risk which is managed as a higher level, Cross-Divisional risk. The detailed register is presented at Appendix 2.

17. The risk review did not identify any new risks. However, one risk was deactivated: this risk related specifically to damage to the site due to increased use during the Covid-19 pandemic. Now that all pandemic lockdown measures have been removed, it is considered that any residual and ongoing implications are sufficiently covered by other existing risks.

- **ENV-NE 007:** Wanstead Park Reservoirs (RED, 24)
- **ENV-NE-EF 004:** Decline in condition of assets (RED, 24)
- **ENV-NE-EF 006:** Raised reservoirs (RED, 24)
- **ENV-NE-EF 003:** Health and safety incidents/catastrophic health and safety failure (RED, 16)
- **ENV-NE-EF 008:** Invasive non-native species (RED, 16)
- **ENV-NE-EF 012:** Loss of forest land and buffer land/or concession of prescriptive rights (RED, 16)
- **ENV-NE-EF 013:** Loss of knowledge in skilled staff/difficulties in recruitment (RED, 16)
- **ENV-NE-EF 015:** Public behaviour (RED, 16)
- **ENV-NE-EF 007:** Pathogens (AMBER, 12)
- **ENV-NE-EF 010:** Development consents close to forest land (AMBER, 12)
- **ENV-NE-EF 016:** Financial management and loss of income (AMBER, 12)
- **ENV-NE-EF 005:** Declining Site of Special Scientific Interest (SSSI)/Special Area of Conservation (SAC) condition (AMBER, 8)
- **ENV-NE-EF 009:** Severe weather events (AMBER, 8)
- **ENV-NE-EF 011:** Wanstead Park – Heritage at Risk Register (AMBER, 8)
- **ENV-NE-EF 014:** Major incident resulting in prolonged 'access denial' (AMBER, 8)

The Commons Risks

Risks for the Commons were previously held in one combined risk register with the rating of each risk representing the overall position. The restructuring of risks to create a separate register for each charity enables more effective site-specific management and assessment.

Ashted Common

18. The Ashted Common Risk Register contains four AMBER and two GREEN risks as shown below. The detailed register is presented at Appendix 3.

19. Following the creation of the risk register specific to Ashted Common, two new risks have been identified: 'Water pollution' (008), and 'Maintenance of buildings and other structures' (009).
- **ENV-NE-AC 008:** Water pollution (AMBER, 8)
 - **ENV-NE-AC 009:** Maintenance of buildings and other structures (AMBER, 8)
 - **ENV-NE-AC 005:** Tree diseases and other pests (AMBER, 6)
 - **ENV-NE-AC 006:** Climate and weather (AMBER, 6)
 - **ENV-NE-AC 001:** Budget reduction and income loss (GREEN, 4)
 - **ENV-NE-AC 004:** Local planning issues (GREEN, 3)

Burnham Beeches and Stoke Common

20. The Burnham Beeches and Stoke Common Risk Register contains four RED and four AMBER risks.
21. Following the creation of a separate risk register covering these sites only, two new risks have been identified: 'Pollution' (008), and 'Maintenance of buildings and other structures' (009).
- **ENV-NE-BBSC 002:** Damage to sites (RED, 16)
 - **ENV-NE-BBSC 005:** Tree diseases and other pests (RED, 16)
 - **ENV-NE-BBSC 007:** Rural Payment Agency Grants (RED, 16)
 - **ENV-NE-BBSC 009:** Maintenance of buildings and other structures (RED, 16)
 - **ENV-NE-BBSC 001:** Budget reduction and income loss (AMBER, 12)
 - **ENV-NE-BBSC 004:** Local planning issues (AMBER, 12)
 - **ENV-NE-BBSC 006:** Climate and weather (AMBER, 12)
 - **ENV-NE-BBSC 008:** Pollution (AMBER, 8)

Coulsdon and Other Commons

22. The Coulsdon and Other Commons Risk Register contains one RED and six AMBER risks.
23. Following the creation of a risk register specific to these sites, two new risks have been identified: 'Pollution' (008), and 'Maintenance of buildings and other structures' (009).
- **ENV-NE-COC 009:** Maintenance of buildings and other structures (RED, 16)
 - **ENV-NE-COC 002:** Damage to sites (AMBER, 12)
 - **ENV-NE-COC 004:** Local planning issues (AMBER, 8)
 - **ENV-NE-COC 005:** Tree diseases and other pests (AMBER, 8)
 - **ENV-NE-COC 008:** Pollution (AMBER, 8)
 - **ENV-NE-COC 001:** Budget reduction and income loss (AMBER, 6)
 - **ENV-NE-COC 006:** Climate and weather (AMBER, 6)

West Wickham and Spring Park

24. The Wickham and Spring Park Risk Register contains one RED and five AMBER risks.
25. Following the creation of a risk register specific to these sites, one new risk has been identified: 'Maintenance of buildings and other structures' (009).
 - **ENV-NE-WWSP 009:** Maintenance of buildings and other structures (RED, 16)
 - **ENV-NE-WWSP 002:** Damage to sites (AMBER, 12)
 - **ENV-NE-WWSP 004:** Local planning issues (AMBER, 8)
 - **ENV-NE-WWSP 005:** Tree diseases and other pests (AMBER, 8)
 - **ENV-NE-WWSP 001:** Budget reduction and income loss (AMBER, 6)
 - **ENV-NE-WWSP 006:** Climate and weather (AMBER, 6)

Risk Management Process

26. Risk management is a standing agenda item at the regular meetings of local, divisional and departmental management teams.
27. Between management team meetings, risks are reviewed in consultation with risk and action owners, and updates are recorded in the corporate risk management information system (Pentana).
28. Regular risk management update reports are provided to this Committee in accordance with the City's Risk Management Framework and the requirements of the Charities Act 2011.

Identification of New Risks

29. New and emerging risks are identified through several channels, including:
 - Directly by Senior Management Teams as part of the regular review process.
 - In response to ongoing review of progress made against Business Plan objectives and performance measures, e.g., slippage of target dates or changes to expected performance levels.
 - In response to emerging events and changing circumstances which have the potential to impact on the delivery of services.

Corporate and Strategic Implications

30. Effective management of risk is at the heart of the City Corporation's approach to delivering cost effective and valued services to the public as well as being an important element within the corporate governance of the organisation.
31. The risk management processes in place in the Environment Department support the delivery of the Corporate Plan, our Departmental and Divisional Business Plans and relevant Corporate Strategies, such as the Climate Action; Cultural; Sport and Physical Activity; and Volunteering Strategies.

Risks are also being considered as part of the development of the Natural Environment Division's emerging strategies.

32. Risks which could have a serious impact on the achievement of business and strategic objectives are proactively identified, assessed and managed in order to minimise their likelihood and/or impact.

Conclusion

33. The proactive management of risk, including the reporting process to Members, demonstrates that the Natural Environment Division of the Environment Department is adhering to the requirements of the City of London Corporation's Risk Management Framework and the Charities Act 2011.

Appendices

- Appendix 1 – City of London Corporation Risk Matrix
- Appendix 2 – Epping Forest Risk Register
- Appendix 3 – Ashted Common Risk Register
- Appendix 4 – Burnham Beeches and Stoke Common Risk Register
- Appendix 5 - Coulsdon and Other Commons Risk Register
- Appendix 6 – West Wickham and Spring Park Risk Register

Contact

Joanne Hill, Business Planning and Compliance Manager, Environment Department
T: 020 7332 1301

E: Joanne.Hill@cityoflondon.gov.uk

This page is intentionally left blank

City of London Corporation Risk Matrix (Black and white version)

Note: A risk score is calculated by assessing the risk in terms of likelihood and impact. By using the likelihood and impact criteria below (top left (A) and bottom right (B) respectively) it is possible to calculate a risk score. For example a risk assessed as Unlikely (2) and with an impact of Serious (2) can be plotted on the risk scoring grid, top right (C) to give an overall risk score of a green (4). Using the risk score definitions bottom right (D) below, a green risk is one that just requires actions to maintain that rating.

(A) Likelihood criteria

	Rare (1)	Unlikely (2)	Possible (3)	Likely (4)
Criteria	Less than 10%	10 – 40%	40 – 75%	More than 75%
Probability	Has happened rarely/never before	Unlikely to occur	Fairly likely to occur	More likely to occur than not
Time period	Unlikely to occur in a 10 year period	Likely to occur within a 10 year period	Likely to occur once within a one year period	Likely to occur once within three months
Numerical	Less than one chance in a hundred thousand (<10-5)	Less than one chance in ten thousand (<10-4)	Less than one chance in a thousand (<10-3)	Less than one chance in a hundred (<10-2)

(B) Impact criteria

Impact title	Definitions
Minor (1)	Service delivery/performance: Minor impact on service, typically up to one day. Financial: financial loss up to 5% of budget. Reputation: Isolated service user/stakeholder complaints contained within business unit/division. Legal/statutory: Litigation claim or find less than £5000. Safety/health: Minor incident including injury to one or more individuals. Objectives: Failure to achieve team plan objectives.
Serious (2)	Service delivery/performance: Service disruption 2 to 5 days. Financial: Financial loss up to 10% of budget. Reputation: Adverse local media coverage/multiple service user/stakeholder complaints. Legal/statutory: Litigation claimable fine between £5000 and £50,000. Safety/health: Significant injury or illness causing short-term disability to one or more persons. Objectives: Failure to achieve one or more service plan objectives.
Major (4)	Service delivery/performance: Service disruption > 1 - 4 weeks. Financial: Financial loss up to 20% of budget. Reputation: Adverse national media coverage 1 to 3 days. Legal/statutory: Litigation claimable fine between £50,000 and £500,000. Safety/health: Major injury or illness/disease causing long-term disability to one or more people Objectives: Failure to achieve a strategic plan objective.
Extreme (8)	Service delivery/performance: Service disruption > 4 weeks. Financial: Financial loss up to 35% of budget. Reputation: National publicity more than three days. Possible resignation leading member or chief officer. Legal/statutory: Multiple civil or criminal suits. Litigation claim or find in excess of £500,000. Safety/health: Fatality or life-threatening illness/disease (e.g. mesothelioma) to one or more persons. Objectives: Failure to achieve a major corporate objective.

(C) Risk scoring grid

Likelihood	Impact				
	X	Minor (1)	Serious (2)	Major (4)	Extreme (8)
	Likely (4)	4 Green	8 Amber	16 Red	32 Red
	Possible (3)	3 Green	6 Amber	12 Amber	24 Red
	Unlikely (2)	2 Green	4 Green	8 Amber	16 Red
	Rare (1)	1 Green	2 Green	4 Green	8 Amber

(D) Risk score definitions

RED	Urgent action required to reduce rating
AMBER	Action required to maintain or reduce rating
GREEN	Action required to maintain rating

This is an extract from the City of London Corporate Risk Management Strategy, published in May 2014.

Contact the Corporate Risk Advisor for further information. Ext 1297

October 2015

This page is intentionally left blank

Epping Forest Risk Register (excluding completed actions)

Report Author: Joanne Hill

Generated on: 30 August 2022



Rows are sorted by Risk Score

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE 007 Winstead Park Reservoirs (formerly CR32)	<p>Cause: Gradual deterioration of the fabric of the reservoirs and / or excessive rain.</p> <p>Event: Risk that the reservoirs may overtop and be washed away, leading to a cascading breach.</p> <p>Impact:</p> <ul style="list-style-type: none"> • Potential for loss of life or injury to staff/residents. • Legal action by the Environment Agency. • Low level flooding of the park and surrounding residential/commercial areas. • Damage to a listed landscape. • Requirement for significant immediate CoL funds to repair damage. • Civil claims/financial loss claims made from residents/ businesses. • Adverse effect on the reputation of the City corporation (local/national media interest). • Park closed for several weeks. 	<p>Likelihood</p> <p>Impact</p>	24	<p>Engineering study completed November 2020 recommended a lower level of activity required than originally envisaged. While the LRR's are classified as High risk under the Reservoirs (2010) Act, their Dam Category of C or D means that the outcome of failure is relatively small. A further additional assessment of the interaction between the River Roding and Ornamental Waters has been undertaken.</p> <p>The project progressed through Gateway 3 in late November 2021.</p> <p>Outline options are continuing to be developed. One option is to do just the reservoir safety works recommended in the 2020 study. Another option is to do the reservoir safety works as well as water balance interventions to assist with long term safety management of the lakes; this includes commissioning a water balance assessment to consider what water budget interventions could be made to minimise</p>	<p>Likelihood</p> <p>Impact</p>	8	30-Jun-2024	

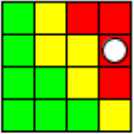
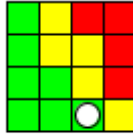
Appendix 2

09-Dec-2019 Sally Agass				<p>the risk of the dams drying out.</p> <p>A consultant has been appointed to produce designs for a SuDS scheme within the park as part of the GLA's 'Green and Resilient Places' development funding.</p> <p>In October 2021, a weekly inspection of the Perch Pond dam revealed a leak in the vicinity of the outflow structure. This is under review and the supervising Panel Engineer has been consulted.</p> <p>25 Jul 2022</p>				
							Reduce	

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE 007d Environment Agency Actions	Confirm to EA that measures in the interest of safety have been completed.	Project is now progressing through detailed options to Gateway 4.	Tim Munday	25-Jul-2022	23-Nov-2022
ENV-NE 007g Gateway 4 report to request funding to progress chosen option to detailed design	Outline options under consideration with procurement of professional expertise to refine options.	<p>The water balance assessment is being delayed following difficulties in finding a consultant. It is now proposed to do this following Gateway 4 (if this option is taken forward) as part of any exercise necessary to secure permissions for water balance works (i.e. a river abstraction license).</p> <p>The Gateway 4 report will now be supported by an outline water supply potential assessment.</p>	Tim Munday	25-Jul-2022	23-Nov-2022

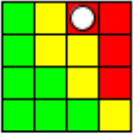
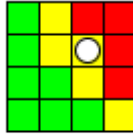

Appendix 2

004d Statutory compliance of buildings	and carried out by City Surveyor's or delegated to site.	with no outstanding actions. Legionella management has recommenced following COVID-19 site shutdowns.			
ENV-NE-EF 004e Annual building inspections	Joint inspection of all buildings including residential by site and City Surveyor's to capture maintenance needs. Required annually.	COVID-19 and changes of staff in the City Surveyor's Department (CSD) have delayed progress. Some empty lodges have been visited for condition surveys. Changes to structures in CSD may mean they no longer attend site for inspections.	Jo Hurst	30-Aug-2022	31-Mar-2023
ENV-NE-EF 004g Upkeep of Great Gregories Farm	Put actions and processes in place which ensure the upkeep and development of the site.	The replacement of the roof on the small barn has been postponed further under CWP, with no future date identified. Roofing for Pad1 is a Spend to Save project moving through the Gateway process, subject to a 40% Defra grant.	Paul Thomson	30-Aug-2022	31-Mar-2023
ENV-NE-EF 004j Maintain path network	Monitor the path network annually and carry out necessary maintenance.	The path network is monitored on an annual basis, and a maintenance programme prepared to address issues raised. We have £250k RASC funding for environmental damage to paths caused by high levels of use by visitors.	Geoff Sinclair	30-Aug-2022	31-Mar-2023
ENV-NE-EF 004k Aging condition of fleet	Fleet replacement programme	Assets such as patrol vehicles, tractors and other mobile agricultural machinery are exceeding their operational life and failing increasingly tight environmental standards, such as the extension of ULEZ. All replacements must be funded by local risk as no central fund is available. Budget has been prioritised for a series of replacements, using part exchange, hire purchase or other financial arrangements to allow the most efficient replacement of assets, prioritised by risk.	Jo Hurst; Geoff Sinclair	23-Aug-2022	31-Mar-2023

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-EF 006 Raised Reservoirs 19-Aug-2015 Paul Thomson Page	Cause: Inadequate design; insufficient prescribed maintenance; leaks compromising dam integrity; failure to implement Panel Engineer's recommendations; failure to keep dams clear of vegetation; failure to maintain Blue Books; failure to evaluate large water body capacities; disputed ownership/responsibility for one LRR. Event: Severe rainfall event resulting in overtopping of embankments, leading to erosion of dam and potential collapse. Effect: Loss of life; damage to downstream land/property; litigation; risk of prosecution; reputational harm; damage to/loss of habitat and associated rare species; fines from Environment Agency.	Likelihood  Impact	24	No change to current risk score. Work will start on Birch Hall Park during 2022. The Baldwins Pond project previously failed to attract tender interest and will be retendered during 2022. 30 Aug 2022	Likelihood  Impact	4	31-Oct-2024 Reduce	

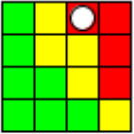
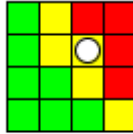
Action no, Title	Action description	Latest Note		Action owner	Latest Note Date	Due Date
ENV-NE-EF 006a Panel Engineer inspections	Statutory inspection visits by engineer - 6 monthly in May and October.	Twice yearly inspections completed on schedule as agreed with the Panel Engineer.		Geoff Sinclair	30-Aug-2022	31-Mar-2023
ENV-NE-EF 006c Internal inspection regime	Weekly inspection of reservoirs/dam.	Ongoing action. Blue books are being completed at agreed intervals. Formal recording has moved to an online process.		Laura Lawson	30-Aug-2022	31-Mar-2023
ENV-NE-EF 006e Baldwins Pond and Birch Hall Park Pond	Undertake scoping evaluations for Baldwins Pond and Birch Hall Park Pond.	Work on Birch Hall Park Pond will commence during 2022. The Baldwins Pond project previously failed to attract tender interest and will be retendered during 2022.		Geoff Sinclair	30-Aug-2022	31-Oct-2023
ENV-NE-EF 006f Rookery Wood, Tudor Square Pond	Maintenance of Rookery Wood, Tudor Square Pond. Conservation management of Copped Hall.	District Surveyor's Division to fund and plan maintenance works. No plans to fund now, so this remains in progress. We are currently looking at further survey work on heritage and biodiversity value with Historic England to explore options on the site and possible funding. This may have medium-term implications beyond 2024 for beginning to access site and explore modifying the		Geoff Sinclair	30-Aug-2022	31-Mar-2024

		<p>earthworks in the long term. There is no funding from the Cyclical Works Programme at present. A draft report on the Historic England assessment has been submitted to the CoL.</p> <p>This will be linked to the Copped Hall Conservation Management Plan which has been completed and is currently out for consultation. District Surveyor's Division has carried out assessment works of the in-place dam structure and LiDAR mapping.</p>			
--	--	--	--	--	--

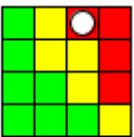
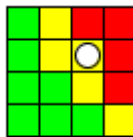
Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-EF 003 Health and Safety incidents / Health and Safety failure Page 19 19-Aug-2015 Paul Thomson	Cause: Poor understanding and/or delivery of Health and Safety policies and procedures; failure to link work activity with adequate procedures; risk assessments and safe systems of work not undertaken or completed incorrectly; inadequate appropriate training; failure to implement the results of audits; uncertainties due to the ongoing TOM process. Event: Staff, volunteers, contractors or licensees undertake unsafe working practices. Insufficient staff numbers and heavier workload for those who are in post. Effect: Injury or death of staff, volunteers, contractors, licensees or members of the public; prosecution by HSE and/or Police; increased insurance premiums; harm to City's reputation; fine levied by HSE; staff experience higher levels of physical and mental stress.	Likelihood  Impact	16	This continues to be actively managed. A hazardous tree survey was completed in 2022 but works arising, particularly at the amber zones, have not been completed due to recruitment restrictions and larger numbers of hazardous trees being identified. These works are unlikely to be completed this year. Red zones are being prioritised. This may increase the risk score if not addressed in the coming year: the situation will be kept under review. We are supplementing our teams with the use of specialist contractors to help address deadlines until such time as we are able to recruit staff on a permanent basis. 30 Aug 2022	Likelihood  Impact	12	31-Mar-2023	
							Accept	

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-EF 003c Training programme	Staff roles linked to essential and desirable training needs. Continual and annual review.	H&S training (operational) system is in place and established. Expiring training known in advance and scheduled. Some training items were delayed or deprioritised due to COVID-19 related complications. Training matrix link to induction and new starters is in place.	Jo Hurst	30-Aug-2022	31-Mar-2023
ENV-NE-EF 003e Hierarchy responsibilities and communications	Clear role and responsibilities set out in documentation and reinforced by training. Structure of local H&S meeting arrangements enables cascading of decisions, issues, responsibilities and communications.	All roles and responsibilities are outlined and clarified in the agreed local Health and Safety statement. This is reviewed annually as part of the Annual Certificate of Assurance.	Paul Thomson	30-Aug-2022	31-Mar-2023
ENV-NE-EF	H&S checks undertaken annually for all	Annual licensee checks take place: we are concentrating on catering outlets where there are specific	Jo Hurst	30-Aug-2022	31-Mar-2023

003f Annual licensee checks	refreshments and food outlets under licence in the forest, excluding ice cream vans	issues around hygiene ratings and other issues. Checks may be extended to other commercial tenants, e.g. Cricket Pavilions, but this may just be a single reminder of responsibilities. Event licences on Forest land are being directed to the Local Authority Safety Advisory Group.			
-----------------------------	---	--	--	--	--

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-EF 008 Invasive Non Native Species (INNS) 19-Aug-2015 Paul Thomson	Cause: Lack of adequate controls on international trade encourages transmission of invasive non-native species; inadequate site biosecurity often through conscious public release of INNS within Forest. Event: Sites become occupied by INNS which can lead to the decline, hybridisation or loss of key native species due to out-competition/disease transmission. Some INNS have health protection issues particularly moths producing urticating hairs and terrapins carrying <i>Salmonella</i> (DT 191a). Effect: Loss or decline of key species; temporary site closures; increased costs of monitoring and control. Threat to existing conservation status of sites.	Likelihood  Impact	16	OPM is a seasonal risk which remains red due to high levels over the summer. Other INNS continue to be monitored. A new annual survey has been contracted out, spraying sites are identified and a spraying contractor appointed. 30 Aug 2022	Likelihood  Impact	12	30-Jun-2024	
							Reduce	

