



Epping Forest & Commons Committee (For Information Items)

Date: THURSDAY, 14 SEPTEMBER 2023
Time: 11.00 am
Venue: COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL

Part 1 - Public Agenda

4. MATTERS ARISING

- a) Action Log (Pages 3 - 6)
Report of the Town Clerk.

Natural Environment

5. OPERATIONAL FINANCE PROGRESS REPORT (PERIOD 3 APRIL - JUNE) 2023/24 – EPPING FOREST AND COMMONS

Report of the Chamberlain.

For Information
(Pages 7 - 34)

7. EPPING FOREST – ASSISTANT DIRECTOR’S UPDATE JUNE – JULY 2023 (SEF 20/23)

Report of Interim Executive Director Environment Department.

For Information
(Pages 35 - 46)

8. A104 ROAD SAFETY SCHEME (SEF 22/23)

Report of Interim Executive Director, Environment.

For Information
(Pages 47 - 54)

The Commons

9. THE COMMONS – ASSISTANT DIRECTORS UPDATE JUN-JULY 2023

Report of the Interim Executive Director Environment Department.

For Information
(Pages 55 - 64)

Part 2 - Non-Public Agenda

- a) Action Tracker (Pages 65 - 66)
Report of the Town Clerk.



Number	Recommendation	Progress Update	Owner	Creation date	Target date
2022-1	Emergency Planning – Fire Risk: Committee requested a report on the learnings from the wildfires which took place in the summer of 2022 and what additional, detective or preventative measures could be taken to mitigate the risk	<p>18 May 2023 - Superintendent to provide a van update to the Committee in September 2023</p> <p>12 July 2023 The Commons</p> <p>Staff worked with the local Fire Service Team to revise the emergency Plan for the Stoke Common, our high risk site, following the summer of 2022.</p> <p>13 July 2023 EF&CC - Recent meeting took place with the Deputy Chief Fire Officer for London and the Deputy Mayor for Fire Resilience. New fire protection equipment showcased by several Fire Brigades. This innovative device acts as a fire screen, effectively preventing the spread of grass fires and wildfires in open spaces. The desire is to incorporate this equipment into flats to enhance fire safety measures.</p>	Paul Thompson / Geoff Sinclair	13 Oct 2022	September 2023
2022-2	Buffer Land: The Superintendent of Epping Forest to provide DMOG with information on the method of counting deer and how assessments are made on deer stock across Epping Forest land.	16 March 2023 – PT apologies for the delay in supplying some data and would arrange for the data to be gathered.	Paul Thomson	13 Oct 2022	15 June 2023



		<p>18 May 2023 – Update to be provided at the next meeting</p> <p>13 July 2023 – Update to be provided at the next meeting</p>			
2022-3	<p>Buffer Land: The Superintendent of Epping Forest to provide DMOG with analysis to understand:</p> <ul style="list-style-type: none"> i) The intended use of agricultural land forming part of the Buffer Lands ii) The extent of the anticipated damage caused by deer iii) The extent to which deer pass from Buffer Lands onto Epping Forest charity land iv) The extent to which adjacent land managers manage the deer population v) The extent to which deer fencing and other physical deer management techniques can protect the Epping Forest charity land, e.g. deer fencing on Copped Hall. 	<p>16 March 2023 – PT apologies for the delay in supplying some data and would arrange for the data to be gathered.</p> <p>13 July 2023 – Update to be provided at the next meeting</p>	Paul Thomson	13 Oct 2022	15 June 2023
2022-4	<p>Lodges: Income Generation: Members discussed vacant lodges that required investment. The Executive Director, Environment noted that a structure and aspiration were required for a long-term approach. It was requested that a business case on potential funding be brought back to the Committee regarding the costs of refurbishing lodges.</p>	<p>18 May 2023 – Verbal Update to be provided at the next meeting.</p> <p>13 July 2023 - Verbal Update to be provided at the next meeting.</p>	Julietta McLoughlin	21 Nov 2022	15 June 2023
2023-5	<p>Volunteers: Committee asked Officers to find identify a suitable and consistent framework for recording and measuring the impact volunteers are having on the delivery of management plans for individual charities. Members also requested that thought be given to celebrating and rewarding volunteers.</p>		Julietta McLoughlin	26 January 2023	September 2023