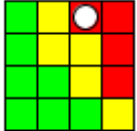
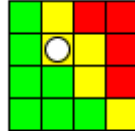
Action no, Title	Action description	Latest Note		Action owner	Latest Note Date	Due Date
ENV-NE-EF 008c INNS policy	Develop an INNS policy - particular focus on OPM, although other pathogens and areas of concern to be tackled.	The importance of INNS (now DIES) to be reflected in plans for the new structure and recruitment under TOM, with key deliverables in policy and management. An annual assessment and control process is in place. Financial and labour resources continue to be targeted on OPM (nest removal), Ramorum disease (spraying of rhododendron host regrowth), Giant Hogweed and Japanese Knotweed control. A spreadsheet of all INNS taxonomic groups is being prepared to provide a comprehensive basis for prioritising actions on species and to allow an INNS Action Plan as well as a policy approach.		Paul Thomson	30-Aug-2022	31-Mar-2023
ENV-NE-EF 008g OPM Monitoring	This action tracks work done to mitigate the spread of Oak Processionary Moth in Epping Forest.	OPM is a seasonal risk and remains red due to high levels over the summer. Other INNS are being monitored as usual. A new annual survey has been contracted out, spraying sites identified and a spraying contractor appointed.		Paul Thomson	30-Aug-2022	31-Mar-2023

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-EF 012 Loss of forest and buffer land and/or concession of prescriptive rights Page 22 19-Aug-2015 Paul Thomson	Cause: Lack of single definitive reference point for Epping Forest boundaries and accesses. Event: Failure to recognise encroachments or legal limitation by the failure to act within a reasonable period of time. Effect: Compromised statutory responsibility through loss of forest and buffer land to encroachment; concession of prescriptive rights and loss of potential income; significant costs and jeopardy of litigation in recovering rights; harm to City of London's reputation as Conservators.	 Likelihood	16 Impact	The risk remains at the same level. We have not yet achieved the target to reach Amber due to test case issues (as below) and lack of resources in terms of completing on-site surveys. Resources were diverted for COVID-related site/visitor management. Position is improving, however, and we hope to get to Amber within 18 months, provided resources are available. Test cases put forward so far are too old to legally challenge, so we are not preferred at this time. We continue to liaise with legal teams for a way forward. Access audit phase one (desk-based review) has been completed. However, over half the 38 compartments remain to have a ground-truthing field visits to assess the issues with access on the ground. Therefore, risk remains of potential prescriptive rights being developed. Resources to ensure this survey takes place will need to be reviewed as part of the Target Operating Model process (TOM) during this year. 30 Aug 2022	 Likelihood	12 Impact	31-Dec-2023	
							Reduce	

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-EF 012b Epping Forest Access	Undertake audits of all 38 Forest compartments and buffer land.	Audits were interrupted by exceptional COVID-19 management and the loss of staff during the TOM process. We now aim to complete them by the end of 2023.	Laura Lawson	30-Aug-2022	01-Dec-2023

Appendix 2

Audit					
ENV-NE-EF 012d Assessment of the audits in partnership with CS and CCS	Work with the City Surveyor's and the Comptroller and City Solicitor's Departments to consider whether legal action is required to settle disputes.	As per main update. Test cases brought forward are too old for challenge, it is likely that EFCC report will collate all potential historic encroachments with a view to not challenge and realign boundaries.	Tristan Vetta	30-Aug-2022	01-Dec-2022

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-EF 013 Loss of knowledge in skilled staff/ Difficulties in recruitment <div>Page 24</div> 19-Aug-2015 Paul Thomson	Cause: Previous reliance on memory-based rather than documentary records; retirements amongst ageing workforce; remuneration and benefits package increasingly uncompetitive for market sector. Event: Loss of knowledge and skills. Effect: Extra training needs, difficulty in recruitment or induction of new staff.	Likelihood  Impact	16	Risk has increased due to loss of skilled staff related to the Target Operating Model (TOM) process and inability to recruit beyond Fixed Term Contracts. Loss of skilled staff increased through late 2021 and into 2022. This risk is an active issue at present. Skilled staff are being lost and we are unable to recruit to certain roles. The original target to reduce the risk to Amber (6) by June 2022, has been amended to a target date of March 2023 by which time outcomes and direction of TOM should be understood. Introduction of a Talent Management Strategy is also awaiting the outcome of the TOM and has been delayed likely till end of March 2023. The TOM has negatively impacted staff retention. 30 Aug 2022	Likelihood  Impact	6	31-Mar-2023	
							Reduce	

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-EF 013a Key role assessment actions	Identify key roles where officers are nearing retirement or expressing development needs or desire to leave CoL or the Department. Review this data annually via PDR's and one to ones. Succession plan drawn up by Management Team and agreed by the Assistant Director. HR support for key roles.	Talent management strategy deferred as awaiting finalisation of the TOM process and new structures. A number of key staff have been lost due to uncertainty during this transition.	Jo Hurst	30-Aug-2022	31-Mar-2023

Appendix 2

ENV-NE-EF 013b Increase process documentation	Increase documentation of memory based knowledge Ensure that information needed for emergency situations and out of hours is written down forming part of a pack Move collected data onto the GIS system	CiviCRM solution is in testing phase ready for delivery early in Summer 2022. StarTraq system for management of PCNs and FPNs is also ready for deployment but delayed due to recruitment and structure pressures in Forest Keeper and Enforcement Team.	Jo Hurst	23-Aug-2022	31-Mar-2023
ENV-NE-EF 013c Appointment cross-over (budgetary issue)	Ability to recruit overlapping positions to allow transfer of knowledge. Budgetary consideration and proactive support from HR.	Details to be articulated in talent management strategy, but there will always be budgetary constraints and decisions taken on case-by-case basis.	Jo Hurst	30-Aug-2022	31-Mar-2023

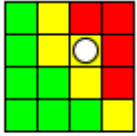
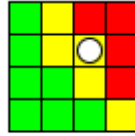
Appendix 2

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-EF 015 Public behaviour 19-Aug-2015 Paul Thomson	Cause: Crime; irresponsible dog owners; rough sleepers; user conflict; trespass; alcohol; unlicensed activity. Event: Fly tipping, litter, dog fouling, dog attacks, abandoned/burnt out vehicles, traveller incursions, anti-social, irresponsible, or unsafe behaviour. Effect: Negative PR; injury to visitors; insurance claims; police exclusion zones; rise in crime rates; illegal occupancy of Forest land; increase in costs of managing public behaviour.		16	We work in partnership with a range of Police and Anti-Social Behaviour managers to manage this risk. We accept that we cannot reduce this risk for the foreseeable future, but we have put in place a range of reasonable measures to limit the effects as far as we can. 30 Aug 2022		16		
							Accept	

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-EF 015b Controlling dogs	Implementation and monitoring of PSPOs and other dog control measures on sites.	PSPOs are in place. A code of practice for responsible dog walking has been drafted. This is not high priority at present for enforcement, but we are monitoring and taking action where appropriate.	Paul Thomson	30-Aug-2022	31-Oct-2022
ENV-NE-EF 015f Develop and improve joint working	Develop stronger links and become a trusted partner with EFDC, LBWF, LBR and LBN. New relationships with officers in local authorities need creating/developing following staff changes Ongoing action	This was very successful during the COVID period. Head Keeper made use of links to other authorities to ensure we have a better co-ordinated response to antisocial behaviour. We now work in partnership with a range of Police and ASB managers to address this risk.	Paul Thomson	30-Aug-2022	31-Oct-2022
ENV-NE-EF 015i Address problematic public behaviour	Take appropriate action to address cases of anti-social, irresponsible, and unsafe public behaviour.	Officers continue to monitor rough sleeping, fly-tipping, anti-social behaviour and conflict between forest users. They work with appropriate local authorities and agencies to deal with individual cases.	Paul Thomson	30-Aug-2022	30-Jun-2023
ENV-NE-EF 015j Develop an Enforcement	Develop an Enforcement Policy to deal with public behaviour which contravenes the Epping Forest byelaws.	This policy will ensure that City of London staff, those we regulate, and other stakeholders and partners are aware of the intent and principles underpinning our approach to the action we may take when managing unlawful activity in Epping Forest.	Laura Lawson	30-Aug-2022	31-Mar-2023

Appendix 2

Policy		An Enforcement Policy has been drafted. The document to be distributed for internal consultation before a draft copy is submitted to Epping Forest Consultative Committee and Epping Forest and Commons Committee for approval and adoption.			
ENV-NE-EF 015k Influence public behaviour	Encourage safe and responsible use of the Forest.	<p>Activity based codes of conduct or guidelines for cycling, dog walking, fishing and horse riding have been developed and are available online.</p> <p>A general code of conduct for visiting Epping Forest, based on the Countryside Code has been developed. Widespread distribution of this needs further work.</p> <p>The Epping Forest Communications plan includes key messages about behaviour and respect for others.</p> <p>Enforcement Policy and Anti-social behaviour policy are being drafted.</p>	Paul Thomson	30-Aug-2022	30-Jun-2023

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-EF 007 Pathogens	<p>Cause: Lack of adequate controls on international trade encourages transmission of pathogens; inadequate site biosecurity; and spread of novel pathogens responding to changes in climate presence of suitable hosts.</p> <p>Event: Sites become infected by pathogens causing diseases which lead to the decline or loss of key species.</p> <p>Effect: Loss or decline of key species; temporary site closures; increased costs for biosecurity, monitoring and reactive maintenance. Threat to existing conservation status of sites, particularly those with woodland habitats.</p>	 <p>Likelihood</p> <p>Impact</p>	12	<p>Ramorum: Rhododendron regrowth continues to require treatment by spraying: inspections to detect symptoms are due to be undertaken in late 2022, after which further action may be required. Otherwise, there are no obvious increases in risk factors.</p> <p>Ash Dieback: There are no obvious changes, but if weather patterns continue, this is likely to lead to larger ash deterioration. This is being picked up by existing monitoring in target zones but remains a concern.</p> <p>Other items:</p> <p>Sooty bark disease is an increasing problem forest-wide. There is a significant work programmed linked to this in 2022 and will affect tree safety works.</p> <p>A possible new pathogen has been identified in relation to gorse and this is being monitored for. Mass gorse die back has become an issue in large parts of England this spring. At Epping Forest we are yet to see any examples of this at scale. However, we will need to check sites during summer because of the potential increase in fire risk if there is mass die back.</p> <p>We accept that we cannot reduce this risk for the foreseeable future, but we have put in place a range of ongoing measures and longer-term actions to limit the likelihood and impacts as far as we are able.</p>	 <p>Likelihood</p> <p>Impact</p>	12		

Appendix 2

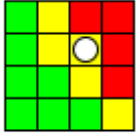
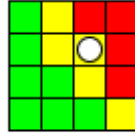
19-Aug-2015 Paul Thomson				30 Aug 2022			Accept	
-----------------------------	--	--	--	-------------	--	--	--------	--

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-EF 007a Massaria survey	Undertake a survey for Massaria twice a year and implement actions which arise.	Staff shortages significantly affected the completion of the tree safety program during 2021. Massaria management has been completed and a new survey is to be tendered this year, 2022, as part of three-year agreement.	Geoff Sinclair	30-Aug-2022	31-Mar-2023
ENV-NE-EF 007d Ramorum Disease	Sudden Oak Death - Annual inspection of all Rhododendron.	Additional work: mature and large Rhododendron bushes are being removed (by uprooting - to avoid future spraying control where possible) from Paul's Nursery (Compartment 18) as an additional precaution. Communication with local Councillors and MP has taken place so that all are aware of this work and the reasons for it.	Paul Thomson	30-Aug-2022	31-Mar-2023
ENV-NE-EF 007e Biosecurity Policy	Need to develop a biosecurity policy and then implement.	Biosecurity position statement was completed. The location-specific biosecurity measures remain in place at Warren Plantation and were reviewed comprehensively in May 2022. Wider biosecurity measures for other pathogens are yet to be determined or agreed: a report is due by the end of 2024. The biosecurity measures will now be integrated into the INNS Action Plan for completion in 2024.	Paul Thomson	30-Aug-2022	31-Dec-2024

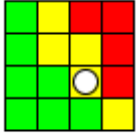
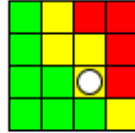
Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-EF 010 Development Consents close to Forest Land 								

Appendix 2

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-EF 010a Local authorities/Cou nties Local Plans and Core Strategies	Epping Forest DC Local Plan: Attend meetings and respond to consultation on the local plan in order to influence the content of the Plan and the Memorandum of Understanding between EFDC and Natural England. LB Waltham Forest Core Strategy and other LA actions plans: Respond to any further consultation.	SAC Oversight Group has now agreed governance, finance and a package of mitigation measures. We await sign-off from the relevant committees of these LAs to approve. LB Redbridge has already approved and LB Waltham Forest will do so via delegated powers.	Tristan Vetta	30-Aug-2022	31-Mar-2023
ENV-NE-EF 010c Forest Transport Strategy	Development and ongoing work on the Forest Transport Strategy	Progress is being made and the Strategy is now in draft. Meetings are held every two months with the District Council and the intention is to extend consultation to other relevant authorities.	Jacqueline Eggleston	30-Aug-2022	31-Mar-2023


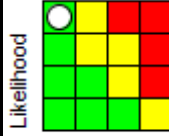
Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-EF 016 Financial management and loss of income 18-May-2016 Paul Thomson	Cause: The CoL is facing austerity efficiencies: revisions to EU common agricultural policy (CAP) regulation, transition from Basic Payment Scheme (BPS) (total cessation in 2027) and UK interpretation and tightening of qualifying eligibility criteria. Failure to deliver to spend profile may result in loss of budget; lack of skills/capacity to deliver income generation projects; unrealistic initial targets and deadlines. Possible impact of Brexit. Event: Reduction deficit funding from the CoL; reductions in direct grant available from the Environment Agency or Rural Payments Agency (RPA) to deliver agricultural/conservation activity, especially conservation grazing. Division is unable to deliver spend to profile or income generation programmes to agreed targets and timescales. Adverse workload impact on service delivery. Effect: Reduction in income. Reduction or cessation of agricultural/conservation activity, including negative impact on grazing. Reduction / loss of biodiversity.	 Likelihood	12	There is a need to achieve savings and manage inflationary pressures in 2022/23. Our focus is currently on lodge rentals, commercial wayleaves, and public events. Applications to the Rural Payments Agency's (RPA) Countryside Stewardship Scheme are being made in April 2023 which will stem the loss of Basic Payment Scheme (BPS) income. Furthermore, new grant schemes under the Environment Land Management Programme also offer additional income for the future. In the meantime, we accept that we cannot reduce the risk further, but will review this annually. 30 Aug 2022	 Likelihood	12		
							Accept	

Action no, Title,	Action description	Latest Note			Action owner	Latest Note Date	Due Date
ENV-NE-EF 001e Next round of savings to be agreed	Working to deficit budget reduction targets by increasing income generation.	Net income from car parking has met 2021-22 budgets, but further efficiencies and income enhancement must be found over the coming years.			Paul Thomson	30-Aug-2022	31-Mar-2023

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-EF 005 Declining Site of Special Scientific Interest (SSSI)/Special Area of Conservation (SAC) Condition <div>Page 33</div>	Cause: Lack of appropriate habitat and tree management (pollarding) and lack of grazing pressure; Invasive Non Native Species (INNS); anthropogenic nitrogen deposition; atmospheric pollution; and climate change. Event: Unfavourable assessment by Natural England. Effect: Decrease in % SSSI area in favourable condition (currently 35.42%); decrease in % SSSI area in unfavourable recovering (currently 48.24%); loss of current (HLS) and future grant (e.g. CSS) funding; harm to City's reputation; fines from Natural England and Defra.	 Likelihood Impact	8	10-year Countryside Stewardship (CSS) Agreement (Forest 1) for part of the SSSI is in place for 2020-2029 and is being delivered which includes three SSSI units in "unfavourable" condition. Three further applications to cover the remainder of the SSSI Wanstead Park and Copped Hall are being prepared with work planned to start in 2024. Work is being targeted to address some of the reasons for 'unfavourability' in the units in this second half of the Forest. Conservation grazing has been reintroduced into two areas of the Forest (Barn Hoppitt and Pole Hill) with a third area to be started in the next year. This should see an improvement in the grassland management of those sites within the SSSI. The site sustained significant damage to the fabric of the SSSI/SAC due to increased visitor numbers during COVID-19, with a rise of around 300%. Damage to entrances and ride edges has been significant. Pathways have proliferated in the wooded areas. Part of the second CSS application includes a request for visitor management infrastructure to help alleviate visitor damage.	 Likelihood Impact	8		
							Accept	
19-Aug-2015 Paul Thomson				30 Aug 2022				

Appendix 2

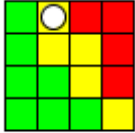
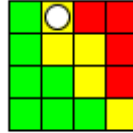
Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-EF 005a Countryside Stewardship (CSS) grant	Make CSS grant application to avoid loss of this vital income stream whilst ensuring habitat management targets are sustainable across 10-year agreement period.	<p>10-year Countryside Stewardship Agreement (Forest 1) for part of the SSSI has been achieved and is being delivered.</p> <p>A second agreement is being sought for the remainder of the Forest which is currently being prepared and due for submission in April 2023. Between the first and second agreements, many of the issues related to the “Unfavourable” SSSI units will be addressed.</p> <p>Additionally, conservation grazing has been expanded to new sites for which the SSSI condition assessment identifies grazing as necessary. A third new site is planned.</p>	Paul Thomson	24-Aug-2022	31-Mar-2023
ENV-NE-EF 005b Biodiversity 2020 targets for SSSI	Create plan of action for 5 compartments within existing resources to ensure consideration of priorities for CSS application.	<p>Natural England officers have been unable to visit the site due to COVID-19. Two of the five compartments were completed in February 2019. Site visits are to be reviewed for the remaining three compartments.</p> <p>The 5 SSSI units (117, 130, 230, 133, 136) are part of the second CSS application. Existing plans will feed into the grant application request and remaining needs are being identified through the application process with cross reference to Natural England’s SSSI condition assessments.</p>	Geoff Sinclair	24-Aug-2022	31-Mar-2023

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-EF 009 Severe weather events <div>Page 35</div> 19-Aug-2015 Paul Thomson	Cause: Severe gale and storm events; prolonged precipitation/increased precipitation events; restricted precipitation increasing fire severity. Event: Severe weather events including periods of drought; flooding; gales; and increased fire severity. Effect: Risk of injury or death to staff, visitors, contractors and/or volunteers; loss of habitat/public access and intensification of visitor pressure on other areas of Forest; damage/loss of rare/fragile habitats and species; incidents increase demand for staff resources to respond to maintain public and site safety; temporary site closures; increased costs for reactive management.	 Likelihood Impact	8	<p>Incident management plan has been updated to incorporate wildfire planning and the JESIP protocols for joint action across authorities. We have buy-in from the London Fire Brigade. Fire and Rescue Services have signed off wildfire plans both in London and Essex. There are site visits with Essex Fire and Rescue Service at the end of July / early August to confirm infrastructure is satisfactory. In London, two additional sites are having wildfire response plans prepared.</p> <p>Several large storms during 2022 led to the Severe Weather Plan being implemented.</p> <p>The current risk score has increased from 6 (possible; serious) to 8 (likely; serious) due to dry summers driving Sooty Bark Disease of maples; bleeding canker of horse chestnuts; and Massaria disease of London Plane.</p> <p>30 Aug 2022</p>	 Likelihood Impact	4	31-Dec-2024	
							Reduce	

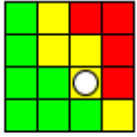
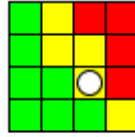

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-EF 009g Tree Safety works	Carry out tree safety survey and works.	A tree safety survey has been completed but staff shortages have meant that arboricultural works are significantly delayed and many actions have slipped out of time - we now aim to complete them by the end of 2024. Following a rise in Massaria and Sooty Bark Disease infections, and February storms, it is anticipated that new surveys will result in circa 1,500 new tasks to be completed adding substantially to the backlog of works. We are looking to employ more staff and increase contractor works to reduce the backlog.	Geoff Sinclair	30-Aug-2022	31-Dec-2024

Appendix 2

ENV-NE-EF 009h Reduce the impact of fire	Reduce the impact of grass and heathland fires.	Nine site-specific wildfire response plans have been signed off by the respective Fire and Rescue Services. However, site inspections by junior fire officers are still planned at the London sites to check access routes and other infrastructure in liaison with Forest Keepers.	Geoff Sinclair	30-Aug-2022	01-Nov-2022
ENV-NE-EF 009i Fire access zones	Maintain fire access zones.	All fire access zones have been cut twice this year. Grass growth has now stopped due to the drought but may commence if wetter conditions develop. Following recent fires it was clear that a number of these zones were effective barriers to fires.	Geoff Sinclair	30-Aug-2022	30-Jun-2023

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-EF 011 Wanstead Park – Heritage at Risk Register <div>Page 37</div> 19-Aug-2015 Paul Thomson	Cause: Grade II* Registered Park and Garden, Wanstead Park, has been on the “Heritage at Risk” register since 2009, listed as in declining condition. Further restoration by four landowners is required to halt deterioration in condition and secure continued abstraction licence. Event: Failure to complete restoration work. Effect: Wanstead Park remains on the Heritage at Risk Register: continuing deterioration of at risk heritage features; education and interpretation opportunities missed; deteriorating state impacts negatively on the City’s reputation; fines from English Heritage in respect of listed buildings.	<div> <div>Likelihood</div>  <div>Impact</div> </div>	8	<p>This remains at risk with Historic England (HE). However, there have been productive meetings with HE and the Wanstead Park Liaison Group. Limited preliminary works are underway at The Grotto.</p> <p>An application for a Countryside Stewardship grant for 2023 is being considered.</p> <p>An expression of interest is being prepared for submission to the Heritage Lottery Fund.</p> <p>London Borough of Redbridge has identified £100,000 of SANGS funding for the park which will be used to improve access from the River Roding path into the park.</p> <p>30 Aug 2022</p>	<div> <div>Likelihood</div>  <div>Impact</div> </div>	8		
							Accept	

Action no, Title,	Action description	Latest Note		Action owner	Latest Note Date	Due Date
ENV-NE-EF 011b Funding for implementation of plan	Identify potential funding / partners and submit bid. Funders may include HLF	Funding is being worked on through Wanstead Park Project Board. Otherwise, as per main update. Principal challenge is that project match funding does not qualify under City capital prioritisation rules.		Paul Thomson	30-Aug-2022	31-Mar-2023

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-EF 014 Major Incident resulting in prolonged 'Access Denial' <div>Page 38</div> 19-Aug-2015 Paul Thomson	Cause: Pandemic; human error; mechanical failure; deliberate act of terrorism. Event: Major incident; terrorism; evacuation of East London; aircraft crash; failure of underground services; major pollution incident from M25; pollution from septic tanks or cattle buildings. Effect: Damage to, and loss of, Forest habitat; threat to existing conservation status of sites; reduced income from licensees unable to trade; costs of remediation and staff engagement; fines from Environment Agency for pollution incidents.	 Likelihood Impact	8	We have accepted this risk in recognition of how this will remain an active issue in the coming years. We are confident that our work in this area has been successful but will continue to assess protocols going forward. The Emergency Plan worked well during the COVID-19 pandemic and lessons learned during that time have now been incorporated in the Plan and our Business As Usual routines. The Emergency Plan was tested using the JESIP (Joint Emergency Services Interoperability Principles) Framework and has been implemented and supported by additional measures. 30 Aug 2022	 Likelihood Impact	8		
							Accept	

Action no, Title,	Action description	Latest Note			Action owner	Latest Note Date	Due Date
ENV-NE-EF 014a Emergency Plan	Ongoing review and updating of the Emergency Plan.	The Emergency Plan worked well during the COVID-19 pandemic and lessons learned during that time have now been incorporated in the Plan and our 'business as usual' routines. The Emergency Plan was tested using the JESIP (Joint Emergency Services Interoperability Principles) Framework and has been implemented and supported by additional measures. The plan is kept under regular review.			Paul Thomson	30-Aug-2022	30-Jun-2023

Ashtead Common Risk Register (excluding completed actions)

Report Author: Joanne Hill

Generated on: 28 August 2022

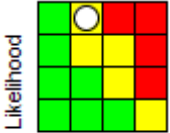
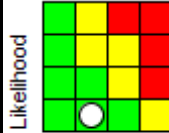


Rows are sorted by Risk Score

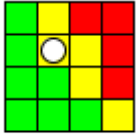
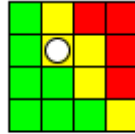
Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-AC 008a Water Pollution 27-May-2022 Andy Thwaites	Cause: Pollution of the Rye Brook. Event: Polluted water poured into road drain, misconnection into the surface water system from other utilities. Effect: Toxins and/or biohazards introduced into the watercourse threatening the health of people and animals; damage/loss of rare/fragile habitats and species; adverse local media coverage.		8	Designs have been produced for a reedbed filtration system that could remove contaminants. However, this would be expensive to create. The Rye Brook is regularly monitored, including kick sampling and measurement of phosphate levels. 26 Aug 2022		2	31-Mar-2031 Reduce	

Action no, Title,	Action description	Latest Note			Action owner	Latest Note Date	Due Date
ENV-NE-AC 008a Undertake a project to construct a reedbed	Produce a Project Initiation Document.	Write a Project Initiation Document (PID) for approval by the City of London.			Andy Thwaites	26-Aug-2022	30-Jun-2023

Appendix 3

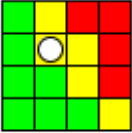
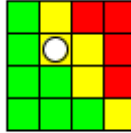

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-AC 009 Maintenance of buildings and other structures 15-Jun-2022 Andy Thwaites	Cause: Inadequate level of service provided by City Surveyor's Department to maintain buildings and other structures. Event: Structures, specifically byelaw boards, become unsafe. Effect: Potential serious injury to a member of the public, or member of staff; disruption to service delivery/performance; financial loss; reputational damage as a result of legal action and/or negative publicity.	 Likelihood Impact	8	Byelaw boards may deteriorate over time with lack of preventative maintenance. They may become unsound and present a health and safety risk. The boards are monitored on a regular basis and any which become unsafe are removed. 26 Aug 2022	 Likelihood Impact	2	30-Jun-2023	
							Reduce	

Action no, Title,	Action description	Latest Note			Action owner	Latest Note Date	Due Date
ENV-NE-AC 009a Regular monitoring	Monitor byelaw boards, report on condition and remove any which become unsound.	Byelaw boards are monitored on a regular basis. Any which become unsafe are removed.			Andy Thwaites	26-Aug-2022	30-Jun-2023

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-AC 005 Tree Diseases and Other Pests <div>Page 41</div>	Cause: 'Natural' spread of pests and diseases from neighbouring areas e.g. ticks and Lyme Disease and Oak Processionary Moth (OPM). Event: Individuals are affected by Lyme Disease or suffer allergic reaction to OPM. Effect: Staff and other individuals suffer severe long-term health effects; service capability disrupted; damage to corporate reputation; increased costs for reactive maintenance.	 Likelihood	6	We accept that we cannot reduce this risk for the foreseeable future, but we have put in place a range of reasonable measures to limit the effects as far as we can. An action plan is in place for Lyme Disease, including adjustments to staff work schedules to reduce the risk of exposure. Tick/Lyme Disease information cards have been produced for volunteers, contractors and visitors to Ashted Common. OPM is endemic and widespread at Ashted Common but appears to be subject to natural controls which have suppressed numbers. 26 Aug 2022	 Likelihood	6		
							Accept	

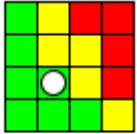
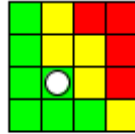

Action no, Title,	Action description	Latest Note		Action owner	Latest Note Date	Due Date
ENV-NE-AC 005e Tree Safety Policy	Review The Common's Tree Safety Policy tri-annually and the local site risk map annually.	The Commons' Tree Safety Policy is reviewed every three years: next due in July 2024. The local site risk map is reviewed annually: next due in June 2023.		Andy Thwaites	26-Aug-2022	30-Jun-2023
ENV-NE-AC 005f Risk review	Keep risk under regular review.	The situation is kept under review and further measures will be implemented if and when they become necessary.		Andy Thwaites	26-Aug-2022	30-Dec-2022

Appendix 3

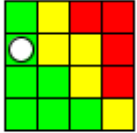
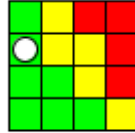
Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-AC 006 Climate and weather 24-Feb-2022 Andy Thwaites	Causes: Climate change causes severe wind, drought or floods to occur more frequently. Event: More frequent and severe storms or fires at Ashted Common. Effect: Injury or death to staff, visitors, contractors and volunteers; damage/loss of rare/fragile habitats and species; service capability disrupted; temporary site closures; increased demand for staff resources to respond to incidents and maintain site safety; increased costs for reactive management.	 Likelihood	6	Fire is by far the biggest risk to Ashted Common. Although a number of measures are taken to manage the impact of this risk, we are unable to reduce the likelihood of it occurring. 26 Aug 2022	 Likelihood	6		
							Accept	

Action no, Title,	Action description	Latest Note		Action owner	Latest Note Date	Due Date
ENV-NE-AC 006a Fire management 26-Aug-22	Review and update Fire Management Plan bi-annually. Habitat fire management and monitoring policies and plans are in place and link to staff training and local emergency services.	Major emergency plan produces were shared with Surrey Fire and Rescue in May 2022. This will next be done in May 2024, unless changing circumstances require an interim review.		Andy Thwaites	26-Aug-2022	31-May-2024
ENV-NE-AC 006b Storms	Storm monitoring & management and closure policies are in place and are linked to high staff awareness and training	The site continues to monitor and respond to warnings of extreme weather.		Andy Thwaites	26-Aug-2022	31-Mar-2023
ENV-NE-AC 006c Climate change	Understand the potential impacts of climate change on Ashted Common. Engage in climate change research and debate.	Ongoing research and dialogue continues. Work on carbon sequestration is being progressed.		Andy Thwaites	26-Aug-2022	31-Mar-2023

Appendix 3

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-AC 001 Budget reduction and income loss 24-Feb-2022 Andy Thwaites	Cause: Potential reductions in budget and income. Event: The City of London reduces its budget for Ashted Common, or external funding is reduced. Effect: Financial failure; failure of key services; loss of staff; failure to maintain habitats on site; reduction in the ability to manage threats; significant reduction in service to users; reputational damage.	 Likelihood	4	The need for an additional member of staff for Ashted Common has been identified and funding will be provided for this. Additional Countryside Stewardship funding has been secured for the next ten years. Therefore, the current likelihood of this risk occurring is 'unlikely'. 26 Aug 2022	 Likelihood	4	Accept	

Action no, Title,	Action description	Latest Note			Action owner	Latest Note Date	Due Date
ENV-NE-AC 001a Risk review	Keep risk under regular review.	This risk is kept under regular review.			Andy Thwaites	26-Aug-2022	30-Jun-2023

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-AC 004 Local Planning Issues 24 Feb-2022 Andy Thwaites	Cause: Pressure on Planning Authorities to meet housing targets. Failure to monitor and challenge housing and other development plans. Lack of partnership working with Planning Authorities and inclusion in Local Development Plans. Lack of resources to employ specialist support or carry out necessary monitoring/research. Event: Increase in housing or other developments on land affecting Ashted Common. Effect: Increase in visitor numbers and general recreation pressure; potential decline in biodiversity due to disturbance and habitat quality; increase in air, light and noise pollution; decrease in water availability; increased hydrological pollution risk; increase in traffic on local road network.	 Likelihood	3	Ongoing - local plans continue to be developed and are scrutinised and commented on when required. Staffing capacity is currently able to manage the volume of work associated with commenting on local plans. The Local Plans of Mole Valley and Kingston generally protect the immediate environs of Ashted Common. However, possible areas for development are identified within the general area, and this could increase pressures on the Common in the long term. 26 Aug 2022	 Likelihood	3		
							Accept	

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-AC 004c Risk review	Keep risk under regular review.	This risk is kept under regular review.	Andy Thwaites	26-Aug-2022	30-Dec-2022

Burnham Beeches and Stoke Common Risk Register (excluding completed actions)

Report Author: Joanne Hill

Generated on: 28 August 2022



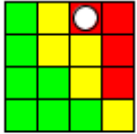
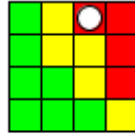
Rows are sorted by Risk Score

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-SC002 Damage to sites 24-Feb-2022 Martin Hartup	<p>Cause: Burnham Beeches was damaged during the COVID-19 pandemic due to higher than usual visitor numbers. Even though numbers have since returned to 'normal' levels, the site is still subject to ongoing degradation.</p> <p>Event: Long-term environmental damage, with a particular focus on protected landscapes, especially Burnham Beeches which is a Site of Special Scientific Interest (SSSI) and a Special Area of Conservation (SAC) and not designed for such high visitor numbers.</p> <p>Effect: Ecological and environmental damage; negative press coverage; loss of grants related to conservation; increased spend required to maintain the sites/mitigate damage.</p>	<p>Likelihood</p> <p>Impact</p>	16	<p>Visitor numbers have returned to more normal/pre-COVID levels, although they have still been elevated at times in the last 12 months. Seasonal area/path restrictions have now become part of normal business to protect the SAC but more work is required in order to reduce the impact of the risk.</p> <p>26 Aug 2022</p>	<p>Likelihood</p> <p>Impact</p>	12	<p>31-Mar-2023</p> <p>Reduce</p>	

Action no, Title,	Action description	Latest Note			Action owner	Latest Note Date	Due Date
-------------------	--------------------	-------------	--	--	--------------	------------------	----------

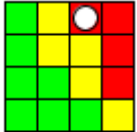
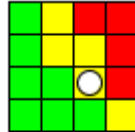

Appendix 4

ENV-NE-BBSC 002a Car parking	Prevent damage from car parking on surrounding roads and land.	Four miles of permanent parking restrictions are still expected to be installed by Buckinghamshire council around Burnham Beeches in approximately the next 12 months.	Martin Hartup	26-Aug-2022	31-Mar-2023
ENV-NE-BBSC 002b Action Plan	Develop an action plan to reduce the impact of high visitor levels.	A 'Carrying Capacity' study has been carried out, the results of which will be used to formulate an action plan to mitigate the impacts of high visitor levels.	Martin Hartup	26-Aug-2022	31-Dec-2022

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-BBSC 005 Tree Diseases and Other Pests 24-Feb-2022 Martin Hartup	Cause: Inadequate biosecurity, purchase or transfer of infected plants, soil and animals. 'Natural' spread of pests and diseases e.g. Oak Processionary Moth, and lack of funding to deliver requirements of the OPM Plant Health Notice. Event: OPM spreads further throughout the site and inability to carry out legal requirements. Effect: Potential consequences of non-compliance with legal requirements; reputational damage; temporary site/area closures; increased costs for reactive maintenance; health and safety risk to staff and visitors.	 Likelihood	16	OPM is now well established at Stoke Common and still spreading there. OPM has also been discovered in trees adjacent to Burnham Beeches and so is likely to spread there also in the coming years. Without additional funding there is nothing more we can do to reduce the risk. We will continue to undertake all reasonable actions to keep the situation under control as far as we are able. 26 Aug 2022	 Likelihood	16		
							Accept	


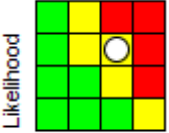
Action no, Title	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-BBSC 005a Staff training	Ensure staff training is kept updated to enable timely identification of pests and knowledge of correct treatment/prevention.	Ongoing. Training needs reviewed at regular team meetings, and proactively promoted via HSI and other corporate boards. Needs are also reviewed at 6 monthly local Health and Safety meetings.	Martin Hartup	26-Aug-2022	31-Mar-2023
ENV-NE-BBSC 005b Inspections	Annual tree inspections undertaken by qualified personnel.	Ongoing. Inspections continue on a scheduled basis or if and when the need arises.	Martin Hartup	26-Aug-2022	31-Mar-2023
ENV-NE-BBSC 005d Biosecurity	Measures in place for staff, volunteers and contractors including public messages	Ongoing biosecurity actions and implementation of biosecurity policy.	Martin Hartup	26-Aug-2022	31-Mar-2023
ENV-NE-BBSC 005e Tree Safety Policy	Review The Commons' Tree Safety Policy tri-annually and the local site policy annually.	The Commons' Tree Safety Policy is reviewed every three years: next due in July 2024. Burnham Beeches and Stoke Common local site policy is reviewed annually: next due in July 2023.	Martin Hartup	26-Aug-2022	01-Aug-2023
ENV-NE-	Actions for the management of OPM at Stoke	An OPM management plan was developed and implemented for Stoke Common in summer 2021 in	Martin	26-Aug-2022	31-Mar-2023

BBSC 005f OPM at Stoke Common	Common.	line with Natural England advice/restriction and Forestry Commission requirements - survey and nest removal is undertaken as required. A similar plan may be required for the even more sensitive Burnham Beeches SAC if OPM spreads as expected. We are keeping the situation under review.	Hartup		
-------------------------------------	---------	---	--------	--	--

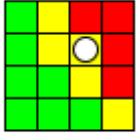
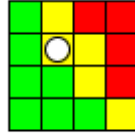

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-BBSC 007 Rural Payment Agency Grants 24-Feb-2022 Martin Hartup	Causes: The Rural Payment Agency (RPA) has altered the administration of the BE6 grant for work on trees. Event: Reduction in direct grant available from the Rural Payments Agency (RPA) to deliver agricultural/conservation related services. Effect: Reduction in the amount of grant received from the RPA; cessation of agricultural/conservation services; reduction in income, direct and indirect; reduction/loss of biodiversity (legal implications); restrictions on recreational access due to reduction/cessation of grazing activities.	 Likelihood Impact	16	RPA is reassessing agreed grant. There is the potential to reduce it by 50% which would cause a significant funding gap. We are exploring options in this area, but the risk remains at Red (16) to reflect the significant financial impact this could cause. 26 Aug 2022	 Likelihood Impact	8	31-Mar-2023	
							Reduce	

Page 49

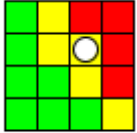
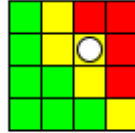
Action no, Title, File,	Action description	Latest Note			Action owner	Latest Note Date	Due Date
ENV-NE-BBSC 007c CSS Payment Changes	Seek clarity/advice from RPA/Natural England (NE) and agree any possible mitigation to limit the negative impacts of proposed changes in payments for the existing Countryside Stewardship Scheme (CSS) agreement for Burnham Beeches and Stoke Common (BBSC).	RPA is still looking to reduce payments for one element of the previously agreed CSS agreement at Burnham Beeches - negotiations and an appeal process are still in progress.			Martin Hartup; Helen Read	26-Aug-2022	31-Mar-2023

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-BBSC 009 Maintenance of buildings and other structures Jun-2022 Martin Hartup	Cause: Inadequate level of service provided by City Surveyor's Department to maintain buildings and other structures. Event: Structures become unsafe or unusable. Effect: Potential serious injury to a member of the public, or member of staff; disruption to service delivery/performance; financial loss; reputational damage as a result of legal action and/or negative publicity.	 Likelihood Impact	16	The key issues at Burnham Beeches include the large, wooden corporate image (byelaw) boards located across the site. The local team has undertaken an update of the previous audit of byelaw boards which was carried out by the City Surveyor's Department (CSD) in 2019. Since this audit, a further board has been found defective and removed and others need urgent attention. Concerns about the general situation are raised at quarterly client liaison meetings with CSD. 26 Aug 2022	 Likelihood Impact	12	30-Jun-2023	
							Reduce	

Action no, Title,	Action description	Latest Note			Action owner	Latest Note Date	Due Date
ENV-NE-BBSC 009a Ongoing monitoring	Periodic infrastructure checks.	Continual monitoring of byelaw boards and other structures. Any boards which are found to be unsound are removed.			Martin Hartup	26-Aug-2022	30-Jun-2023

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-BBSC 001 Budget reduction and income loss 24-Feb-2022 Martin Hartup	Cause: 12% budget reduction with in-year unidentified savings. Loss of income from car parking, filming and other funding streams. Event: Fewer visitors and less filming interest. Effect: Inability to meet approved budgets; reduction in essential repairs and maintenance; reduction in key services; failure to meet business plan objectives; reputational damage.	 Likelihood	12	Whilst the 12% budget reductions were addressed in 2021/22 and through stage one of the Natural Environment Division's Target Operating Model process, there are still unidentified savings listed in the budget until September 2022. The Rural Payment Agency (RPA) has proposed a change in the value of the Countryside Stewardship Scheme grant at Burnham Beeches by around 50% due to a change in the claim rules after the agreement was signed. 26 Aug 2022	 Likelihood	6	31-Mar-2023	
							Reduce	

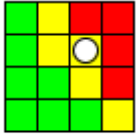
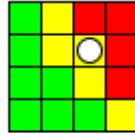
Action no, Title,	Action description	Latest Note			Action owner	Latest Note Date	Due Date
ENV-NE-BBSC 001a Budget monitoring	Keep budgets under continual review.	Budgets are kept under continual review and reported quarterly as part of the budget forecast process.			Martin Hartup	26-Aug-2022	31-Mar-2023

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-BBSC 004 Local Planning Issues <div>Page 52</div> 24-Feb-2022 Martin Hartup	Cause: Pressure on Planning Authorities to meet housing targets. Failure to monitor and challenge housing and other development plans. Lack of partnership working with Planning Authorities and inclusion in Local Development Plans. Lack of resources to employ specialist support or carry out necessary monitoring/research. Event: Large housing or other developments on land affecting Burnham Beeches and Stoke Common. Effect: Increase in visitor numbers and general recreation pressure; potential decline in biodiversity due to disturbance and habitat quality; increased air, light and noise pollution; decrease in water availability; increased hydrological pollution risk; increase in traffic on local road network.	<div> <div>Likelihood</div>  <div>Impact</div> </div>	12	Ongoing - local plans continue to be developed, and are scrutinised and commented on when required. Staffing capacity is currently able to manage the volume of work associated with commenting on local plans. The Buckinghamshire Council local plan, whilst not yet produced, has established clear policies to protect the SAC at Burnham Beeches with an agreed mitigation strategy and funding mechanism for its delivery. The Slough Borough Council plan is still very much a work in progress but, again, some mitigation has already been agreed for specific development and funding identified to help protect Burnham Beeches from the impacts of increased development. Risks, however, still remain. 26 Aug 2022	<div> <div>Likelihood</div>  <div>Impact</div> </div>	12	Accept	

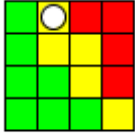
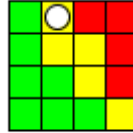
Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-BBSC 004a Local authorities/Cou nties Local Plans and Core Strategies	Inclusion in core strategy planning documents or equivalent. Close partnership working with local planning authorities. Active monitoring of planning applications with responses as appropriate.	Monitoring activity continues. Mitigation strategy with Buckinghamshire Council completed and projects within it are underway. Plan/mitigation strategy still a work in progress with Slough BC.	Andy Barnard; Helen Read	26-Aug-2022	31-Mar-2023

Appendix 4

ENV-NE-BBSC 004b Monitoring of impacts	Active monitoring of air pollution where possible. Active monitoring of environmental impacts where possible. Undertake research where appropriate and where resources allow.	Implementation of a section 106 funded project on air quality work and subsequent report will start the process of producing a Site Nitrogen Action Plan (SNAP) in conjunction with Natural England and Centre for Ecology and Hydrology. Other monitoring and mitigation projects identified and carried out where possible. Responding to planning applications regarding air quality issues.	Helen Read	26-Aug-2022	31-Mar-2023
ENV-NE-BBSC 004c Mitigating impacts of development	Develop and recruit to two s106 funded Ranger posts at Burnham Beeches to mitigate impact of development.	Employment of two s106 outreach/ambassador Rangers at Burnham Beeches funded through s106 agreements with Slough Borough Council and Buckinghamshire Council.	Martin Hartup; Helen Read	26-Aug-2022	31-Mar-2023

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-BBSC 006 Climate and Weather 24-Feb-2022 Martin Hartup	<p>Cause: Severe wind events, prolonged precipitation or restricted precipitation. May be climate change influenced.</p> <p>Event: Severe weather/climate impacts; fire, flood and storm events (potentially increasing in frequency).</p> <p>Effect: Service capability disrupted; increased demand for staff resources to respond to incidents and maintain site safety; loss of species, temporary site closures and associated access; increased costs for reactive management; injury or death to staff, visitors, contractors and volunteers; damage/loss of rare/fragile habitats and species.</p>	 <p>Likelihood</p>	12	<p>Work on site continues to mitigate the impact of extreme weather events and this is monitored on an ongoing basis. We accept the current level of risk.</p> <p>26 Aug 2022</p>	 <p>Likelihood</p>	12	Accept	

Action no, Title, File,	Action description	Latest Note		Action owner	Latest Note Date	Due Date
ENV-NE-BBSC 006a Fire management	Review and update plan annually. Habitat fire management and monitoring policies and plans are in place and link to staff training and local emergency services.	<p>New Burnham Beeches site maps are currently under construction in collaboration with local fire services.</p> <p>Emergency plan for Stoke Common agreed with Buckinghamshire Fire and Rescue is in place and subject to annual review and fire drills.</p>		Martin Hartup	26-Aug-2022	31-Mar-2023
ENV-NE-BBSC 006b Storms	Storm monitoring & management and closure policies are in place across the sites and are linked to high staff awareness and training.	The site continues to monitor and respond to warnings of extreme weather.		Martin Hartup	26-Aug-2022	31-Mar-2023