Epping Forest & Commons Committee
Action Log



2023-6	<p>Review of Dog Control Measures – Committee noted that the Commons would bring forward PSPO extension plans, but asked the Superintendent of Epping Forest to consider whether additional action is now required to tighten dog control measures, to include accreditation/ licensing of professional dog walkers, limits on number of dogs per dog walker and updates to byelaws. Hampstead Heath running a pilot study, which will feed into the approach.</p>	<p>18 May 2023 – Verbal update to be provided at June Committee.</p> <p>13 July 2023 – Verbal Update to be provided at the next meeting.</p>	Jacqueline Egglestone	26 January 2023	15 June 2023
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Committee(s): Epping Forest & Commons Committee	Dated: 14/09/2023
Subject: Operational Finance Progress Report (Period 3 April - June) 2023/24 – Epping Forest and Commons	Public
Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?	n/a
Does this proposal require extra revenue and/or capital spending?	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: Chamberlain	For Information
Report author: Clem Harcourt, Chamberlain’s Department	

Summary

This report provides an update on the operational finance position as @ period 3 (April – June 2023) 2023/24 for your Committee’s local risk revenue budget to date and projected year-end outturn position, current live capital projects and outstanding debt position. It also provides additional information on the various reserve funds held and other relevant finance information for the divisions of service which fall within the remit of your Committee.

This report does not specifically concentrate on just charity finance in isolation, as this work will be part of the ongoing Charity Review and will be developed in conjunction with that project. As part of the Charity Review, future training sessions will be designed for both Members and Officers on key aspects of charity finance. This report is designed to also report on budgetary management issues that the Interim Executive Director Environment is responsible for to successfully manage the operations and finances of your Committee which sits within the Natural Environment Division.

Recommendation

Members are asked to:

- Note the content of this report and its appendices.

Main Report

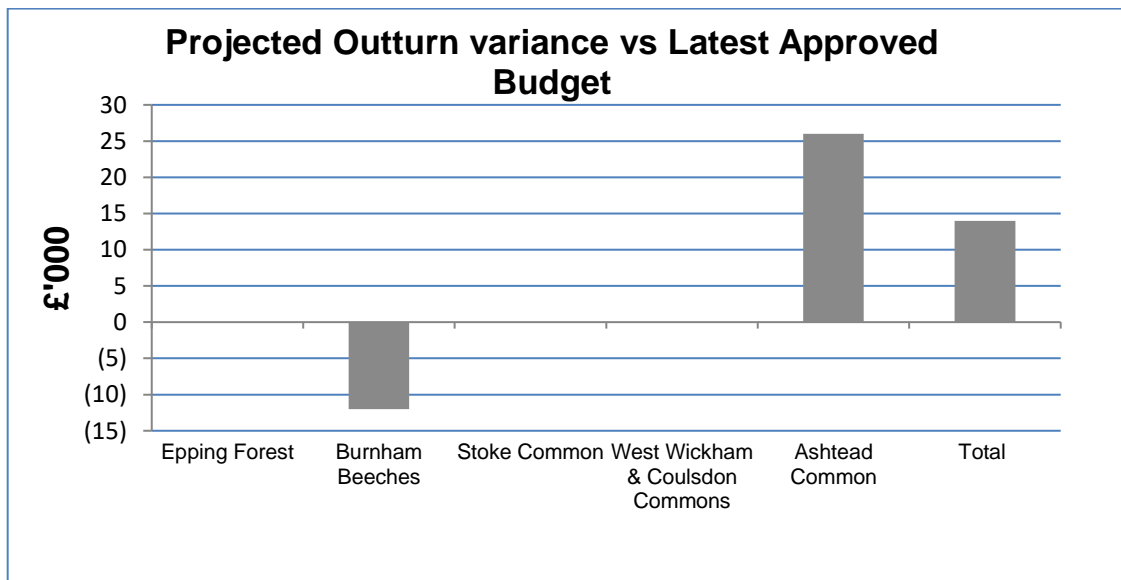
Background

1. In order to improve financial reporting to your Committee, a set of various financial appendices and commentary have been produced to enable greater clarity of revenue budgets and other financial information needed to allow greater scrutiny of the financial performance of the various divisions of services within the Natural Environment Division that report to your Committee, to ensure they remain within the Interim Executive Director Environment’s local risk resources for 2023/24.