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-BBSC 008 Pollution 15-Jun-2022 Martin Hartup	Cause: Continual pollution of Burnham Beeches as a result of inadequate sewerage provision for existing development in the local area, which is managed by Thames Water. Event: Sewage escapes into the watercourse running into Burnham Beeches after heavy rain. Effect: Pollution of the watercourses running into Burnham Beeches and associated degradation of the environment; potential reputational damage.	 Likelihood	8	Thames Water is looking at the whole sewer system in Farnham Common with a view to carrying out work to resolve the issue across the whole area. We are engaging in the process, which so far has largely been fact finding, prior to drawing up detailed proposals. We are unable to reduce the possibility of the risk occurring but continue to report any issues to the Environment Agency and Thames Water. 26 Aug 2022	 Likelihood	8		
							Accept	

Action no, Title,	Action description	Latest Note			Action owner	Latest Note Date	Due Date
NE-ENV-BBSC 008a Surveys to monitor impact	Commission surveys to assess the impact of pollution on indicator species.	BBSC has commissioned a project to compare the mosses and liverworts of the polluted stream with those of another local unpolluted stream. Thames Water is funding an equivalent project on freshwater invertebrates, the first part of the field work for which has been completed			Helen Read	26-Aug-2022	31-Mar-2023

This page is intentionally left blank

Coulsdon and Other Commons Risk Register (excluding completed actions)

Report Author: Joanne Hill

Generated on: 28 August 2022



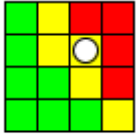
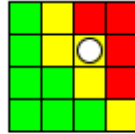
Rows are sorted by Risk Score

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-009 Maintenance of buildings and other structures 15-Jun-2022	<p>Cause: Inadequate level of service provided by City Surveyor's Department to maintain buildings and other structures.</p> <p>Event: Structures become unsafe or unusable.</p> <p>Effect: Potential serious injury to a member of the public, or member of staff; disruption to service delivery/performance; financial loss; reputational damage as a result of legal action and/or negative publicity.</p>	<p>Likelihood</p> <p>Impact</p>	16	<p>The key issues at Coulsdon Common are:</p> <ul style="list-style-type: none"> • The large, wooden corporate image (byelaw) boards located across the site, and • The cattle grids on Farthing Downs. <p>The local team has undertaken an update of the previous audit of byelaw boards which was carried out by the City Surveyor's Department (CSD) in 2019. Since this audit, a further eight boards have been found defective and removed.</p> <p>For the cattle grids, the CSD should undertake annual inspections but these have not been carried out for some years. The local team monitor the grids and report any concerns to CSD.</p> <p>Concerns about the general situation are raised at quarterly client liaison meetings with CSD.</p> <p>26 Aug 2022</p>	<p>Likelihood</p> <p>Impact</p>	12	30-Jun-2023	Reduce

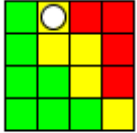
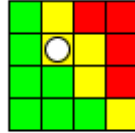

Appendix 5

Allan Cameron							
---------------	--	--	--	--	--	--	--

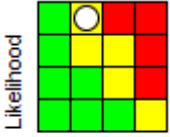
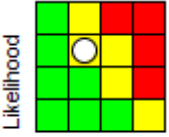

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-COC 009a Monitoring	Monthly site infrastructure checks.	Continual monitoring of byelaw boards, cattle grids and other structures.	Allan Cameron	26-Aug-2022	30-Jun-2023

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-COC 002 Damage to sites 24-Feb-2022 Allan Cameron	Cause: The sites are more popular than in previous years, linked to people enjoying local natural environments which are free of charge. Increased population and housing in the local area. Event: Long-term environmental damage, with a particular focus on protected landscapes and Sites of Special Scientific Interest (SSSI) which are not designed for such high visitor numbers. Effect: Ecological and environmental damage; reputational damage; loss of grants related to preservation; increased spend required to maintain sites/mitigate damage.	Likelihood  Impact	12	We are seeing a continual increase in visitor numbers and general population growth which we cannot influence. Therefore, we accept that we cannot reduce the possibility of the risk occurring. However, we continue to encourage people to use the sites responsibly. 26 Aug 2022	Likelihood  Impact	12	Accept	

Action no, Title,	Action description	Latest Note			Action owner	Latest Note Date	Due Date
ENV-NE-COC 002a Establish a Conservation Ranger post	Recruit to the vacant Conservation Ranger post.	We will recruit a Conservation Ranger who will monitor development applications and undertake detailed ecological surveys.			Allan Cameron	26-Aug-2022	31-Oct-2022

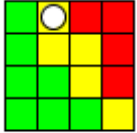
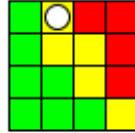
Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-COC 004 Local Planning Issues 24-Feb-2022 Allan Cameron	Cause: Pressure on Planning Authorities to meet housing targets; failure to monitor and challenge housing and other development plans; lack of partnership working with Planning Authorities and inclusion in Local Development Plans; lack of resources to employ specialist support or carry out necessary monitoring/research. Event: Large housing or other developments on land affecting the sites. Effect: Increase in visitor numbers and general recreation pressure; potential decline in biodiversity due to disturbance and habitat quality; increase in air, light and noise pollution; decrease in water availability; increased hydrological pollution risk; increased traffic on local road network.	 Likelihood	8	Local plans continue to be developed and are scrutinised and commented on by officers when required. Staffing capacity is currently unable to manage the volume of work associated with commenting on local plans. However, we now have funding to recruit a full-time Conservation Ranger which will provide greater capacity for responding to these issues and enable us to be more proactive. 26 Aug 2022	 Likelihood	6	31-Mar-2024 Reduce	

Action no, Title,	Action description	Latest Note			Action owner	Latest Note Date	Due Date
ENV-NE-COC 004c Establish a Conservation Ranger post	Recruit to the vacant Conservation Ranger post.	We will recruit a Conservation Ranger who will monitor development applications.			Allan Cameron	26-Aug-2022	31-Oct-2022

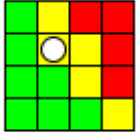
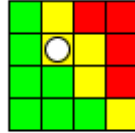

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-COC 005 Tree Diseases and Other Pests 24-Feb-2022 Allan Cameron	Cause: Inadequate biosecurity; purchase or transfer of infected plants, soil and animals. 'Natural' spread of pests and diseases from neighbouring areas e.g. Oak Processionary Moth (OPM) and foot and mouth disease. Event: Sites become infected by animal, plant or tree diseases. Effect: Service capability disrupted; ineffective use of staff resources; reputational damage; loss of species; temporary site closures and associated access; increased costs for reactive maintenance; threat to existing conservation status of sites, particularly those with woodland habitats.	 Likelihood	8	Ash Dieback: Cost of future Ash Dieback management is unknown; local risk budgets are not resourced sufficiently to meet costs. Local tree safety inspections deal with immediate risk, but we are unable to predict with any certainty the condition of trees and their likelihood of infection over the next two to three years. 26 Aug 2022	 Likelihood	6	31-Mar-2025	
							Reduce	

Page 10

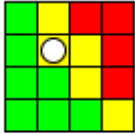
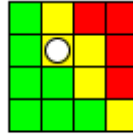

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-COC 005a Staff training	Ensure staff training is kept updated to enable timely identification of pest and knowledge of correct treatment/ prevention.	Ongoing. Training needs are reviewed at regular team meetings, and proactively promoted via HSI and other corporate boards. Needs are also reviewed at six-monthly divisional Health and Safety meetings.	Allan Cameron	26-Aug-2022	31-Mar-2023
ENV-NE-COC 005b Inspections	Annual tree inspections undertaken by qualified personnel.	Ongoing. Inspections continue on a scheduled basis or if and when the need arises.	Allan Cameron	26-Aug-2022	31-Mar-2023
ENV-NE-COC 005c Partnerships	Active involvement with leading partners such as Forestry Commission and Natural England	This is ongoing.	Allan Cameron	26-Aug-2022	31-Mar-2023
ENV-NE-COC 005d Biosecurity	Measures in place for staff, volunteers and contractors including public messages	This is ongoing.	Allan Cameron	26-Aug-2022	31-Mar-2023
ENV-NE-COC 005e Tree Safety Policy	Review The Commons' Tree Safety Policy tri-annually.	The Commons' Tree Safety Policy is reviewed every three years. It was last reviewed in July 2021 and will be reviewed again in July 2024.	Allan Cameron	26-Aug-2022	01-Aug-2024

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-COC 008 Pollution 15-Jun-2022 Allan Cameron	Cause: Continual pollution of Coulsdon Common through defective drainage infrastructure owned by Surrey County Council and managed by Thames Water. Event: High rainfall leads to prolonged periods of pollution from two soakaways located on Stites Hill Road. Contamination of site with sanitary toxic and foul waste. Effect: Health and safety implications for visitors; reduction in quality of land within a National Nature Reserve (NNR); reputational damage and potential legal liability for the CoL.	Likelihood  Impact	8	The Head Ranger attends meetings of the local multi-agency Flood Action Group where this is a standing agenda item. Head Ranger is seeking clarity from Comptroller and City Solicitor's Department regarding our liabilities in respect of accepting pollution on our land. We are unable to reduce the possibility of the risk occurring but report any issues to the Environment Agency and Thames Water. 26 Aug 2022	Likelihood  Impact	8	Accept	

Action no, Title,	Action description	Latest Note			Action owner	Latest Note Date	Due Date
ENV-NE-COC 008a Flood Action Group	Attend meetings of the local Flood Action Group.	Head Ranger represents the CoL at meetings of the local Flood Action Group which are held periodically (every 2-3 months).			Allan Cameron	26-Aug-2022	31-Mar-2023
ENV-NE-COC 008b Liaison with City Solicitors	Liaise with City Solicitors regarding liabilities.	Awaiting clarification from City Solicitors regarding our liabilities in respect of accepting pollution on our land. We have appointed a QC for advice on the pollution issue and are awaiting their response.			Allan Cameron	28-Aug-2022	30-Sep-2022

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-COC 001 Budget reduction and income loss 24-Feb-2022 Allan Cameron	Cause: Potential reduction in budget and income: reduction of income from car park charging; loss of income from rental properties. Event: Reduced budget and income. Effect: Potential staff reductions and inability to provide key services; financial failure; failure to achieve strategic objectives; significant reduction in service to users; reputational damage.	Likelihood  Impact	6	The Target Operating Model process is yet to be concluded and associated budget reductions are yet unknown. This is beyond our control and we are unable to reduce the risk in the foreseeable future. However, a Countryside Stewardship grant has been secured until 2026 and two vacant properties have been rented out, one with a long-term tenant until 2027, and the other on a rolling residential annual contract. These help to offset previous budget cuts. 26 Aug 2022	Likelihood  Impact	6	Accept	

Action no, Title,	Action description	Latest Note			Action owner	Latest Note Date	Due Date
ENV-NE-COC 001a Risk review	Keep risk under regular review.	This risk is kept under regular review.			Allan Cameron	26-Aug-2022	31-Mar-2023

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-COC 006 Climate and Weather 24-Feb-2022 Allan Cameron	Causes: Severe wind events, prolonged precipitation or restricted precipitation. May be climate change influenced Event: Severe weather/climate impacts; fire, flood and storm events (potentially increasing in frequency). Effect: Service capability disrupted; increased demand for staff resources to respond to incidents and maintain site safety; loss of species; temporary site closures and associated access; increased costs for reactive management; injury or death to staff, visitors, contractors and volunteers; damage/loss of rare/fragile habitats and species.	 Likelihood	6	We accept this risk but work on site continues to mitigate the impact of extreme weather events should they happen. 26 Aug 2022	 Likelihood	6	Accept	

Page 64

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-COC 006a Fire management	Review and update Fire Management plan bi-annually. Habitat fire management and monitoring policies and plans in place which link to staff training and local emergency services.	Site maps currently under construction in collaboration with local fire services. Detailed fire maps to be developed by the end of September 2022 and emergency action plans to be updated.	Allan Cameron	28-Aug-2022	30-Sep-2022
ENV-NE-COC 006b Storms	Storm monitoring and management and closure policies are in place at the site and linked to high staff awareness and training.	The sites continue to monitor and respond to warnings of extreme weather.	Allan Cameron	26-Aug-2022	31-Mar-2023
ENV-NE-COC 006c Climate change	Understand the potential impacts of climate change on Coulsdon Common. Engage in climate change research and debate.	Ongoing research and dialogue.	Allan Cameron	26-Aug-2022	31-Mar-2023

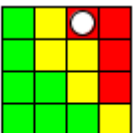
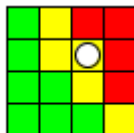
West Wickham and Spring Park Risk Register (excluding completed actions)

Report Author: Joanne Hill

Generated on: 28 August 2022

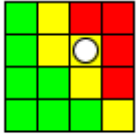
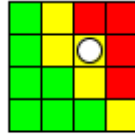


Rows are sorted by Risk Score

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-009 Maintenance of buildings and other structures 15-Jun-2022 Allan Cameron	<p>Cause: Inadequate level of service provided by City Surveyor's Department to maintain buildings and other structures.</p> <p>Event: Structures become unsafe or unusable.</p> <p>Effect: Potential serious injury to a member of the public, or member of staff; disruption to service delivery/performance; financial loss; reputational damage as a result of legal action and/or negative publicity.</p>	 <p>Likelihood</p> <p>Impact</p>	16	<p>The key issue at West Wickham and Spring Park is the large, wooden corporate image (byelaw) boards located across the sites.</p> <p>The local team has undertaken an update of the previous audit of byelaw boards which was carried out by the City Surveyor's Department (CSD) in 2019. Since this audit, further boards have been found defective and removed.</p> <p>Concerns about the general situation are raised at quarterly client liaison meetings with CSD.</p> <p>26 Aug 2022</p>	 <p>Likelihood</p> <p>Impact</p>	12	30-Jun-2023	
							Reduce	

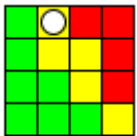
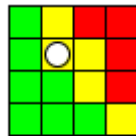

Appendix 6

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE- WWSP 009a Monitoring	Monthly site infrastructure checks.	Continual monitoring of byelaw boards and other structures.	Allan Cameron	26-Aug-2022	30-Jun-2023

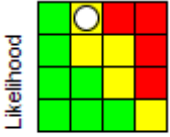
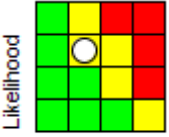

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-WWSP 002 Damage to sites 24-Feb-2022 Allan Cameron	Cause: The sites are more popular than in previous years, linked to people enjoying local natural environments which are free of charge. Increased population and housing in the local area. Event: Long-term environmental damage, with a particular focus on protected landscapes and Sites of Special Scientific Interest (SSSI) which are not designed for such high visitor numbers. Effect: Ecological and environmental damage; reputational damage; loss of grants related to preservation; increased spend required to maintain sites/mitigate damage.	 Likelihood	12	We are seeing a continual increase in visitor numbers and general population growth which we cannot influence. Therefore, we accept that we cannot reduce the possibility of the risk occurring. However, we continue to encourage people to use the sites responsibly. 26 Aug 2022	 Likelihood	12	Accept	

Page 6

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-WWSP 002a Establish a Conservation Ranger post	Recruit to the vacant Conservation Ranger post.	We will recruit a Conservation Ranger who will monitor development applications and undertake detailed ecological surveys.	Allan Cameron	26-Aug-2022	31-Oct-2022

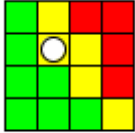
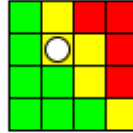

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-WWSP 004 Local Planning Issues 24-Feb-2022 Allan Cameron	Cause: Pressure on Planning Authorities to meet housing targets; failure to monitor and challenge housing and other development plans; lack of partnership working with Planning Authorities and inclusion in Local Development Plans; lack of resources to employ specialist support or carry out necessary monitoring/research. Event: Large housing or other developments on land affecting the sites. Effect: Increase in visitor numbers and general recreation pressure; potential decline in biodiversity due to disturbance and habitat quality; increase in air, light and noise pollution; decrease in water availability; increased hydrological pollution risk; increased traffic on local road network.	 Likelihood	8	Local plans continue to be developed and are scrutinised and commented on by officers when required. Staffing capacity is currently unable to manage the volume of work associated with commenting on local plans. However, we now have funding to recruit a full-time Conservation Ranger which will provide greater capacity for responding to these issues and enable us to be more proactive. 26 Aug 2022	 Likelihood	6	31-Mar-2024	
							Reduce	

Action no, Title,	Action description	Latest Note			Action owner	Latest Note Date	Due Date
ENV-NE-WWSP 004c Establish a Conservation Ranger post	Recruit to the vacant Conservation Ranger post.	We will recruit a Conservation Ranger who will monitor development applications.			Allan Cameron	26-Aug-2022	31-Oct-2022

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-WWSP 005 Tree Diseases and Other Pests 24-Feb-2022 Allan Cameron	Cause: Inadequate biosecurity; purchase or transfer of infected plants, soil and animals. 'Natural' spread of pests and diseases from neighbouring areas e.g. Oak Processionary Moth (OPM) and foot and mouth disease. Event: Sites become infected by animal, plant or tree diseases. Effect: Service capability disrupted; ineffective use of staff resources; reputational damage; loss of species; temporary site closures and associated access; increased costs for reactive maintenance; threat to existing conservation status of sites, particularly those with woodland habitats.	 Likelihood	8	Ash Dieback: Cost of future Ash Dieback management is unknown; local risk budgets are not resourced sufficiently to meet costs. Local tree safety inspections deal with immediate risk, but we are unable to predict with any certainty the condition of trees and their likelihood of infection over the next two to three years. 26 Aug 2022	 Likelihood	6	31-Mar-2025	
							Reduce	

Page 69

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-WWSP 005a Staff training	Ensure staff training is kept updated to enable timely identification of pests and knowledge of correct treatment/ prevention.	Ongoing. Training needs are reviewed at regular team meetings, and proactively promoted via HSI and other corporate boards. Needs are also reviewed at six-monthly divisional Health and Safety meetings.	Allan Cameron	26-Aug-2022	31-Mar-2023
ENV-NE-WWSP 005b Inspections	Annual tree inspections undertaken by qualified personnel.	Ongoing. Inspections continue on a scheduled basis or if and when the need arises.	Allan Cameron	26-Aug-2022	31-Mar-2023
ENV-NE-WWSP 005c Partnerships	Active involvement with leading partners such as Forestry Commission and Natural England	This is ongoing.	Allan Cameron	26-Aug-2022	31-Mar-2023
ENV-NE-WWSP 005d Biosecurity	Measures in place for staff, volunteers and contractors including public messages	This is ongoing.	Allan Cameron	26-Aug-2022	31-Mar-2023
ENV-NE-WWSP 005e Tree Safety Policy	Review The Commons' Tree Safety Policy tri-annually.	The Commons' Tree Safety Policy is reviewed every three years. It was last reviewed in July 2021 and will be reviewed again in July 2024.	Allan Cameron	26-Aug-2022	01-Aug-2024

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-WWSP 001 Budget reduction and income loss 24-Feb-2022 Allan Cameron	Cause: Potential reduction in budget and income: reduction of income from car park charging; loss of income from rental properties. Event: Reduced budget and income. Effect: Potential staff reductions and inability to provide key services; financial failure; failure to achieve strategic objectives; significant reduction in service to users; reputational damage.	Likelihood  Impact	6	The Target Operating Model process is yet to be concluded and associated budget reductions are yet unknown. This is beyond our control and we are unable to reduce the risk in the foreseeable future. However, a Countryside Stewardship grant has been secured until 2026 and two vacant properties have been rented out, one with a long-term tenant until 2027, and the other on a rolling residential annual contract. These help to offset previous budget cuts. 26 Aug 2022	Likelihood  Impact	6	Accept	

Action no, Title,	Action description	Latest Note			Action owner	Latest Note Date	Due Date
ENV-NE-WWSP 001a Risk review	Keep risk under regular review.	This risk is kept under regular review.			Allan Cameron	26-Aug-2022	31-Mar-2023

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-WWSP 006 Climate and Weather 24-Feb-2022 Allan Cameron	Cause: Severe wind events, prolonged precipitation or restricted precipitation. May be climate change influenced Event: Severe weather/climate impacts; fire, flood and storm events (potentially increasing in frequency). Effect: Service capability disrupted; increased demand for staff resources to respond to incidents and maintain site safety; loss of species; temporary site closures and associated access; increased costs for reactive management; injury or death to staff, visitors, contractors and volunteers; damage/loss of rare/fragile habitats and species.		6	We accept this risk but work on site continues to mitigate the impact of extreme weather events should they happen. 26 Aug 2022		6	Accept	

Action no, Title, File,	Action description	Latest Note			Action owner	Latest Note Date	Due Date
ENV-NE-WWSP 006a Fire management	Review and update Fire Management plan bi-annually. Habitat fire management and monitoring policies and plans in place which link to staff training and local emergency services.	Site maps currently under construction in collaboration with local fire services. Detailed fire maps to be developed by the end of September 2022 and emergency action plans to be updated.			Allan Cameron	28-Aug-2022	30-Sep-2022
ENV-NE-WWSP 006b Storms	Storm monitoring and management and closure policies are in place at the site and linked to high staff awareness and training.	The sites continue to monitor and respond to warnings of extreme weather.			Allan Cameron	26-Aug-2022	31-Mar-2023
ENV-NE-WWSP 006c Climate change	Understand the potential impacts of climate change on West Wickham and Spring Park. Engage in climate change research and debate.	Ongoing research and dialogue.			Allan Cameron	26-Aug-2022	31-Mar-2023

This page is intentionally left blank

Committee(s): Epping Forest & Commons Committee	Dated: 13 October 2022
Subject: Levelling Up and Regeneration Bill	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	NA
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	£-
What is the source of Funding?	NA
Has this Funding Source been agreed with the Chamberlain's Department?	N
Report of: Remembrancer	For Information
Report author: Philip Saunders, Parliamentary Affairs Counsel	

Summary

The Bill sets out measures, often in the form of a framework containing little detail, on environmental protections and heritage assets. The Government's intention that rules and guidance will be grafted on in the future.

Briefings and engagement will take place throughout the progress of the Bill through Parliament.

This report provides an overview of the Bill as it relates to heritage and open spaces.

Recommendation(s)

Members are asked to note the report.

Main Report

Background

1. The Bill was announced in the 2022 Queen's Speech and is a very substantial measure, which runs to 325 pages with 196 clauses and 17 schedules.
2. The Bill touches on many of the policy areas, such as landscape protection and planning rules, which were included in the Government's recent White Paper on planning. The White Paper proposed new categories of land for planning purposes, which in some cases appeared to reduce protections for some green and open spaces.
3. In collaboration with colleagues from the Environment and Open Spaces department, in particular those working at Epping Forest and Hampstead

Heath, steps were taken to advocate stronger protections for green and open spaces, Metropolitan Open Land, and the historic environment.

4. The content of the present Bill suggests that many of the former proposals contained in the White Paper will not be progressed. Overall, the Bill better reflects the City's interests regarding heritage, environmental and open space protection.