- To ensure your Committee is kept informed, an update on progress made against budgets will be reported to you on a quarterly basis. This approach will allow Members to ask questions and have a timely input into areas of particular importance.

Local Risk Revenue Forecast Outturn 2023/24

- The services that fall within the remit of your Committee has an overall net local risk expenditure revenue budget of £4.005m as reported at the end of June 2023. The current forecast outturn for 2023/24 as @ period 3 (June) is £3.991m, a forecast year-end underspend of £14k.
- This forecast underspend is part of a wider underspend projected for other services within the Natural Environment Division of £744k reported at the end of June 2023 which is largely attributable to additional income generated at Hampstead Heath. Overall, the Interim Executive Director Environment is forecasting a total net overspend for the Environment Department of £1.427m for 2023/24 on his local risk budget when adjusting for other Service Committees within his remit. The projected overspend as at June 2023 can largely be explained by a loss of income at the Heathrow Animal Reception Centre.
- In the table below, the forecast outturn budget performance by each individual division of service within your Committee is listed. Appendix 1 sets out a more detailed financial analysis of each individual division of service reporting to your Committee, including reasons for significant budget variations.



Notes:

- Zero is the baseline latest approved budget for each Division of Service.
 - Graph shows projected outturn position against the latest approved budget.
 - A variance above the baseline is favourable i.e. either additional income or reduced expenditure.
 - A variance below the baseline is unfavourable i.e. additional expenditure or reduced income.
 - Forecast outturn is £3.991m, representing a projected underspend of £14k against the latest approved budget of £4.005m.
- The overall local risk forecast position is currently extremely close to budget, with only a minimal £14k (0.35%) underspend variance forecast at year end against the approved budget. Though there are variations within these net figures, they

offset each other overall and are close to matching the overall budget. Details of all the offsetting variations can be seen within Appendices 6-10.

7. The main outturn variances projected are at Ashtead Common where there is currently projected to be a £26k underspend compared with the latest budget. This can be explained by additional income expected to be generated from government grants related to the number of trees being worked on.
8. Other main variances relate to Burnham Beeches where there is a projected overspend on its local risk revenue budget of £12k as reported in June 2023. This can be explained by additional premises related costs for grounds maintenance as well as reduced income from car parking which is forecast to continue for the remainder of 2023/24. The projected overspend is partly offset by underspends in employment costs as a result of vacant posts as well as additional income projected to be generated from filming projects.
9. Finally outturn variances for Epping Forest relate to salary underspends as a result of existing staff vacancies in addition to extra income generated from sales at the Visitor Centre and other fees and charges at Chingford Golf Course. These underspends are planned to be fully offset by overspends in other budget areas primarily relating to contracted works, grounds maintenance costs and the purchase of necessary vehicles and machinery.

Local Risk Actual Position to Date

10. Appendices 2 and 3 set out the year-to-date income and expenditure actual position against year-to-date budget, including notes for significant budget variations. In addition, there is a graphical split of the mix of the type of income and expenditure categories making up these actual figures for your Committee.
11. Appendix 2 highlights that your Committee has received actual income to date of £602k against a budget to date of £669k, an adverse variance of £67k.
12. The above variation is largely explained by variances at both Burnham Beeches and Stoke Common as a result of government grant income from 2022/23 raised as a listed debtor but still not having yet been physically received.
13. The above variance is partly offset by additional income generated at West Wickham & Coulsdon Commons explained by government grant income received currently being ahead of the budget profile.
14. Local risk income generated at Epping Forest is also £14k ahead of profile which can be partly explained by extra sales income generated from the Visitor Centre.
15. Appendix 3 highlights that your Committee has incurred actual expenditure to date of £1.561m against a budget to date of £1.669m, a favourable variance of £108k to date.
16. The main expenditure variances relate to Epping Forest where there is a favourable position to date of £71k mainly due to underspends on salary costs due to vacant posts as well as transport related costs incurred to date being lower than anticipated.
17. The underspend to date on local risk expenditure can also be explained by expenditure at West Wickham & Coulsdon Common being lower than anticipated as a result of underspends on salaries and grounds maintenance costs. In

addition, the underspend relating to Ashted Common can be explained by lower premises related costs.