Environment

5. The Bill will replace existing environmental assessment processes (Strategic Environmental Assessment, Sustainability Appraisal and Environmental Impact Assessment) with a requirement for 'Environmental Outcome Reports'. Whilst many of the elements of this new regime are similar to the current arrangements, further rules will be set out in future secondary legislation. In formulating future rules, the Bill requires the Secretary of State to ensure that there is no reduction in the overall level of environmental protection.
6. To provide further guidance, the Government has indicated it will produce a series of National Development Management Policies, which will build on current policy in the National Planning Policy Framework (NPPF). The Government intends that these national policies will provide a consistent approach across England on issues which apply in most areas such as Green Belt and heritage policies. These policies would carry the same weight as policies in the development plan. Local plans will be limited to addressing locally specific matters such as allocating land for development.
7. The Bill places a greater emphasis on community engagement, for example through enhanced pre-application consultation. If the measures come into force, in a City Corporation context, this move will be embedded in a new version of the City's 'Statement of Community Involvement'.
8. The Government's stated objective is the replacement of the existing (and partly EU-derived) regimes for Environmental Impact Assessment (EIA) and Strategic Environmental Assessment (SEA). To achieve this, the Bill enables secondary Environment Outcome Reports (EOR) regulations to be prepared that will allow the government to specify new "specified environmental outcomes". Those outcomes will be based on the Government's current 25-year Environment Plan. Included within the scope of environmental protection are the effects of human activity on the natural environment, cultural heritage and landscape, as well as the protection of people from those activities. It also extends to issues relating to maintenance, restoration and enhancement of the environment. Future rules will cater for the way in which the new EOR will interact with the existing EIA and SEA regimes. The Bill provides that the new EOR regulations will not offer lower protections than currently applicable.

Design

9. Reflecting the Government's stated desire to promote high quality of design in buildings and spaces, the current National Planning Policy Framework (NPPF) guidance on the need for each local authority to have a design guide or design codes in place will become a statutory requirement. Local authority-wide design codes will have full weight in making decisions on development. These guides, or codes, will either be set out within the local plan or in a supplementary plan. The national 'Office for Place' will support local authorities to turn design visions into local standards, deliver design codes and design better outcomes.

Heritage

10. Designated heritage assets, including scheduled monuments, registered parks and gardens, World Heritage Sites and registered battlefields are to be given the same statutory protection as listed buildings and conservation areas. The overall level of protection has been strengthened from 'preserving' to 'preserving and enhancing'.
11. Local authorities will also have a new statutory duty to maintain an Historic Environment Record. Officers in the City's Planning Department welcome this move as a way of increasing the level of information available on local heritage assets. Funding and details are not yet clear, however.
12. The Bill introduces a new temporary stop notice which will be available where it appears unauthorised works are being undertaken to a listed building. This would require all specified works to cease for a maximum of 56 days from the date of the notice.
13. The Bill creates a regime by which the Secretary of State may make regulations relating to environmental protection such as relating to landscape; maintenance, enhancement or restoration of the natural environment; cultural heritage including buildings, structures or anything of artistic interest.

Conclusion

14. Culture, Heritage and Libraries, and Open Spaces officers have been consulted in the preparation of this Report.
15. To date, three briefings have been provided to parliamentary audiences. Further briefings on points of City interest will be circulated during the Bill's passage through Parliament. The points raised will reflect the Corporation's support for financial services innovation across the UK and the City's stated aim to ensure that relevant areas of the Capital are included in the levelling up programme. Engagement will include underlining the contribution to levelling up made by financial and professional services, City Corporation projects, and the importance of environmental protections contained in the Bill.

Philip Saunders
Parliamentary Affairs Counsel
Philip.saunders@cityoflondon.gov.uk

Committee(s)	Dated:
Epping Forest and Commons Committee	13 October 2022
Epping Forest Consultative Group	19 October 2022
Subject: Epping Forest – Assistant Director’s Update for June – July 2022 (SEF 26/22)	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 June and July 2022.

Of particular note was the cumulative lack of rainfall and very high summer temperatures which had activated the Epping Forest Wildfire Plan and impacted on Forest operations, increasing irrigation of the golf course; halting summer pollarding activity; reducing hay and silage productivity and changing the pattern of visiting reducing overall numbers and seeing more early morning and evening use of the Forest.

Also of note was the first flowering of the Patmores carbon sequestration scheme, a Rural Payments Agency grant of £120,000 towards capital works towards pollution management at the Great Gregories Overwintering site and the commencement of planning for Small Raised Reservoir works at Birch Hall Park.

Recommendation(s)

Members are asked to:

- Note the report

Main Report

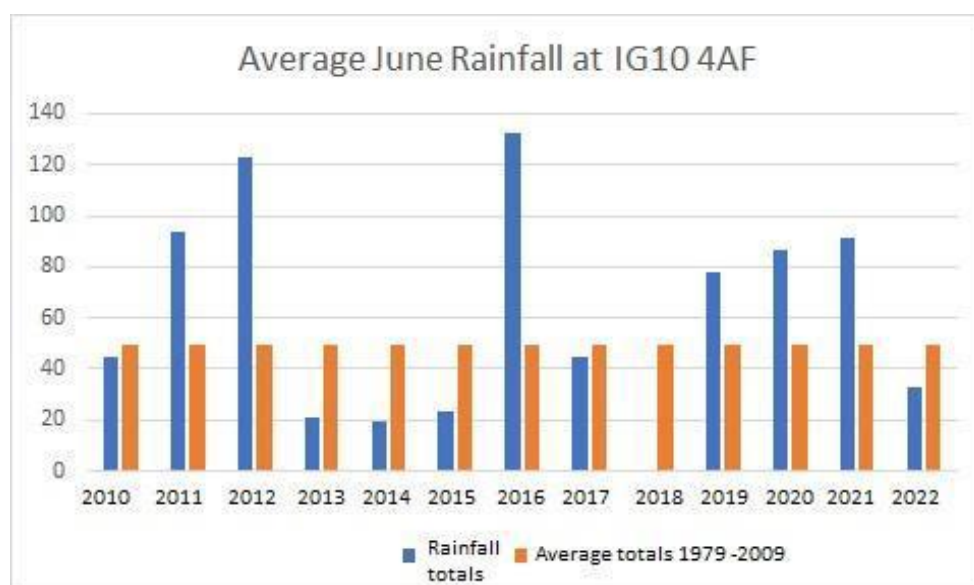
Staff & volunteers

1. Staff continue to cover a range of vacancies associated with the Target Operating Model (TOM) recruitment restrictions with 12 vacant posts and a further six posts fortunately covered by casual staff drawn from Epping Forest volunteers. A Senior Forest Keeper and the Head Forest Keeper have resigned, leaving end July and August respectively. A new Head Stockperson joined in July.

Budget

2. At the end of July, one third of the way through the financial year, overall budget is showing at 15%, (£358,870.16 against a net total annual budget of £2,416,000) in part due to income items due to be transferred to reserve, but also high vacancy levels. Income, particularly on car parking is doing well, with high confidence of achieving an on-budget outturn at year end.

Weather



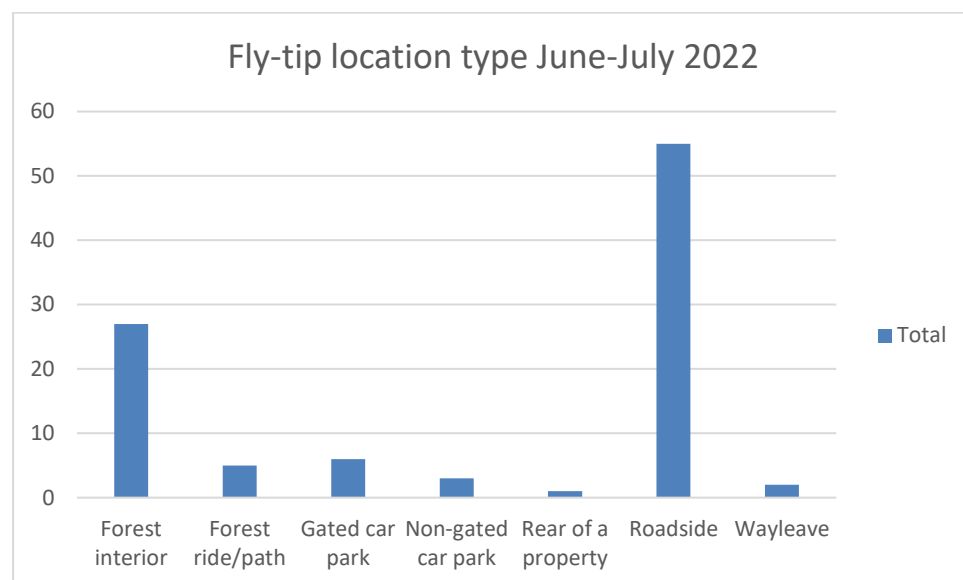
3. June 2022 saw a total of 32.6mm of rainfall with the most rain falling on the 5th of the month with 12.6mm. There was a total of 12 days throughout the month with precipitation.
4. Compared to the data from 1991-2020, this month only received 50% of normal rainfall and falls below the average rainfall totals from the period 1979 – 2009.
5. Data is not available for August from the Field Studies Council High Beach weather station. The Chelmsford weather station recorded 4.8mm of rainfall, just

9.6% of the average 49.9mm of rainfall. The Met Office records English July rainfall as the driest since 1935 and the driest ever in East Anglia.

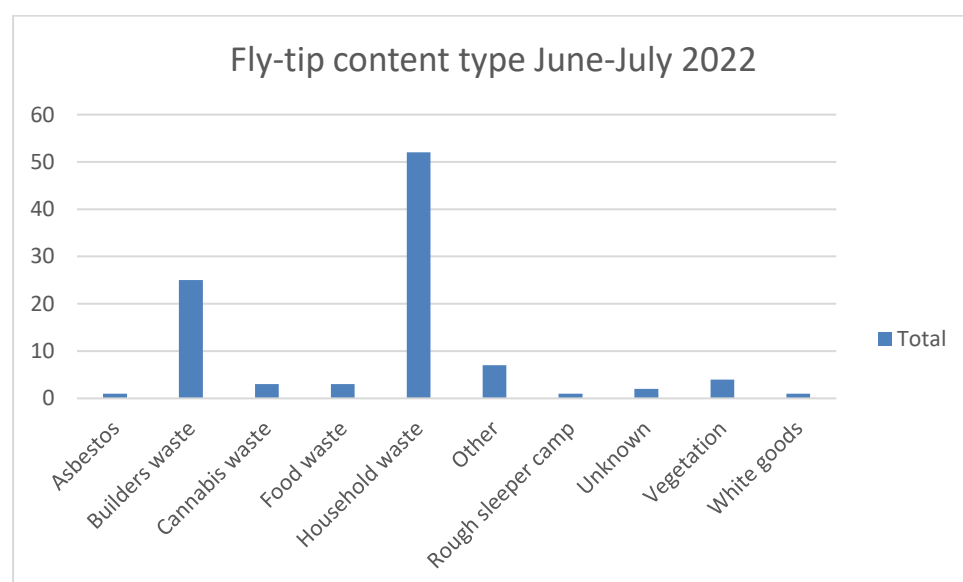
Forest Services

Fly-tipping

6. There was a total of 100 fly-tips recorded over the period of June – July 2022, this is a 49% decrease over the same period in 2021.

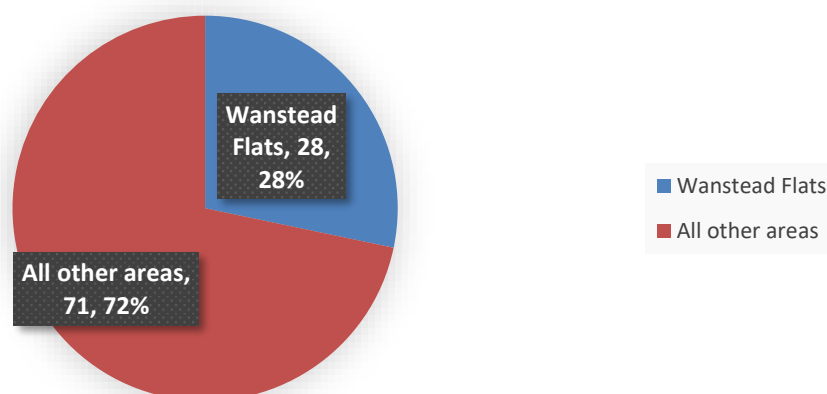


7. Roadside locations represented 56% of the tip locations over the period.



8. Household waste represented the largest category of items tipped over the period at 52 (53%), while 'Other waste' (concrete, polystyrene, wires etc.) represented 7 tips (8%).

Fly-tip in Wanstead Flats area: June-July 2022



9. There were 28 fly-tips in the Wanstead Flats area over the period which represents 28% of all tips. 14 of these tips were on Forest Land adjacent to Highway Land on Capel Road.

Magistrates Court Enforcement Activity

10. No prosecutions took place during the period under report. One conditional caution and one fixed penalty issued totalling £200.

Licences

11. A total of 48 licences for events were issued during the months being reported, which yielded an income of £46,370.90 plus VAT. 69 licences were issued during the same period in 2021 yielding an income of £55,275.80 plus VAT.

Unexplained Deaths

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

Rough Sleepers

13. There have been 7 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.

- 07/06/2022 Leyton Flats Vacated 09/07/2022
- 08/06/2022 Leyton Flats Vacated 15/07/2022
- 08/06/2022 Earls Path abandoned camp cleared by Keepers 06/07/2022
- 10/06/2022 Centre Rd Vacated 16/06/2022
- 30/06/2022 Wanstead Flats abandoned camp cleared by Keepers 06/07/2022
- 04/07/2022 Wanstead Flats still in situ
- 11/07/2022 Strawberry Pond abandoned camp cleared by Keepers 12/07/2022

14. In 2021, there were 45 reported cases of rough sleepers in comparison to 63 in 2020. Within this reporting period there have been 7 reports of rough sleepers in comparison to 2021 where there were 8 reported cases over the same period.

Unauthorised Occupations

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

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

Dog Incidents

17. There has been no recorded dog-related incident during this reporting period:

Deer Vehicle Collisions

18. There were no reported deer vehicle collisions (DVC) during this reporting period.

Car Park Charging Scheme

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

2022	Hourly P&D Income** £	Permit Income £	Penalty Notices £
June	£ 36,046.71	£ 4,234.97	£ 2,295.72
July	£ 35,349.47	£ 2,550.77	£ 2,016.72

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

Cumulative net income 2022, from the scheme currently stands at £183,523.87 as of 12 August 2022.

Wildfires

20. The Epping Forest Wildfire Plan agreed with Fire Brigades and Emergency Planning Officers was implemented from June following consistent High Fire Severity ratings. A total of 76 fires reported between 26 June and 16 August. and some significant burns have been quickly brought under control by the fire brigades. Additional signage and fire patrols by Forest Services staff have engaged the public on the additional risks posed by the drought conditions.

Heritage; Landscape and Nature Conservation

Biodiversity

21. During heathland monitoring as part of the obligations under the Countryside Stewardship agreement, the lichen species *Cladonia portentosa* was recorded on the area that was scraped in 2003 to restore heathland flora. This lichen species is rare on the Forest and this colony is the biggest one known on the Forest.

Climate Action Strategy

22. The first wildflowers have bloomed on Patmore's Field, the first site of the Carbon Removals project. Skylarks, goldfishes, dragonflies, bees, grasshoppers have all been recorded along with a variety of butterflies including Marble White which is scarce on the Forest and Buffer Lands.
23. There have been delays of the completion of a consultancy report on the feasibility of other opportunities across the Natural Environment sites, this will be completed in August for consideration by the Carbon Removals Project Board. The report on the proposals for Copped Hall were warmly received by the Epping Forest & Commons Committee, and external funding sources are being explored to support project delivery.

Agri-environment Schemes

24. Proposals for funding through the Countryside Stewardship Scheme were well received Epping Forest & Commons Committee and cover habitat works, new access infrastructure and historic feature conservation. Following Committee approval preparation by Epping Forest officers of information for the application has begun.
25. Part of the planned veteran tree surgery, funded through the existing Countryside Stewardship agreement has been delivered, but was halted early due to the ongoing drought which poses a threat to post-surgery survival of trees. The severity of the drought will require a reconsideration of planned veteran tree surgery from November to February, it may be considered that trees need time to recover.

Grazing

26. Great Gregories countryside stewardship grant agreement has been ratified by the Rural Payments Agency (RPA). This grant of £120,000 funds habitat works to the grasslands and hedges around the farm as well as capital items to improve water and air quality.
27. Contractors have been cutting silage and hay from various sites for winter feed. Yields are significantly down from previous years due to the absence of rainfall since March which has caused vegetation to set seed early before developing significant leaf biomass. With over two hundred bales carried over from last winter there will be enough winter feed to ensure the herd is fed through to spring next year.

Heritage

28. Historic England officers met Epping Forest officers to visit Rookery Wood at Copped Hall on site along with a land management contractor to examine practicalities of removing poplar trees off site. An outline plan was developed, and it was determined that extraction is possible. During the same visit a brief inspection of the ha-ha in relation to a possible bid to the Countryside Stewardship scheme towards repairs to this historic structure.

Forest Protection and planning matters

Town & Country Planning – Local Plans

Epping Forest District Council (EFDC) Local Plan:

29. New EFDC inspector has made suggestion that each development should be responsible for creating SANGS, this fragmented approach is likely to cause issue, as without an overarching approach NE and Conservators will have to object as in-combination effects on SAC will be more difficult to assess.

London Borough of Waltham Forest (LBWF) Local Plan:

30. LBWF have been in direct discussions with the Executive Director regarding the Inspectors initial responses to the Local Plan and have employed Footprint Ecology to resurvey recreational use. LBWF have indicated a wish to complete a new 'Duty to Cooperate'.

London Borough of Enfield (LBE) Local Plan:

31. Enfield lawyers are seeking wording changes in the Governance Agreement, which is creating a challenge for Natural England as other authorities have already signed up to the earlier wording through Committee or delegated authority.
32. LBR have delayed SAMMS payments (originally due to start August), due to the delay in signing to the Governance Agreement by Enfield.

Town & Country Planning – Development Control

33. No planning objections were made during this reporting

Land Registration, Access Audit & Wayleaves

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

Visitor Services

35. The Temple offered weekend public opening on the second and fourth weekends of June and July. Visitor numbers across the four afternoons were around 30-50 people each session. Wanstead Park itself was very quiet on account of high temperatures. Visitors were grateful for the comparative cool of The Temple, its child-centred drop-in activities and gave feedback via social media that a lively retelling of the Wanstead story focussing on early 19th century satirical cartoons was appreciated.
36. Wanstead Park was the venue for ever popular open air theatre performances. Crowds were delighted by productions of *Pirates of Penzance*, *Twelfth Night*, *Peter Pan* and *A Midsummer Night's Dream*.
37. The View hosted exhibitions by local artists as part of the summer show, with 30 local artists exhibiting works. A solo show by Robert Ingram, ran into early June which also proved popular with visitors.
38. The View also continued to host an exhibition on the history and ongoing work that Forest officers do to maintain and preserve the Forest through cattle grazing.

To compliment this, officers also ran a number of *Cattle Walks*, taking members of the public to meet the cattle grazing in the Forest and educate them on how vital they are to the Forest's ecosystems.

Learning and Education Field Studies Council

Month	Visitor Numbers - primary and secondary schools - community groups and activities - adult learning
June 2022	2463
July 2022	1980

39. The Field Studies Council Centre in High Beach delivers a wide programme of courses. June and July 2022 learner numbers are back to pre-pandemic levels. The summer months are a mix of A-level Biology students and GCSE Geography students at the end of their first year of study. It is also a popular time for primary school trips taking advantage of the good weather.

Learning Team

40. It has been a busy period for learning at Epping Forest. Despite some cancellations due to the heatwave in July, over 1,500 school students participated in the learning programme in June and July. 1,055 students participated at Barn Hoppitt and Connaught Water, enjoying a variety of activities which developed their understanding of local history, habitats and biodiversity. 480 students participated at Wanstead Flats, taking part in activities designed to boost wellbeing, with teachers keen to boost mental health after the Covid pandemic.

41. In the June half term, a group of ten children from 'Ambition, Aspire, Achieve' (AAA) in Newham visited The View to take part in orienteering and eco-art sessions. The learning team have been working with AAA to facilitate sessions at West Ham Park for Newham children who are growing up in poverty within an urban environment. The team have built on this relationship to begin organising Epping Forest visits for the AAA groups. The children were amazed by Barn Hoppitt and Chingford Plain, with all of them visiting for the first time. The activities enabled them to explore the area, develop team working skills and be creative. The learning team are working with AAA to organise more facilitated visits during school holidays.

Chingford Golf Course

42. Total income generated from green fees and shop related sales amounted to £85,042.37 for June & July compared to £51,767.35 in 2021, an increase of £33,275.02. 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. No discounts have been given this year so most

season tickets holders choose to split their bill into 3 payments made in April, June & September, meaning in these 3 months there will be spikes compared to last year.

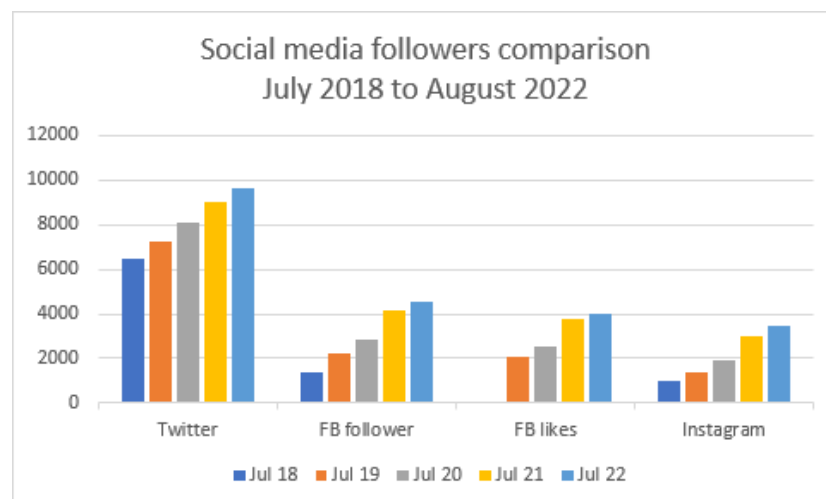
43. Online bookings for June & July amounted to £45,620.03 compared to £41,287.50 the previous year, an increase of £4,332.53. This increase has helped the golf course improve its position with the county moving back into number one spot for online bookings on GolfNow within Essex - out of 53 courses.
44. Grounds staff have been carrying out regular cutting requirements to tees, fairways, rough, aprons and greens to keep the course set up for play. Greens were star slit and verti-cut 7 times over June and July to help improve speed of play and were sprayed with a wetting agent and feed 4 times.
45. Ground staff carried out fortnightly irrigation and soil moisture checks to ensure the irrigation system was being utilised in its best form. A total of 15 pop ups were upgraded to a new and improved design reducing leaks and ensuring a better delivery of water to greens and tees.
46. Tees were sprayed twice with fertiliser to help improve playing surfaces; this is the first time the course has introduced a fertiliser programme to these areas in the last 10 years. These areas were also spiked and dressed on a weekly basis to help repair damage from wear and tear usage.

Communications

47. As of 17 August 2022, Epping Forest social media following is:

- Twitter followers: 9,609 (an increase of 7% since July 2021)
- Facebook likes: 4,035 (an increase of 8% since July 2021)
- Facebook followers: 4,551 (an increase of 9% since July 2021)
- Instagram followers: 3,478 (an increase of 16% since July 2021)

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



49. Top posts on social media for July 2022:

- Twitter (5,985 impressions engagements) high risk of fire warning.
- Facebook: (3,225 reach) photographs of dog in daisies with message re. keeping dogs away from / drinking from ponds / rivers as not monitored.
- Instagram: (115 likes) an image of a hornbeams in the Forest at Chingford, with a message re. heatwave / fire risk and keeping dogs safe in the heat.

50. Fire risk messaging, as well as water safety and dog safety messaging was paramount throughout the month of July and into August due to the extreme drought / heatwave we experienced. Other general messaging was reduced to ensure this vital and key messaging around the fire risk was paramount from all channels of communication.

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

52. Signs now received for Higham's Park Lake, Goldings Hill, Staples Road and Giffords Wood.

53. We are grateful to the Communications Volunteer who has returned to the office to assist with event promotion by listing Epping Forest events on external websites.

Wanstead Flats

54. Staff were preparing pitches for the Inner-City World Cup which was held on Wanstead Flats in June for a second year running. The event went down well with over 1200 visitors attending over the 2-day event.

55. A total of 6 school sports day's events were held on the Flats with a total of over 1000 children attending.

56. Staff have been carrying out increased daily litter picking duties and pitch repairs from the increased social use of the flats over the warmer months. More cover up work to the building at Capel Road was carried out due to more graffiti damage. End of season deep cleaning was carried out to both pavilions.

57. Parkrun attracted 1654 runners in June and July with an average of 9 volunteers helping each week.

Horse Riding

58. Total income from horse riding licences for June and July amounted to £847 compared to £677 the previous year.

Visitor Numbers

59. 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 2022	High Beach 2021
June	732	0	2272	1331	271	0	776	156
July	711	0	2173	1456	156	0	957	182

*Temple figures do not include attendance at outdoor theatre events.

Projects

Wanstead Park Ponds

60. Pond water levels – Ornamental Water began drying out in areas towards the end of June. The borehole which filled the Heronry was diverted in early July into Perch with the hope that this would then fill parts of Ornamental Water, which it has but not fully. The canal is currently empty. There was some loss of wildlife including fish and European eels as we were unable to safely reach the eels due to the depth of silt levels in the lake. The borehole was switched back to fill the Heronry in early August.

61. Wanstead Park Ponds Project. Quotes were sought for a water balance assessment to model water needed to keep the lakes full avoiding anything longer than an 18-month dry spell. A longer dry spell could cause the Ornamental Water dams clay to dry and potentially crack.

62. Wanstead Park Sustainable Urban Drainage (SuDs) constructed wetlands feasibility commission was sent out to quote. This is funded by a £40,000 grant from the Mayor of London through the Green Resilient Spaces Funding programme. Three quotes were received. The commission has been awarded to McCloy Consulting. They are leaders in SuDs development and have carried out several schemes across London.

Birch Hall Park Pond

63. Engagement with the neighbouring residents that live on the private road (being used for access into the site) has taken place and any concerns raised addressed. Permission for safety works to the protected trees on the road to allow for construction vehicle access from Epping Forest DC was sought and granted. The works were carried out by Epping Forest arborists and completed at the end of July.

64. A FAQ page has been created about the project on Epping Forest website, and article produced in the August edition of Forest Focus.

65. Briefings and a site tour have been provided for the local parish councillors and some ward councillors to explain the project and the rationale for the works. Information posters have been put up in notice boards around Theydon Bois and on the deer sanctuary entrance.
66. Letter drops have been completed to neighbouring residents along Coppice Row and Loughton Lane giving information about the works and ditch clearance along the lane.
67. A road survey has been completed with the contractor and the project engineer to record the condition prior to any construction works starting.
68. This was all completed ready for the start of the works on 1 August 2022. The works are scheduled to be completed by end of September.

Major Incident

69. There were no major incidents during the period of reporting, though the High Fire Severity element of the Epping Forest Wildfire Plan was active across much of the reporting period

Paul Thomson

Superintendent of Epping Forest

T: 0208 532 1010

E: paul.thomson@cityoflondon.gov.uk

Committee(s) Epping Forest and Commons Epping Forest Consultative Group	Dated 13 October 2022 19 October 2022
Subject: Epping Forest Annual Review 2021-22 (SEF 28/22)	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	4,11,12
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: Juliemma McLoughlin, Executive Director, Environment	For Information
Report author: Jacqueline Eggleston, Epping Forest	

Summary

This report presents a review of the year 2021-22 for Epping Forest and records progress against its business plan objectives.

Recommendation(s)

Members are asked to:

- Note the annual review for the year April 2021 to March 2022.

Main Report

Background

1. Epping Forest is held and managed by the City of London Corporation acting as the Conservators of Epping Forest under the Epping Forest Act 1878 which requires that it be maintained as an open space for recreation and enjoyment by the public. It is managed by the Epping Forest department together with adjoining Buffer Land. It is funded by the City of London.
2. Epping Forest is also a charitable trust (charity number 232990). The purpose of the charity is the preservation of Epping Forest in perpetuity as an open space for the recreation and enjoyment of the public.
3. The City of London budgets around £4.2million from City's Cash, to support the management of Epping Forest.

Current Position

4. Whilst the Epping Forest charity both submits its Annual Report and makes an Annual return to the Charity Commission a fuller review of progress in respect of both Epping Forest and the Buffer lands against the objectives of the business plan may be helpful to your committee in assessing performance of the department and agreeing future objectives. This report presents that wider review.
5. In 2020 a ten-year management strategy for Epping Forest was finalised and published. Appended to the management strategy was a three-year business plan for the period 2020-23.
6. The annual review contained in Appendix A reports on progress made in the second year of this business plan; 2021-22.

Proposals

7. A review of the Epping Forest department's achievements is presented to your committee annually in September. The review presents progress made in the previous full financial year, against the relevant objectives in the three-year business plan.

Strategic Implications

8. This annual review includes narrative on a wide range of strategic objectives, many of which align with the City's Corporate Plan including:

Contribute to a flourishing society

- People are safe and feel safe.
- People enjoy good health and wellbeing.

Shape outstanding environments

- We have clean air, land and water and a thriving and sustainable natural environment.
- Our spaces are secure, resilient and well-maintained

Financial Implications

9. Actions recorded in the annual review have either been met through the local risk budget or from external grants.

Resource Implications

10. Actions recorded in the annual review have been met using existing staffing resources.

Legal Implications

11. In addition to the requirement to complete and file an annual report to the Charity Commission, charity trustees are required to prepare a trustees annual report and make it available on request. This has been carried out, and the Annual review which is the subject of this report is a wider document than that filed as the charity's annual report to the Charity Commission.

Equalities Implications

12. Actions taken recorded in the annual review have been individually screened as to the equality impact of the action. It is considered that there are no negative impacts on the protected equality groups.

Charity Implications

13. Epping Forest is a registered charity (number 232990). Charity Law obliges Members, when acting as trustees of the charity, to ensure that the decisions they take in relation to the Charity must be taken in the best interests of the Charity.

Climate Implications

14. Actions taken to improve impacts on the climate are contained within the attached report

Conclusion

15. This annual review presents a summary of the key achievements of the Epping Forest department and progress made against the business plan objectives during the year 2021-22.

Appendices

Appendix A - Epping Forest Annual Review 2021-22

Background Papers

- Epping Forest Management Strategy 2020-2030

Report author

Jacqueline Eggleston

Head of Visitor Services Open Spaces, Epping Forest

E: jacqueline.eggleston@cityoflondon.gov.uk

T: 020 8532 5315

This page is intentionally left blank



Epping
Forest

Registered Charity

Page 93

Epping Forest Annual Review 2021–2022



Page 94

Contents

Chairman’s statement	3
Charitable purpose	4
Our vision	4
Our mission	4
Who we are	4
Our history	5
Our strategic aims	5
Our key priorities	5
Performance review of 2021-2022	6
Summary	7
Achievements towards strategic priorities	8
Projects	11
A year in numbers	12
Key Performance Indicators	13
Financial statement	15
Key goals for 2022/2023	17

Cover: Photo by Chris Shepherd
Left: Photo by Mark Powter

Chairman’s statement

I was pleased to be elected as Chairman of the Epping Forest and Commons Committee in May 2022 and it gives me great pleasure to present this review of performance for Epping Forest from April 2021 to March 2022 during which period I was the Deputy Chairman.

The year was marked by a gradual easing of restrictions due to the pandemic and a return to normal life. Despite this return to normal, the legacy of the pandemic continued to have an impact on the Forest throughout the rest of the year. Routine maintenance and inspections had been delayed while staff reprioritised workloads to manage the increased visitor numbers and therefore there was a huge backlog of work to tackle. Another legacy of the pandemic was the damage to Forest paths due to the level of visitors, especially in wet weather. This will be ongoing work to tackle path improvements over the coming years.

The City of London provided funding to create a new wildflower meadow in a field that was previously used for arable farming. This meadow will contribute to the City’s Carbon Action Strategy through carbon removals. As the plants grow they capture carbon and because the field will now remain undisturbed the carbon is locked in. A valuable additional benefit is the increase in biodiversity this flower-rich meadow will create. The Forest itself, of course, already plays its part in carbon removal but we hope in future to revert more of the arable areas of our Buffer Land to permanent planting that will further help with carbon removal.

The City of London also began a fundamental staffing review which meant a pause was placed on recruitment. At the same time a number of long-standing members of staff left the organisation leaving significant gaps in some areas of work. However, we continue to be grateful to receive the support of our tireless volunteers who do so much to help us care for and protect the Forest.

Despite the challenges of the pandemic legacy and staff shortages, I have been encouraged to see so much work progressing in the background to mobilise new projects and ways of working and I am looking forward to seeing some of these come to fruition over the next year in my first full year as Chairman.



Benjamin Murphy
Chairman of Epping Forest and Commons Committee

Charitable purpose

The purpose of the charity is the preservation of Epping Forest in perpetuity by the City of London Corporation as Conservators of Epping Forest, as an open space for the recreation and enjoyment of the public.

Our vision

Epping Forest is a thriving, biodiverse green space that benefits the City’s communities and enhances the wider environment as part of a larger, interconnected landscape.

Our mission

To conserve and protect Epping Forest as London’s largest biodiverse green space for the health, recreation and enjoyment of everyone.



Who we are

Epping Forest is managed as a charitable trust (charity number 232990), which is managed and funded by the City of London Corporations acting as the Conservators of Epping Forest under the Epping Forest Acts 1878 and 1880. Each year the City of London provides £4.2 million from its private investments, at no cost to local taxpayers, to support the management of 6,189 acres of Epping Forest and 1,820 acres

of Buffer Land which forms London’s largest open space. The Epping Forest and Commons Committee is made up of twelve Members of the City of London Court of Common Council, and four Verderers, the latter elected locally by Epping Forest Commoners every seven years. Together they decide policy and strategy for the Forest, and act as the trustees for the charity.



Our history

Epping Forest was placed in jeopardy by the sale of Royal Forest Rights from 1820 onwards. Given the importance of the Forest to Londoners, the City Corporation supported and funded local opposition to the continuing loss of Epping Forest land to encroachment from residential and commercial development. In 1874, the City Corporation funded and won a landmark court case which prevented the further enclosure of the Forest, and then proceeded to purchase 5,350 acres of the privately-owned Forest for public benefit at a modern-day equivalent cost of £30.4 million.

The City Corporation sought legislation confirming them as the Conservators of Epping Forest in order to manage and regulate London's largest public open space for a range of public benefits including recreational access alongside nature, heritage and landscape conservation.

Epping Forest is now held in perpetuity by the Epping Forest charity to provide a wide range of public benefits from public recreation to nature conservation, with those benefiting from these services termed



Above: Taken from 'Gossiping Rambles in Surburban Essex, Epping Forest and Beyond' by C. W. B Burdett 1911

as the charity's beneficiaries. Many people have mistakenly interpreted Queen Victoria's public dedication celebrating the opening of the Forest as a Royal gift to the people, rather than the relinquishment of Royal Hunting Rights and Royal recognition of the City Corporation's purchase and commitment to the Forest. The Forest is therefore not publicly owned and administered but is held for public benefit reflecting both its founding and subsequent national legislation, while being jointly managed by City Corporation Aldermen, Common Councilmen and locally elected Verderers.

Our strategic aims

We aim to **conserve, enhance and protect** the Forest's special natural environment and its heritage.

We aim to **welcome, encourage and inspire** our visitors.

We aim to **support, collaborate and innovate**, sustainably managing the Forest for future generations.



Our key priorities



- 1. A welcoming destination for all
- 2. A beautiful forest, sustaining an internationally and nationally important mosaic of wildlife habitats
- 3. An inspiring space benefiting peoples' health and providing opportunities for recreation and enjoyment
- 4. A range of special heritage landscapes which are protected and celebrated
- 5. A resilient environment, where challenges are embraced and opportunities explored



Xxxxxx

Performance review of 2021–2022

Page 98

Summary

The past year, April 2021 to March 2022, started with the country still operating under significant restrictions due to the ongoing pandemic. After restrictions were finally eased, we were able to welcome back larger participation events such as ParkRun, but visitors remained reticent about using indoor venues such as the visitor centres. Nevertheless after the initial attraction of being able to return to normal activities that had been closed, the open spaces attracted back the usual high levels of visitors by high summer.

Much of the year has been taken up with getting back to normal and addressing the backlog of works that had accumulated during the previous year of restrictions. Most notably this affected the works of our Operations Team. Due to being tasked with crowd management duties in 2020, this team had a huge backlog of routine inspection and maintenance works to catch up with – all vital to ensure the safety of visitors.

Our long-term plan of introducing charging in our Forest car parks went live in May. This was a huge operation involving all teams, from designing signs and installing them, to keepers and volunteers staffing car parks for the first few weeks to assist visitors with the process and to explain why charging had become a necessity.

By the year end the financial summary shows that earned income and external grants now make up 48% of income compared to the previous year’s proportion of around 28%.



The charges were rolled out in three phases across all the car parks in the Forest and by the end of the year most car parks were charging or had other arrangements in place. This has created a step change in the way Epping Forest is funded and by the year end the financial summary shows that earned income and external grants now make up 48% of income compared to the previous year’s proportion of around 28%. This was also due to other windfalls from wayleaves but the car park charges look set to continue to provide a sizeable contribution towards the management of the Forest and maintenance of the car parks.

One legacy of the pandemic appears to be the almost doubling of flytipping in the Forest. The cause of this is unknown but additional difficulties attending local waste sites, not least due to the length of queuing times, may have tempted homeowners to use disreputable companies and businesses to take short cuts. The cost of disposing of waste from the Forest including fly tips has increased to £66,326 (an additional £5,017).

On a happier note, it was a year of progress in Wanstead Park, where a series of small grants was obtained by working in partnership with other organisations to work towards some of the objectives in the Parkland Plan. The grotto landing stage had its stonework

preserved and during the works a stone torso was found. When the torso was added to the collection at The Temple it was found to match the head of Andromeda that had already been saved some years earlier.

Moving now into next year, we are looking forward to completion of some of the projects and workstreams that were quietly and steadily making progress in the background throughout 2021/22, some exciting ‘firsts’ for the Forest and the completion of the staffing restructure ensuring we continue to maintain our high standards.

Achievements towards strategic priorities

- 1. A welcoming destination for all
- 2. A beautiful forest, sustaining an internationally and nationally important mosaic of wildlife habitats
- 3. An inspiring space benefiting peoples’ health and providing opportunities for recreation and enjoyment
- 4. A range of special heritage landscapes which are protected and celebrated
- 5. A resilient environment, where challenges are embraced and opportunities explored



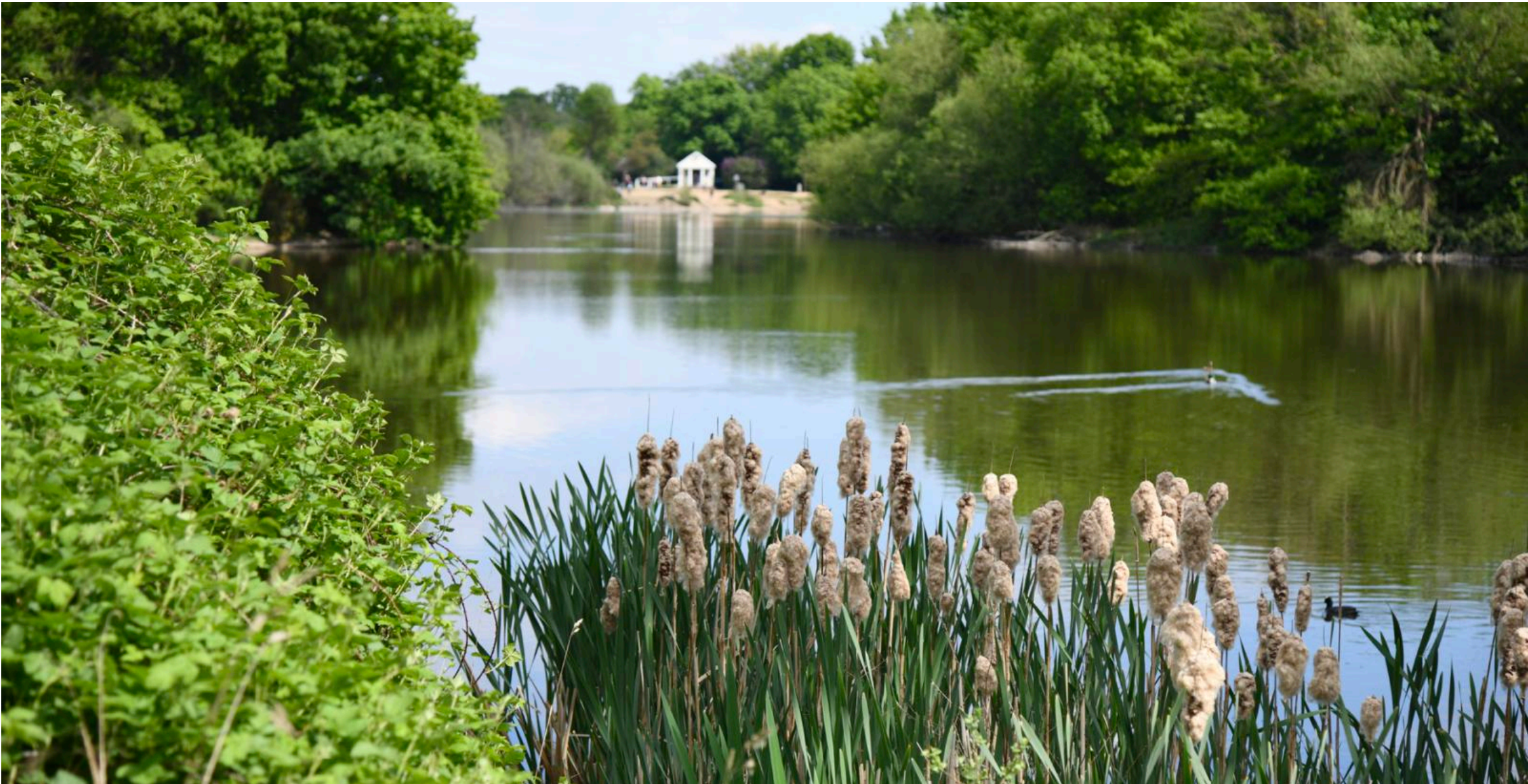
For further information about these priorities please refer to the **Epping Forest Management Strategy**

Strategic priorities	Achievements
1,5	A car park charging scheme was introduced in three phases across all car parks in the Forest.
1,3	Paths Strategy: <ul style="list-style-type: none">• A review of the condition of the path network following exceptionally high use over the COVID 19 pandemic period was completed.• A detailed work programme to improve 59 paths with total length of 27,680 metres, or 14% of the total path network, has been prepared and funding is currently being confirmed to progress works.
1,3,4	Following consultation with key stakeholders and a review of past management, an Integrated Site Plan (ISP) was completed for the Chingford area. This identifies management issues impacting the different areas and outlines a ten-year management strategy.
1,2,5	£100,000 Suitable Alternative Natural Green Space agreement progressed with the London Borough of Redbridge for mitigation works at Wanstead Park.
2,4	Copped Hall Parkland Management Plan was completed and approved.

Strategic priorities	Achievements
1,3	Cycling in Wanstead Park consultation was completed and an extension to permissive cycling was approved.
2,4,5	City of London Corporation Carbon Action Strategy was supported by planting of former arable farmland at Netherhouse as a wildflower meadow.
4,5	Statement of common ground agreed with the London Borough of Waltham Forest for the Local Plan.
5	New staff welfare facilities built at Chingford Golf Course.
2	Grazing action plan agreed
1	Visitor management in Chalet Wood created for visits to bluebells, with log-lined paths and signs.
2	Grazing days on the Forest have doubled on the previous year back in line with pre-Covid-19 levels. Area grazed has increased by 177 hectares thanks to GPS collars which have now completely replaced the previous buried wire system. The collars allowed us to graze a number of previously un-grazed areas and expand on existing sites. This was also the first year of winter grazing with GPS collars with eight cows over a 200 hectare area from Chingford Plain to Almshouse Plain.
1,4	Epping Forest named as one of 70 ancient woodlands dedicated to the Queen's Green Canopy.
2	Arborists worked in partnership with Thames 21 to fell around 10 trees to create water flow diversity in the River Roding at Wanstead Park to improve habitats.
2,5	A grant of £40,000 was awarded from the Mayor of London Green Resilient Spaces Fund for a sustainable urban drainage wetlands study for Wanstead Park.
1,3,5	A grant of £9,000 from Transport for London paid for the installation of 73 cycle stands.
1,5	The City Bridge Trust awarded a grant of £4,100 for finger posts at Wanstead Park.
1,3	Three new entrance signs were installed at Wanstead Park and one new orientation sign was installed at Hollow Pond.