18. Variances to date can be incurred due to a variety of reasons including timing differences, incorrect budget profiling, new items of income or expenditure that weren't originally budgeted or planned, as well as genuine increases/decreases in expenditure or income. They do not always mean that these will result in a year-end overspend or underspend, as the Department look to offset ups and downs and make budget adjustments to control unexpected items to remain within overall budget constraints.
19. To enable further detailed consideration of the service areas relating specifically to your Committee, Appendices 6-10 detail the individual division of service local risk and central risk monitoring reports to the end of June 2023.

Capital Projects

20. Table 1 below outlines the current list of live capital projects in progress against their currently approved budget. It should be noted that the "current approved budget" is the amount currently agreed by Members to progress the project to either the next project gateway or until Officers request further release of capital funds to progress the scheme and may not equal the total estimated cost of the project to finalisation.
21. Out of a current approved budget of £1.319m, £577k has been spent or committed to date, leaving a remaining budget of £742k to progress the various projects to the next project gateway or release of further capital funds.

Table 1 – Live Capital Projects

Capital Projects - Epping Forest & Commons	Total Estimated Cost of Project	Current Approved Budget	Prior Year Actual Spend	In Year Actual Expenditure	In Year Committed Expenditure	Current Approved Budget Unspent
	£'s	£'s	£'s	£'s	£'s	£'s
Artificial Grass Pitch Provision at Wanstead Flats	10,000,000	70,000	41,426	0	0	28,574
Climate Action Strategy - Carbon Removals Year 1	2,596,924	504,905	132,676	573	0	371,656
Epping Forest - COVID-19 Path Restoration Project	250,000	0	0	0	0	0
Wanstead Park Ponds Project	1,142,501	241,000	166,180	0	0	74,820
Baldwins & Birch Hall Park Ponds	1,760,018	502,600	233,644	0	2,491	266,465
TOTAL EPPING FOREST AND COMMONS COMMITTEE	15,749,443	1,318,505	573,926	573	2,491	741,515

22. The capital bidding process for 2024/25 is currently underway for new capital projects with a pot of £20m being made available within City Fund and £5m for

City's Cash services. New capital bids are to be reviewed against the department's overall capital programme and timescales for delivery with bids only expected to be put forward on a by exception basis and on the assumption that the projects will commence in 2024/25.

23. Four new City Cash bids totalling £1.122m have been submitted to the Chamberlain in this process relating to projects at Epping Forest, The Commons and West Ham Park. A decision on whether these will be agreed is yet to be made.

Outstanding Invoiced Debts

24. At the end of June 2023, total outstanding invoiced debt for your Committee was £106,384 out of a total debt for the Natural Environment Division (including City Gardens) of £187,056. Relating to your Committee, £49,400 (46%) was over 120 days+, £212 (<1%) was between 60-120 days and £56,772 (53%) was under 60 days.
25. Appendix 4 shows a graphical representation of the total invoiced debts over 120 days outstanding, which is the maximum age of debt set by the Chamberlain to recover outstanding sums. The top graph shows the time trend of the level of 120 day+ debt outstanding over the previous 6-month period.
26. The lower graph analyses the split of this debt across the various divisions of service for your Committee. The majority of the £49,400 outstanding 120 day+ debt balance relates to Epping Forest (£40,191 / 81%). The overall debt is made up of £26,342 in rent receivable debtors and £23,058 in other debtors including £21,736 owed by one individual debtor with this debt currently being pursued by the Comptroller & City Solicitor's department.
27. A further detailed debt report of all outstanding debts will be provided as per normal business practice to report periodic monitoring for Chief Officers on the level of debt arrears to Service Committees at the Natural Environment Board meeting in December 2023.

Charity Funds (Restricted, Unrestricted and Endowments)

28. Appendix 5 lists the various restricted, unrestricted and endowment funds held by each charity. It details the opening balance for the 2023/24 financial year and any movements up to period 3 (April-June 2023).
29. Movements within reserve funds since the start of the current financial year primarily relates to a capital receipt of £99k which was credited to the Epping Forest Fund Reserve (Capital Fund) in relation to a deed of grant easement received for an individual property. This has increased the balance held to £894,162. All other movements in reserve funds in 2023/24 to date relate to the receipt of unrestricted donations income.
30. It should be noted that the external audit of the 2022/23 accounts for individual Natural Environment charities is currently taking place and the 2023/24 opening balances shown for each reserve fund in Appendix 5 may be subject to revision.