Projects

Strategic priorities	Achievements
1,3,4,5	<p>Wanstead Park, the Grotto</p> <ul style="list-style-type: none">• New storage facilities were constructed to better protect stonework retrieved from the Grotto and to allow for enhanced curation. A secure store was also established for higher value stonework identified.• Additional fallen stonework from the Grotto was retrieved from the Ornamental Water, including the upper torso of an Andromeda statue that is now exhibited at The Temple.• Stonemasons from London Stone Conservation commenced works on phase one of the landing stage restoration on the lake side of The Grotto at Wanstead Park. These works were funded by a grant of £10,000 from the Heritage of London Trust.
4,5	<p>Ponds Projects:</p> <ul style="list-style-type: none">• Wanstead Park - Ornamental Water and River Roding interaction study completed.• Birch Hall Pond - third tender exercise carried out.



Carbon removals project

A 42 acre wildflower meadow was sown on Epping Forest’s Buffer Land at Netherhouse Farm in High Beach as part of a new City of London scheme to fight climate change.

This initiative is part of a new Carbon Removals Project which aims to remove carbon by creating new wildlife habitats across the City of London’s open spaces.

Plants remove carbon dioxide (CO2)

from the air through photosynthesis. In converting the CO2 into plant matter they release oxygen into the air and lock CO2 into the soil through their roots.

The Carbon Removals Project is part of the City of London Corporation’s wider Climate Action Strategy which commits to achieve net zero carbon emissions for its own operations by 2027 and to support the achievement of net zero for the whole Square Mile by 2040.

The meadow has been planted on land which was previously arable. The carbon will become locked into the soil beneath this new, permanent green space. The meadow will help to improve biodiversity in the area, with new habitats created and the proximity of this meadow to other flower-rich grasslands in Epping Forest will provide ‘corridors’ for pollinators to use.

A year in numbers

30.5



kilometres of of path verges were cut across the Forest in high access areas



73

cycle racks installed

11



honeypot sites surveyed in the Forest for Oak Processionary Moth (OPM) and 130 trees identified and treated as required to control OPM



18

new finger posts were installed at Wanstead Park in partnership with The Friends of Wanstead Parklands

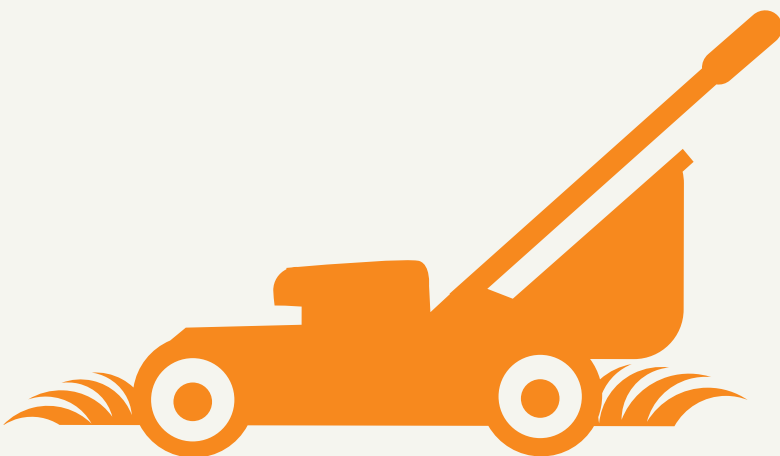


368

tree safety operations completed

215

hectares of. of amenity and conservation grassland cut



88

kilometres of of road verge cut as part of annual highway verge management



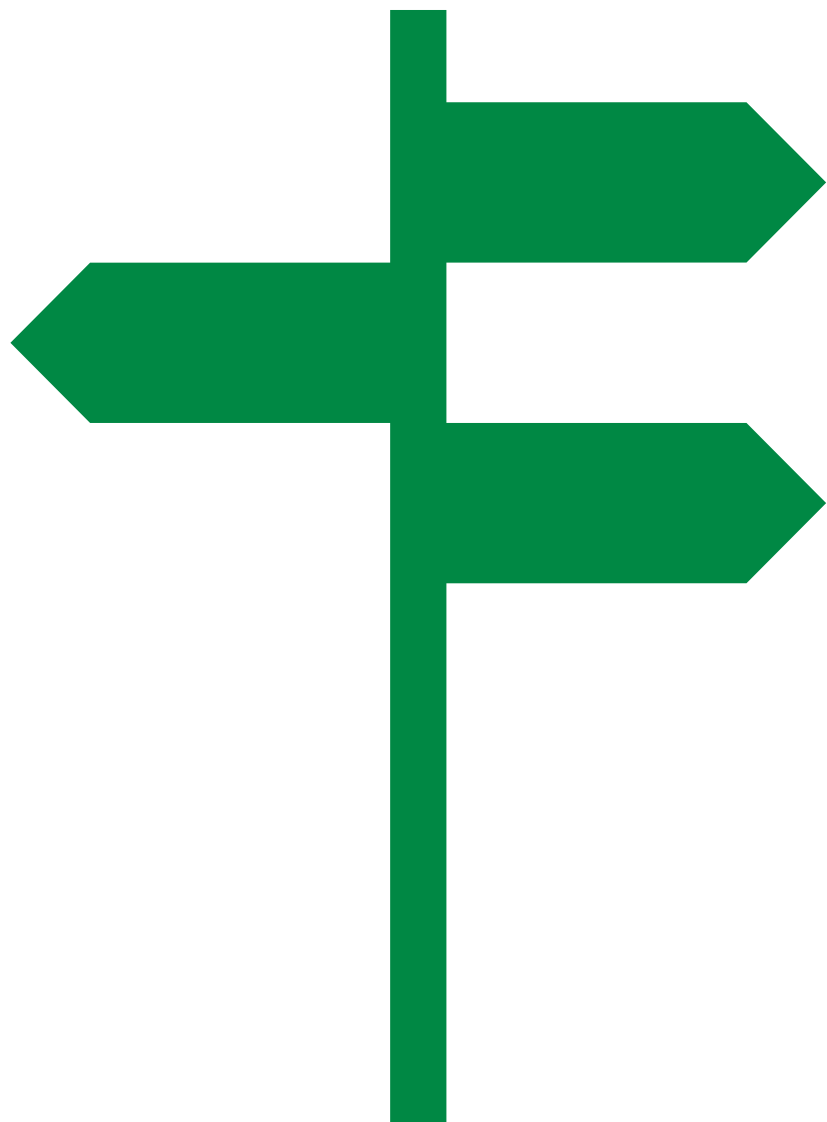
A year in numbers

6

new species of
fungi discovered



1,411



new signs
produced

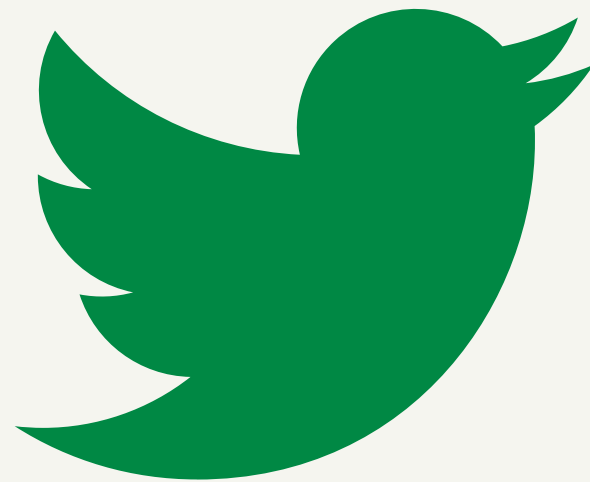
£73,000

of grants awarded for
Wanstead Park



4,462

Facebook
followers



232

hornbeam pollards
re-pollarded



12

newsletters
published



9,401

Twitter
followers

Key Performance Indicators

For further information about these priorities please refer to the **Epping Forest Management Strategy**

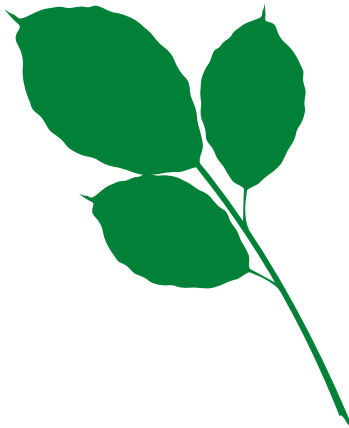
Business area	Measure	Strategic priorities and outcomes	Performance
Financial performance	External income generation as a percentage of total income	5a) A sustainable and responsive business model. 5b) Increased and diversified annual income sources and an increase in sponsorship opportunities and partnerships.	In 2021–22 external income was 49.2% compared with 28.5% in the previous year. This is due to a number of factors but the most significant is introduction of car parking charges.
Customer service	Calls to 24/7 phonenumber and external e-mail responses	5a) A sustainable and responsive business model.	<ul style="list-style-type: none">Figure estimated at 1,000 external telephone calls per month. Introduction of CRM (Customer Relationship Management) system in 2022 will improve this data collection
Quality assurance	Quality of visitor experience – achievement of VAQAS (Visitor Attraction Quality Assurance Scheme) and Green Flag	1a) A high-quality visitor destination that is safe, clean and accessible. 3d) Epping Forest recognised as a consistently high-quality tourist and visitor attraction.	<ul style="list-style-type: none">VAQAS retainedGreen Flag Award and Green Heritage Site Award achieved



Queen's Green Canopy

During Commonwealth Week in March 2022 we were delighted to plant the first Queen's Green Canopy tree, a field maple, in Gifford Wood, to celebrate Her Majesty's Platinum Jubilee. There are exciting plans for further plantings in the ancient woodland to mark this special year, which we will be able to update on in the next Annual Review.

Epping Forest has a strong association with the Commonwealth. It was dedicated as a Queen's Commonwealth Canopy, a Commonwealth-wide association of protected woodlands. This was marked by a visit from Prince Harry in 2017 during which Prince Harry planted an oak tree close to one planted by Queen Victoria at Queens Green, High Beach.



Key Performance Indicators continued

Business area	Measure	Strategic priorities and outcomes	Performance
Customer engagement	Web traffic and social media followers	1a) An increased volunteer network with an actively and positively engaged wider community. 3a) Visitors are well informed and directed to more sustainable locations in the Forest.	Facebook followers as at end of March 2022: 4,462 Twitter followers as at end of March 2022: 9,401 Instagram followers as at end of March 2022: 3,323 Impressions for tweets April 2021 – March 2022: 970,800 Increase in Twitter follows April 2021 – March 2022: 627 Tweets sent April 2021 – March 2022: 560 Likes on Instagram April 2021 – March 2022: 17,211 Facebook reach April 2021 – March 2022: 94,701 Website page views April 2021 – March 2022: 130,388
Conservation performance	Percentage SSSI/SAC in Favourable Condition and Unfavourable Condition recovering scores.	2a) Favourable conservation of SAC and favourable condition of SSSI secured.	Favourable Condition 26% Unfavourable recovering 53% Unfavourable no change 18% Unfavourable declining 3% No Favourable Condition surveys conducted by Natural England (NE) in 2020/21.
	Active management of our ancient trees as part of the Stewardship Schemes at Epping Forest		Work took place on 320 trees.
	Extent and distribution of rare species data	2e) Increased understanding and awareness of Forest's biodiversity importance.	No new surveys undertaken.

Epping Forest is a special place...

The unique and special nature of Epping Forest means that much of it is protected as a Site of Special Scientific Interest (SSSI) or a Special Area of Conservation (SAC). These designations are in place because of the many rare and important habitats and wildlife to be found in the ancient woodland.

There are 1,600 fungi species of fungi recorded in Epping Forest. The role fungi play in the health and ecology of the Forest is complex and is key to why Epping Forest is designated as a SSSI.

Fungi play an important role in creating the micro and deadwood habitats which support the rarest species to be found in the woodland, and it is these micro and deadwood habitats that form a large part of the SSSI designated areas within Epping Forest.

Epping Forest is home to all three species of tooth fungi which can be found in the UK, all of which are classed as rare or scarce. In addition, oak polypore fungi is a UK rarity and a legally protected species and this can be found on a small number of oak pollards throughout the woodland.

One of the tooth fungi, *Hericium coralloides* or coral tooth fungi, a saprotrophic fungus which grows on dead hardwood trees, was evident in Epping Forest in autumn of 2021. It is wonderful to find such an interesting fungi species thriving in Epping Forest.



Key Performance Indicators continued

Business area	Measure	Strategic priorities and outcomes	Performance
Grazing	Days per calendar year and hectarage grazed	2b) Dynamic wood-pasture and scrub with greater structural diversity and edge habitats restored. d) Establish extensive grazing rotation across central and northern Forest and Buffer Lands.	Grazing days for 2021 calendar year: <ul style="list-style-type: none">• Forest Land: 6,721 days across 488 hectares• Buffer Land: 26,996 days across 195 hectares
Forest protection	Number of planning applications screened and responded to	4a) Epping Forest recognised for its significant conservation and heritage landscape.	9,006 planning applications were received and screened 25 responses with objections were made. Two applications received permission Two applications are on hold pending review Significant: Next PLC Distribution Centre (EFDC) Wellington Hill (six houses) (EFDC) Epping Forest College Site (400+ homes) (EFDC) Fulbourne Road (565 units) (LBWF)
	Percentage of litter and waste recycled and number of fly tips	1e) Minimise environmental damage through effective litter and waste management.	Annual figure from financial records. 85% waste 15% recycle 745 fly tips
Health and Safety performance	Number and severity of reported accidents	1a) A high quality visitor destination that is safe, clean and accessible. 5a) A sustainable, responsive business model. Letters?	10 accidents and two RIDDOR reportable accidents.

Skylarks on Wanstead Flats

The nesting skylarks that can be found on Wanstead Flats and Wanstead Heath are surrounded by a very urban setting and are the nearest breeding population to central London. To help protect the skylarks temporary fencing was erected around two of the key grassland areas where the skylarks breed. This was to minimise human and canine disturbance to the nesting site.

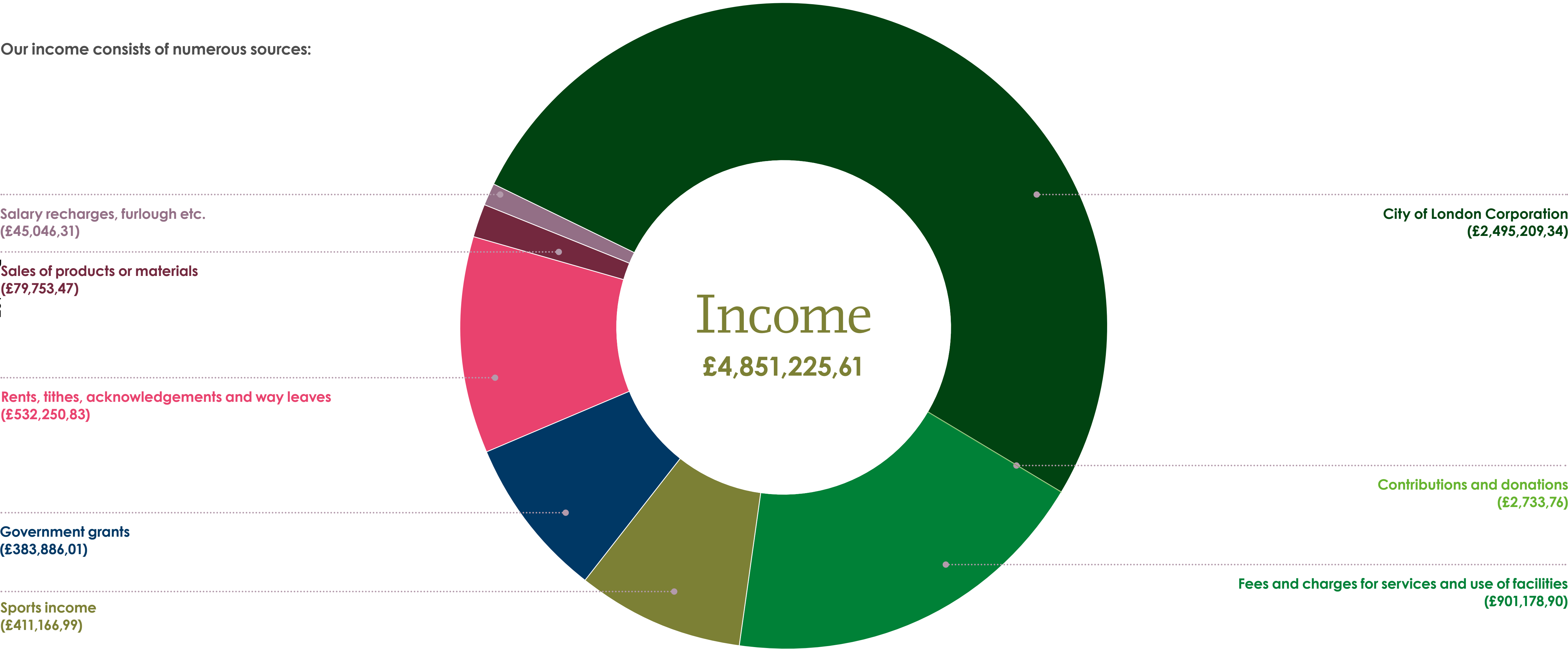
The hope was that the breeding productivity would increase and the population of these fascinating birds would build, preventing a further decline in the number of birds which had reduced from 11 singing males to just three or four in the space of a decade.

Reviewing the success of this project a year on, early indications are pleasing and the birds have been feeding happily, song-fighting and pair-bonding in the protected space. In addition, we have been delighted with the overwhelmingly positive response from visitors to this. It is too early to tell how successful the project is in terms of increasing the skylark population in this area of east London, but we are monitoring this closely.

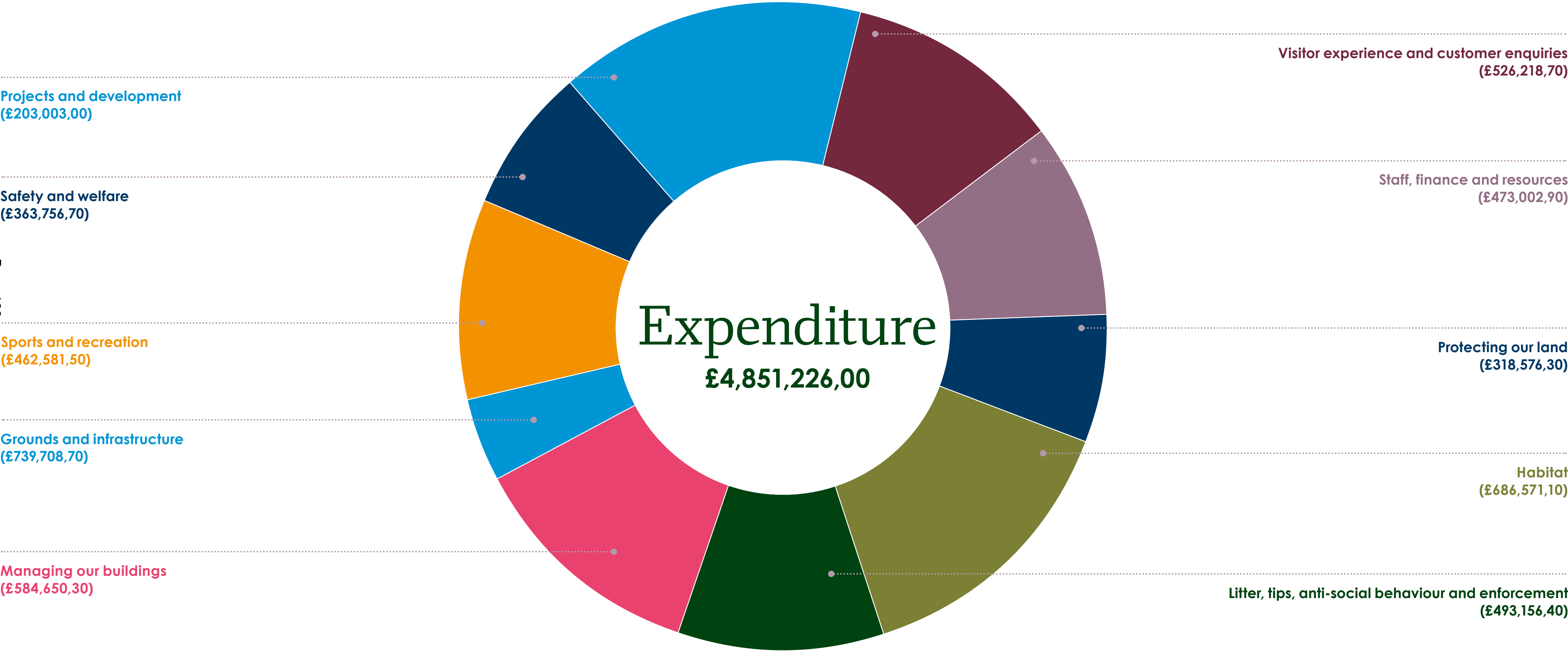


Financial statement

Our income consists of numerous sources:



Financial Statement continued





Key goals for 2022-2023

Key goals for 2021/2022

For further information about these priorities please refer to the **Epping Forest Management Strategy**



Strategic priorities	Strategic output	Completion date
1,2,4,5	Adopt the Sustainable Visitor Strategy, after consultation	March 2023
2,4,5	Adopt a Land Retention Policy and Acquisition Strategy	March 2023
1,2,4,5	All boroughs signed up to SAMM (Strategic Access Management and Mitigation) Strategy	October 2022
3,4	Village Greens Plans	March 2023
2,4,5	Countryside Stewardship application for remaining Forest Buffer Lands and Wanstead Park prepared	March 2023
1,2,3,4,5	Wanstead Park Heritage Lottery expression of interest submitted	December 2022
4	Baldwins Pond dam works commenced	March 2023
4	Birch Hall Pond dam works completed	March 2023
2,4	River Roding pumping works	December 2022
5	Rangers Road holiday let refurbishment completed	March 2023

Key goals for 2021/2022

Strategic priorities	Strategic output	Completion date
3,5	Wanstead Flats football facility improvement to Gateway 3	December 2022
3,5	Capel Road lease commenced	December 2022
1,3,5	Loughton Golf Course tender and lease completed	March 2023
1,4	Forest Transport Strategy draft for consultation	March 2023
5	Staffing review completion	March 2023
1,3,5	Goldings Hill Trail and entrance project	September 2022
1,3,5	Sustainable trails from Loughton and Epping stations completed	September 2022
1,3	Wanstead Park Play area completed and opened	October 2022
1,4,5	Jubilee Tree planting and events	December 2022
1, 3, 4, 5	Grotto landing stage repairs phase II completed	March 2023
4	Tudor square pond (Rookery Wood) submitted for scheduling by Historic England	March 2023
3,5	First major event	September 2022

Page 111

Epping Forest Annual Review

Photographers: Clare Eastwood, Mark Powter,
Chris Shepherd and Yvette Woodhouse

Committee(s)	Dated: 13 October 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 kept as busy as ever 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, and fence repairs, summer bracken 'bashing' to stop it from getting too dense and competing with the veteran trees, mulching around trees and moving the electric fences for the cows on the Main Common.

2. Volunteers also helped to replace a 150m long old wooden boardwalk that was starting to fall apart. Work was split into two halves with the first section of 74 metres fully replaced between the 11th on the 19th of July. The second half of the works took place in the first week of August and was completed in just five days. This was a fantastic effort by the team and the volunteers. The location of the boardwalk is in a very sensitive area meaning all the work must be undertaken by hand, firstly by dismantling and removing all the old wood, sorting and de-nailing it for recycling and then setting out all the new bearers and installing the new top boards, grip strips and toe boards. The new boardwalk is receiving very positive feedback from visitors and will continue to provide an important route for visitors across fragile areas of the Beeches that would otherwise be damaged by the heavy footfall. Volunteers contributed over 200 hours of volunteer effort on top of the 150 hours from the ranger team to help us complete this work.
3. Volunteers have also been helping us by regularly updating displays at the information point throughout the summer, and undertaking bat transects as part of the national bat monitoring programme at both Burnham Beeches and Stoke Common.
4. The eco-volunteer group has completed all the annual vegetation monitoring and has also surveyed for dragonflies and clear-wing moths. During the vegetation monitoring a new toadstool for the country was found, a dark red waxcap, *Hydrocele coccineocrenata*. The eco-volunteers have just completed an inventory of all the junipers within Burnham Beeches. These now total over 250, a fantastic increase from just 16 surviving thirty years ago; there are many small plants, seedlings from the older bushes. The eco vols are also helping collect data on crab apples for a project that has central City of London grant funding.
5. With the extreme heat of July and August staff have been on high alert for fires and ensuring that the existing ban on fires and BBQs is being observed by visitors. On the very hottest days visitors clearly heeded national advice to stay at home and both Stoke Common and Burnham Beeches were noticeably quiet on the 18 and 19th of July. However, the prolonged drought and extreme heat is having a real impact on the trees many of which are losing leaves or are developing early autumn colour. Initially, the old trees were faring quite well, but in the last few weeks they are also starting to suffer. The grass in the open grassland and wood pasture areas is brown, providing little grazing for the livestock. Even the normally wet mire areas are dry and rutted. There is little to be done to mitigate this situation albeit if the drought worsens consideration may be given to watering selected veteran trees if regulations allow.
6. The ponies and four cattle have been grazing within the 43ha fenced area including the heathland and mire as well as wood pasture. The other cattle have ben grazing within invisible fences since June and will soon be moved to new areas. This includes some cows going off site for a short while to graze in

partnership with a local parish council - this will also hopefully help our available grazing last longer and allow some time for training in Nofence.

7. The biennial survey of all the old, pollarded trees at Burnham Beeches has been carried out this summer highlighting any emergency work required to protect the trees. Due to the hot dry summer, it is very likely that only emergency pruning will be carried out this winter. Further tree safety work has also been carried out.
8. Following the survey for oak processionary moth at Stoke Common, over 130 trees have been found with a total of 241 nests. This is an expected increase from the 90 or so nests found in 2021. All nests have now been removed by contractors working on our behalf.
9. Staff from Oxford Archaeology have been surveying the two scheduled monuments within Burnham Beeches. Funded by the 'Hillforts, Beacons of the Past' Heritage lottery Fund, they will be producing a management plan for each monument and providing solutions to prevent future erosion.
10. Three popular public events have been held, 'Creatures of the Night,' 'On Location' and 'Plants of Burnham Beeches.' The 'Woodland Wonders Trail' has been operating during school holidays with many families taking part.
11. Both sites received the Green Flag Award as well as the Green Heritage Award after judges carried out a mystery shop of each site. This marks the 17th year of Green Flag Awards for these sites.

Kenley Revival update

12. The Corporate Property and Project sub-Committee received a Gateway 6 report at their July meeting and resolved to close the Kenley Revival Project.

The West Wickham and Coulsdon Commons

13. Rangers have been carrying out summer tasks including repairing and replacing livestock fencing, carrying out infrastructure checks and rotating livestock in grazing paddocks. On Riddlesdown, the grazing area at Famet has been extended into an area of chalk grassland currently managed by hay cutting. This will support targeted grazing to increase the diversity of chalk grassland flora and invertebrates.
14. Volunteers have been assisting with a range of conservation and estate management tasks across the Commons this summer including repairs to

wooden steps, clearing vegetation overhanging rights of way, installing livestock fencing and removing holly and birch saplings on heathland. Livestock volunteers have also helped the rangers with daily welfare checks, livestock movement and sheep shearing.

15. Several byelaw boards have been removed due to structural damage and made safe by the rangers following an audit across all sites.
16. Wooden fencing has been erected around one of the woodland ponds on Coulsdon Common to reduce disturbance from dogs, encourage more aquatic plants and protect aquatic invertebrates from toxic insecticides used in common flea treatments.
17. Corporate volunteer groups have been helping rangers to remove ragwort from hay areas and grazing paddocks on Farthing Downs to avoid contaminating hay crop for cattle and neighbouring stables. The rangers also coordinated two large community volunteer days to help pull ragwort with support from residents, scout groups and existing volunteers from across all the four Coulsdon Commons. This has attracted several new permanent volunteers.
18. The rangers have been responding to the severe fire risk by reminding visitors not to have BBQs/fires, carrying out patrols of high-risk areas and mowing firebreaks at vulnerable sites to reduce the risk of fire spreading to property. Rangers have also been equipped with fire beaters and water containers in vehicles so that small fires and BBQs can be extinguished quickly.
19. A wildfire on land adjacent to Farthing Downs that is part of the South London Downs NNR (National Nature Reserve) was extinguished with help from City of London Rangers and Croydon Council. Due to the unprecedented volume of call outs to fires on 19 July, the Fire Service were unable to attend so rangers were quick to respond to prevent the fire from spreading to woodland and other grassland.
20. A contractor has been appointed to clear ash trees severely affected by ash dieback disease on New Hill and Kenley Common. In recent years we have been pro-actively managing diseased trees near high-use footpaths and bridleways following good working practices from forestry organisations taking a lead on this national issue.
21. A vet has confirmed that 23 out of 25 cows are pregnant during a check-up with the herd of Sussex cattle on Farthing Downs. The cows were also given new reflective leg bands to increase their visibility when moving on the road at night. Rangers are still engaging with visitors to reduce the risk of neospora in cattle caused by dog fouling.

22. Events during the period have included wildflower walks, evening bat walks and tours highlighting how we manage the sites for wildlife. A series of autumn walks, tours and activities have been organised to showcase local heritage, conservation grazing and wildlife. This is being run in conjunction with a UK-wide festival of National Nature Reserves to celebrate 70 years of this designation in UK environmental governance.
23. The temporary electric fencing installed on Farthing Downs to help protect nesting skylarks has been removed now that the breeding season has ended. Visitors have reacted well to the trial, and we have engaged with many people who had no knowledge of the presence of skylarks on the site. This has helped to remind dog owners to keep their pets under control to minimise disturbance to ground nesting birds.
24. The annual hay cut has been completed across grassland compartments of the West Wickham and Coulsdon Commons. This forms part of the management of the chalk and neutral grasslands and helps to reduce excess nutrient that will benefit plant life. Some of the cut hay has been taken to the Merlewood Estate Yard for the livestock during the winter with the remainder being sold to cover the cost of the contract.
25. All sites received the Green Flag Award as well as the Green Heritage Award after judges carried out a mystery shop of each site. This marks the 15th year of Green Flag Awards for these sites.

Ashtead Common

26. Five work experience students were hosted during 18th – 22nd July. They experienced a range of activities such as boardwalk repair, cow checking, wildlife surveying and fixing a notice board.
27. A place is reserved with Sparsholt College for their October intake of apprentices doing the Countryside Worker level two qualification (was Environmental Conservation). The deadline for applications was August 10 and one candidate has been invited for interview.
28. The new Apprentice Ranger is expected to start on September 5.
29. Expenditure on OPM nest removal is likely to be around £3,000. Research suggests that over 50% of OPM nests now contain a parasitic fly. This together with other forms of predation appear to be controlling numbers.
30. The prolonged dry spell means that veteran tree surgery work cannot be undertaken this winter, for fear that stressed trees will respond poorly to the

work. The budget allocated for this work will be diverted instead to resilience measures such including work to fire breaks and residential boundaries.

Incidents

Burnham Beeches & Stoke Common

31. There were 10 incidents during the period. These included: three incidents of fly tipping, an incident when two cows escaped through a gate (they were returned unharmed); an ambulance attended a child who fell off a scooter (the child was able to go home), a visitor who fell from a mobility scooter; a car accident and a woman and a group of girls reported that they were followed by a man, a ranger attended but nothing untoward was seen. One dog out of 'effective control' was found worrying the cattle, the owner received a warning letter.

Ashtead Common

32. Five separate fires were started on Ashtead Common during August, four in the same location. The fire service was called to at least one of these, but fortunately the remaining four appear to have burnt themselves out before any significant damage was caused. In response the ranger team has stepped up patrols and cleared more firebreaks and access routes. Community Enforcement Officers from the neighbouring authority have patrolled and residents were written to asking them to report fires and suspicious behaviour.
33. Two graffiti incidents were recorded in July.

The West Wickham and Coulsdon Commons

34. There were 9 incidents during the period up to 19th August. These included: indecent exposure to a volunteer on Riddlesdown, fly tipping, two drunken men found sleeping on a roadside verge, dirt bikers driving dangerously in the Farthing Downs car park and a dog attack on another dog on Kenley Common.
35. Three incidents were related to fires with rangers extinguishing a tree on fire on Coulsdon Common, a grassland fire on Riddlesdown and a heathland fire that was put out by the London Fire Brigade on West Wickham Common.

Report author Andy Barnard,
Assistant Director, The Commons, Environment Department
E: andy.barnard@cityoflondon.gov.uk
T: 01753 647358

Committee(s) Epping Forest and Commons	Dated: 13 October 2022
Subject: Senior Officer Recruitment	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	1, 2, 3, 4, 9, 10, 11, 12
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	NA
What is the source of Funding?	NA
Has this Funding Source been agreed with the Chamberlain's Department?	NA
Report of: Executive Director Environment	For Information
Report author: Juliemma McLoughlin	

Summary

Under the Senior Officer Recruitment Procedure, a Chief Officer should report the resignation/ retirement of a senior officer and propose a suggested recruitment timeframe. This report notes the retirement of a senior officer and proposes a recruitment plan.

Recommendation(s)

Members are asked to:

- Note the report.

Main Report

Background

1. The Assistant Director, The Commons has submitted notice of retirement effective 2 October 2022.

Current Position

2. The post is a critical senior leadership position and its role and responsibilities have been assessed internally within the Department and TOM phase one and evaluated as a key role in the Natural Environment Division.
3. The job description for the Assistant Director, The Commons has been updated to better reflect the duties of the post holder within the new Environment department.
4. The Environment Department TOM phase two which deals with the Natural Environment Division may result in subtle nuances of emphasis of responsibilities but it is not expected to change to the extent that it alters the main purpose of the post, its grade or duties and responsibilities.

Proposals

5. Following discussions with the Chair, the post will be advertised internally to all City of London staff on a 12 month secondment/acting up basis to give internal staff the opportunity to upskill and grow and develop into the role.

6. Once the 12 month period is complete, in accordance with the Senior Officer Recruitment Procedure, the Chair and Deputy Chairman of the Epping Forest and Commons Committee will be involved in the permanent recruitment process. The level of involvement will be agreed with the Chair and Deputy Chairman.

Corporate & Strategic Implications

7. This is a key senior managerial specialist professional post critical to leading and providing strategic, operational, financial and stakeholder management of these open spaces, ensuring high standards in accordance with the policies laid down by the City of London Corporation and the Corporation's statutory obligations in managing the sites.

Conclusion

8. It is intended to have the secondee in post from mid September to allow for a short handover with the Assistant Director, The Commons prior to his retirement.

Juliemma McLoughlin

Executive Director Environment
Environment Department

E: juliemma.mcloughlin@cityoflondon.gov.uk

T: 020 7332 1600

Committee(s): Epping Forest & Commons Committee	Dated: 13 October 2022 For information
Subject: Natural Environment Charity Review Report	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	4, 5, 8 and 12
Does this proposal require extra revenue and/or capital spending?	N/A
If so, how much?	£
What is the source of Funding?	
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Report of: Juliemma McLoughlin, Executive Director, Environment Department	For Information
Report author: Sally Agass Director of Natural Environment	

City's Corporate Plan

Contribute to a flourishing society

1. *People are safe and feel safe.*
2. *People enjoy good health and wellbeing.*
3. *People have equal opportunities to enrich their lives and reach their full potential.*
4. *Communities are cohesive and have the facilities they need.*

Support a thriving economy

5. *Businesses are trusted and socially and environmentally responsible.*
6. *We have the world's best legal and regulatory framework and access to global markets.*
7. *We are a global hub for innovation in finance and professional services, commerce and culture.*
8. *We have access to the skills and talent we need.*

Shape outstanding environments

9. *We are digitally and physically well-connected and responsive.*
10. *We inspire enterprise, excellence, creativity and collaboration.*
11. *We have clean air, land and water and a thriving and sustainable natural environment.*
12. *Our spaces are secure, resilient and well-maintained*

Summary

The Natural Environment Division of the Environment Department owns nine open spaces outside the boundaries of the City of London and manages the nine charities

associated with these Open Spaces, the governance of which is via five Grand Committees. The Corporation as the sole trustee of all the charities and has a duty to act in the best interest of the charity and to ensure that each charity is compliant with the Charity Commission requirements for fiscal, governance and statutory duties.

In order to ensure ongoing compliance, the report details the actions to be taken to ensure that our charities are fit for purpose to meet the changing environment in which we operate. It is the first of a series of reports that will be brought to this committee as the review progresses.

As work is progressing on all aspects of the review Members will be verbally updated at the meeting of further progress against specific items.

Recommendation(s)

Members are asked to:

- Note the information and charity review actions and timescales detailed in this report
- Note the information with reference to the Operation Resourcing Section of this Charity review which, if there any questions from Members with reference to the structure they will be taken in non-public.

Main Report

Background

Corporate Charity Review

In July 2019, the City Corporation resolved that a comprehensive Corporate Charities Review (CC Review) should be undertaken, building on recommendations from previous corporate Charity Reviews to ensure that each charity within scope of the Review was, and continues to be, well managed and governed, and achieves maximum impact for its beneficiaries. In so doing the CC Review is drawing upon the experience and learning of the separate Bridge House Estates (BHE) Governance Review.

The Natural Environment Charities are in scope of the CC Review and we are working closely with that team to move forward with the Natural Environment Charity Review. A Corporate Charity Review Paper is included on this agenda giving further details.

The CC Review Team is supporting the Natural Environment division to plan and implement the divisional charity review, building on the successful charitable review of Bridge House Estates, and the wider work of the CC Review. This draft work sets out the approach and actions to be taken and identifies the four key areas under review and the tasks/actions and resources anticipated to be required to achieve compliance and best value over the next five years. No doubt gaps and additions will be added as we progress, but this is stage 1 of an important process.

Current Position

To date the following areas and key tasks have been shared with the Corporate Charity Review and agreed:

1. Governance
2. Strategic
3. Operations – Finance
4. Operations - Resourcing

The table 1 below illustrates the detailed actions that need to be completed.

Key Areas	Tasks/Actions
Governance	Review the governing documents and make recommendations for the governance for each charity to ensure fit for purpose taking account of Charity Act 2011, Open Spaces Act and Epping Forest Act. Take through Charity Commission process
	Examine regulatory compliance of Corporation acting as sole Charitable Trustee
	Review and make recommendations renumber of charities and opportunities, possible mergers – review governance documents for express power to merge
	Research alternative governance arrangements
	Consider applying to Charity Commission for Uniting Order if mergers considered inappropriate for whatever reason
	Review and make recommendations for Buffer Land and rights to develop, clarify status of buffer lands
	Committee structure – consider the number and membership of the committees
	Reflect the Terms of Reference to include Charitable status obligations and reflect strategic role of Natural Environment Board
	Examine policy of Conflicts of Interest both within and across the various charities, the committees that service the charities
	Register with Land Registry those open spaces not currently registered
	Options for creating trading companies per charity
	Recommendations re Delegated Authorities
	Examine legal framework for additional purchases of additional land
	Legal duties of Charity Members/ observers to ensure regulatory compliance and accountability
	Provision of training for Members re Charitable duties and responsibilities including understand Member Insurance cover
	Development of best practice policies

	Consistent approach to reporting KPI's and evaluating outcomes against the Charitable objectives to committee
Strategic	Marketing and Branding development plan to identify the 'story' of Natural Environment through its strategies
	Further develop the five draft strategies and take through adoption committees
	Consultation with stakeholders affected
	Consider further strategies in line with corporate strategies and the needs of the open spaces
	Research strategic work undertaken by comparable organisations
	Cost benefit analysis of proposed strategies
Operational Finance	Research and develop models of funding
	Develop Charity Income Strategy
	Develop committee reporting process, timings and formats for reporting each charity actual against budget
	Undertake Review and make recommendations for revenue deficit funding model
	Develop internal SLA's for expenditure
	Agree principles and policy of carry forward for no donation/legacy
	Provide training for staff on finance for non-finance managers and on new/existing systems for reporting and monitoring budgets
	Establish principles of reinvestment of capital receipts
	Agree values and deliverable of internal service level agreements
	Revise programme and presentation of financial information to Committees
	Continue risk management new reporting and classification of risks
	Review and make recommendations for Reserves Policy
	Ensure compliance of Charitable Income Strategy with Corporate Finance Policies and procedures and due diligence tests applied to capital bidding process
	Quantify Social Value elements of service provision
Operational Resourcing	Prepare phase two TOM report including shared services to achieve efficiency and take through Operational Strategy Group
	Establish principle of creating efficiency through the use of IT.
	Prepare costs of proposals
	Prepare in partnership with AD's the JD's and PS ensuring consistency
	Consult with staff and Trade Unions
	Develop a volunteer/secondment strategy to encourage local commitment to the charity in line with achieving efficiency and service improvement
	Operational Framework to develop a staff development pathway and training programme to ensure minimise staff turnover
	Establish % ratio of operational costs v furthering the activities and objects of charity
	Review and make recommendation for each Charity recharge to corporate for services provided

Table 1

Timeline

There is no quick fix to the completion of this review, and it is anticipated that 18mths to 2 years will be needed to complete and start the implementation.

Regular reports on progress will be brought back to each charity committee. This will enable Members to monitor progress against a timeline which is being compiled per action and will be reported to committee.

Support for the process

A project team has been put together under the leadership of the Director of Natural Environment and includes a dedicated charity finance manager, a dedicated HR person soon to join the team for the Operational Resourcing which will deliver the Phase 2, Target Operating Model (TOM), a specialist charity governance advisor has taken up post and will be working with support from City Solicitor's department.

Overall, the process is supported by the Corporate Charity Group as their lessons learn in delivering the changes at the Bridge House Estates and other Corporation Charities is invaluable. The strategic element is being supported by the Natural Environment Assistant Directors who have each adopted a strategy.

Progress to date

- 1. Governance** - the first major task has been the review of all the governing documents, the statutes and the Acts relating to open spaces as the legislation determines how we frame the revised Terms of Reference for each committee. The first draft of the Terms of Reference for the Natural Environment Board is with legal to review to ensure compliance with the Corporation governing documents, the legal acts and statutes. The draft Terms of Reference will be reported to the Natural Environment Board in October 2022 subject to legal agreement. The report will then be amended, if necessary to take account of the individual circumstances per charity and reported to those committees.

It should be noted that whilst each action is listed separately there is considerable overlap between the elements within each of the four sections as well as overlap between the four sections. Therefore, progress on one significant element does mean steps are underway in other areas as well.

2. Strategic

The five strategies:

- Conservation and Nature Resilience
- Visitor, sport and leisure
- Community
- Charity Income
- Education and Learning

that were considered at the Natural Environment Away Day have all been further developed in response to feedback and will be presented to the October 2022 Natural Environment Board and then on to each Committee.

One change has been the Visitor Strategy now includes Sport and Leisure and consideration is being given to how to include our heritage assets.

3. Operational Finance

A working group including Chamberlains, Corporate Charity Group and the Bridge House Trust is being set up to examine the options to make changes going forward. This has to include the use of capital receipts currently place on deposit as endowment funds, the use of deficit funding taking account the ability or otherwise of each individual charity to raise income.

The guiding principle is that the Trustee, the Corporation must act in the best interests of the Charity. As soon as the options are identified a full report will come back to each charity.

4. Operation Resourcing

Good progress has been made on the Phase 2 TOM proposed structures which have been shared informally with the Chairs and are currently being refined by the Assistant Directors, The Assistant Director, Business Services has been appointed to project manage the process which is outlined as follows:

- The draft communication plan includes a video recording for all staff from the Executive Director, a staff comments inbox, posters with FAQ's will be sent to the sites regularly, this process will start at beginning of September 2022 when the majority of staff will be back from leave. Note this is not the formal consultation stage but an opportunity for staff and unions to be kept informed of progress.
- The proposed structures will go before a, to be arranged, Design Principles Panel to ensure compliance with the design principles established and complied with at Phase 1 TOM. Note- the Commons structure was agreed as part of Phase 1 TOM which means that as far as is practicable, taking account of the differences between our charities, the remaining subdivisions will seek to be consistent across the Natural Environment Division.
- The report will go to the Corporate Services Committee (previously known as Establishment) in December 2022
- The proposed structure will be shared with staff in January 2023 which will be the start of the formal consultation stage and will include the unions.

Until then vacancies will continue to be filled on a FTC basis.

Options and proposals

The recommended course of action is for the charity review to progress in order to ensure that each charity has the right resources to deliver the objects of the charities and strategies and is financially enabled to do.

Key Data

Not relevant at this stage but will be reported on as appropriate for each section of the Charity Review

Corporate & Strategic Implications

Strategic implications – Explain and provide assurance about how this proposal aligns with and will support the delivery of the Corporate Plan, any relevant corporate strategies and any relevant regional / national policies / international agreements.

Financial implications

Resource implications

Legal implications

Risk implications

Equalities implications

Climate implications

Security implications

All of the above will be addressed as the review progresses and will be reported on going forward

Conclusion

This Charity Review is a complex and challenging piece of work that is essential to ensure compliance of the Trustee to the Charity Regulations and the various Acts and Statutes that apply. This review is long overdue and as underway will address long standing problems and issues the end result of which will be a Natural Environment division of the Environment Department that will address the modern challenges faced by the open spaces

Appendices

None

Background Papers

None

Sally Agass, interim Director of Natural Environment

T:

E: sally.agass@cityoflondon.gov.uk]

Document is Restricted

This page is intentionally left blank