31. There are various types of restricted, unrestricted and endowment funds held by the Natural Environment charities which have different rules as to how they can be spent and time periods held. These are categorised in the following way:

- **Restricted Income Fund** - funds have been given to a charity for application for a specific element of the charity's objects and can only be spent in accordance with the requests of the donor or the specific campaign under which funds were raised. As these are income funds they should be spent within a reasonable period of time.
- **Unrestricted Income Fund** - incoming resources that become available to a charity and can be applied by the Trustee to any of the charity's objects. Unrestricted income funds should be spent within a reasonable period of time and should not be held for the long term, although the Trustee should set a policy for the minimum required level of funds which is a target minimum to be held in case of particular identified risk. In the case of the City's Cash funded charities, the current deficit funding model means that no such minimum can be identified, as at year end the difference between income and expenditure is balanced by the deficit funding grant from City's Cash.
- **Designated (Unrestricted Income Fund)** - are those unrestricted funds which have been set aside by the Trustee for an essential spend or future purpose. Whilst there is no legal restriction on their use for general purposes, and they can be undesignated by those acting on behalf of the Trustee at any time, these funds are effectively 'ring-fenced' and no longer form part of your free reserves/general funds. Designated funds must be spent within a reasonable period of time and should not be held for the long term.
- **Endowment** - these are funds of the charity that must be invested and are intended to be held for the long term. There are two classes of endowment:
 - **Permanent Endowment** - must be invested and held in perpetuity. These funds can either be invested to provide income to support the charity's purposes e.g. the Hampstead Heath Trust Fund. The other class of permanent endowment is a functional permanent endowment where assets must be retained and used for the charity's purposes.
 - **Expendable Endowment** - an expendable endowment fund is a fund that must be invested to produce income, but the Trustee has the power to convert all or part of it into an income fund which can then be spent.

Deficit Funding

32. The current funding model is for each charity's total net expenditure (local risk, central risk and recharges) to be funded from City's Cash. The table below details the previous year's levels of deficit funding grant made from City's Cash to the various Natural Environment charities, with a forecast of that sum currently required for 2023/24. The projection for the current financial year is based on the forecast for local and central risk net expenditure (as at the end of June 2023) in addition to latest budgets for recharges and budgets managed by the City Surveyor. Please be aware that deficit funding figures shown for 2022/23 are

currently provisional as the external audit for the individual Natural Environment charities has not yet been completed.

Table 2 – Deficit Funding – 2019/20 to 2023/24

Charity	Actuals	Actuals	Actuals	Provisional	Estimate
	2019/20	2020/21	2021/22	Actuals	2023/24
	£000	£000	£000	2022/23	£000
Ashtead Common	512	511	471	524	472
Burnham Beeches & Stoke Common	1,089	1,036	896	1,051	844
Epping Forest	5,257	5,059	4,527	4,879	5,397
West Wickham & Coulsdon	1,071	1,094	1,046	1,264	827
Epping Forest and Commons	7,929	7,700	6,940	7,718	7,540
Hampstead Heath	6,230	6,451	5,356	4,842	5,696
Highgate Wood & Queen's Park Kilburn	1,348	1,364	1,033	1,255	1,243
Hampstead Heath, Highgate Wood & Queen's Park	7,578	7,815	6,389	6,097	6,939
West Ham Park	1,339	1,279	1,250	1,933	1,127
West Ham Park	1,339	1,279	1,250	1,933	1,127
Keats House	553	348	292	394	300
Keats House	553	348	292	394	300
Total	17,399	17,142	14,871	16,142	15,906

33. As can be seen from the table above, 2022/23 saw an increase in the amount of deficit funding provided by City's Cash to each of the charities related to your Committee compared with the previous year. This can be explained by increased expenditure incurred as a result of the re-phasing of projects under the Cyclical Works Programme (CWP) managed by City Surveyor's in addition to increased recharges from the Natural Environment Directorate. Please note that the CWP does not form part of the City Surveyor's local risk budget and is a programme of works over multiple financial years, with any variances carried over to future financial years. The carry-over of unspent balances are reported to the Operational Property and Project Sub Committee as part of closing of accounts.

34. There is currently forecast to be a reduction in the amount of deficit funding provided to the charities related to your Committee for 2023/24 compared with the provisional outturn for 2022/23. This can be explained by the rephasing of projects falling under the CWP with reduced expenditure on projects compared with 2022/23 which is currently forecast to result in a reduction in the amount of deficit funding provided by City's Cash compared with the previous year. The one exception relates to Epping Forest which is currently projected to see an increase in the amount of deficit funding provided compared with 2022/23. This is attributable to an increase in CWP project expenditure currently forecast for 2023/24 compared with the provisional outturn for 2022/23.

Other Relevant Financial Issues

35. As reported to your Committee on 13 July 2023, the request to carry forward £210k from 2022/23 local risk underspends to support essential health & safety works on known dangerous trees at Epping Forest was not approved by the

Chairman and Deputy Chairman of the Resource and Allocation Sub Committee (RASC). As a result, funding is now being sought to cover the cost of these works using City Cash contingency monies held by Finance Committee at the next meeting on the 19th September.

36. Following the implementation of the second phase of the Target Operating Model (TOM2) within the Natural Environment Division, local risk budgets have recently been adjusted to reflect the new staffing structure. This has resulted in an increase of £793k to Epping Forest & Commons Committee's local risk net expenditure budget and these adjustments will be reflected in the next Operational Finance Progress Report to the end of period 6 (September 2023) due to be reported to your Committee on 23 November 2023.
37. Members may also wish to be aware that the Chairman and Deputy Chairman of RASC have approved two central risk carry forward bids relevant to your Committee from Priorities Investment Pot (PIP) monies for use in 2023/24. This comprises £61k to support the 'Licences, Leases and Wayleaves' project at Epping Forest and £6k in relation to the 'Biodiversity net gain' project at Burnham Beeches. Please note that this funding is only available until 31 March 2024. Additionally, £80k has been agreed from the Transformation Fund to assist the Environment Department in the Operational Property review.

Appendices

Appendix 1 - Local Risk Revenue Budget Forecast Outturn 2023/24

Appendix 2 - Income Performance 2023/24 as @ June 2023 (period 3)

Appendix 3 - Expenditure Performance 2023/24 as @ June 2023 (period 3)

Appendix 4 - Outstanding Invoiced Debt 120 Days as @ June 2023 (period 3)

Appendix 5 – Charity Funds (Restricted, Unrestricted & Endowments)

Appendix 6 to Appendix 10 - Epping Forest & Commons Committee individual Division of Service Local Risk and Central Risk Monitoring Reports @ June 2023 (period 3)

Contact

Clem Harcourt, Finance Business Partner (Natural Environment), Chamberlain's Department

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Appendix 1

Epping Forest and Commons - Local Risk Revenue Budget Forecast 2023/24 - June 2023 (Period 3)

(Expenditure and unfavourable variances are shown in brackets)

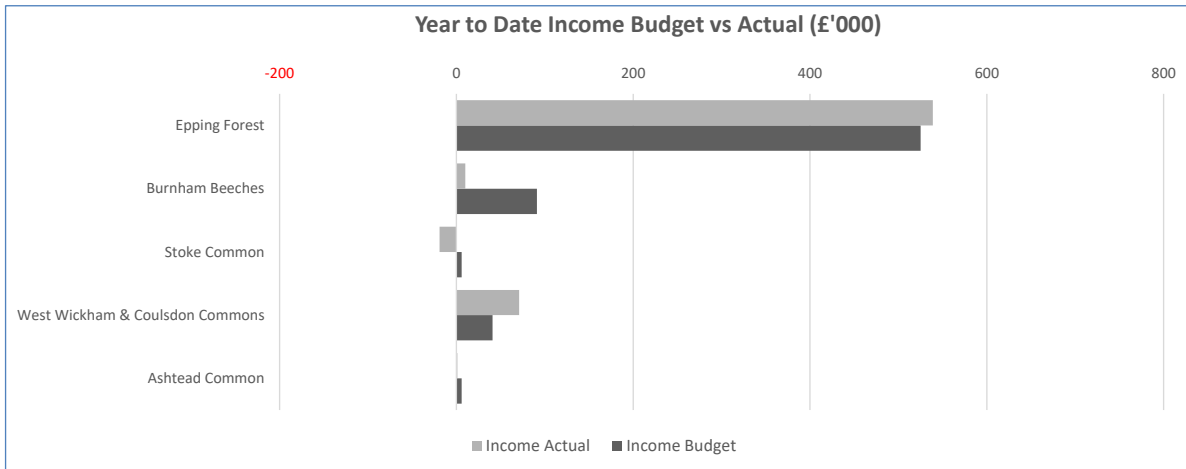
Committee / Division of Service	Latest Approved Budget 2023/24 £'000	Forecast for the Year 2023/24		Notes
		Projected Outturn £'000	Variance from Latest Approved Budget 2023/24 £'000	
Epping Forest and Commons Committee (City's Cash)				
Epping Forest	(2,534)	(2,534)	0	
Burnham Beeches	(485)	(497)	(12)	
Stoke Common	(24)	(24)	0	
West Wickham & Coulsdon Commons	(566)	(566)	0	
Ashtead Common	(396)	(370)	26	1
TOTAL EPPING FOREST AND COMMONS COMMITTEE	(4,005)	(3,991)	14	

Notes:

1. Projected underspend as a result of additional government grant income expected during 2023/24 related to the number of trees being worked on.

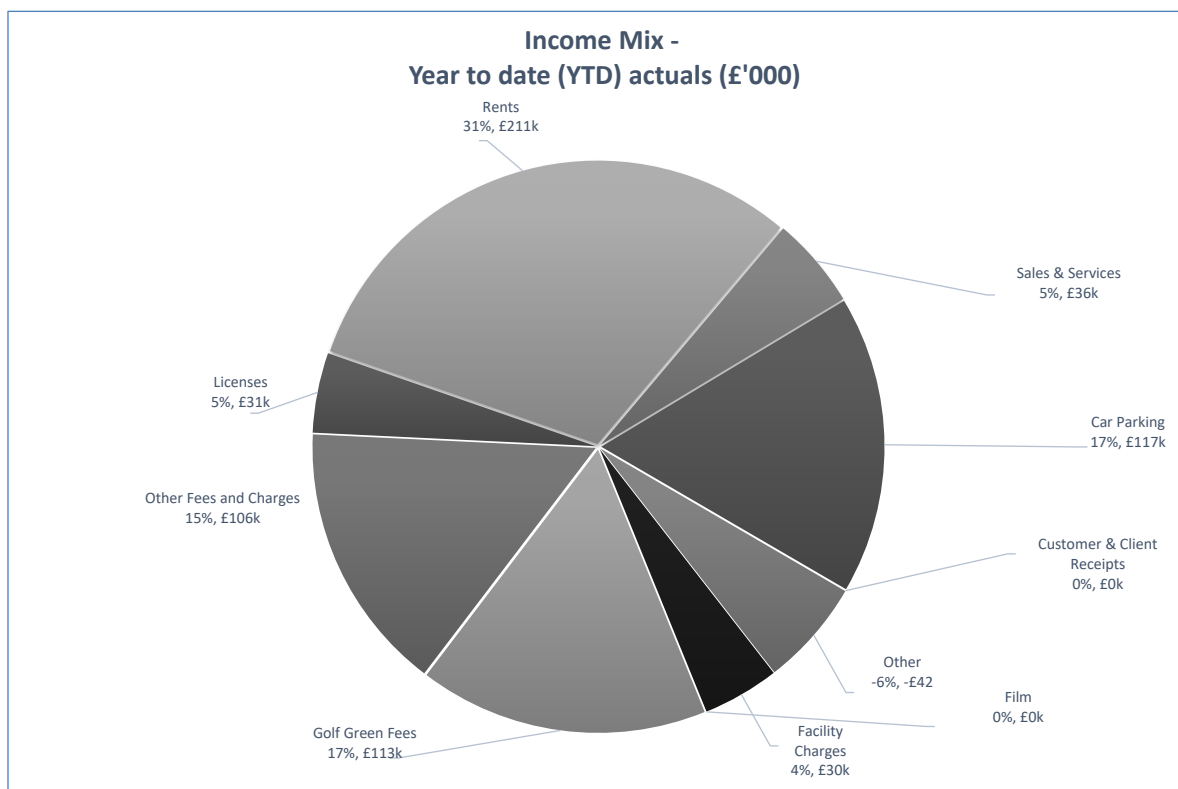
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Epping Forest and Commons - Income Performance 2023/24 - June 2023 (Period 3)



Notes:

- Burnham Beeches** - reduced income compared to profile due to grant income accrued in 2022/23 not having yet been received.
- West Wickham & Coulsdon Commons** - income is currently ahead of budget with grant income currently greater than the budget profile.

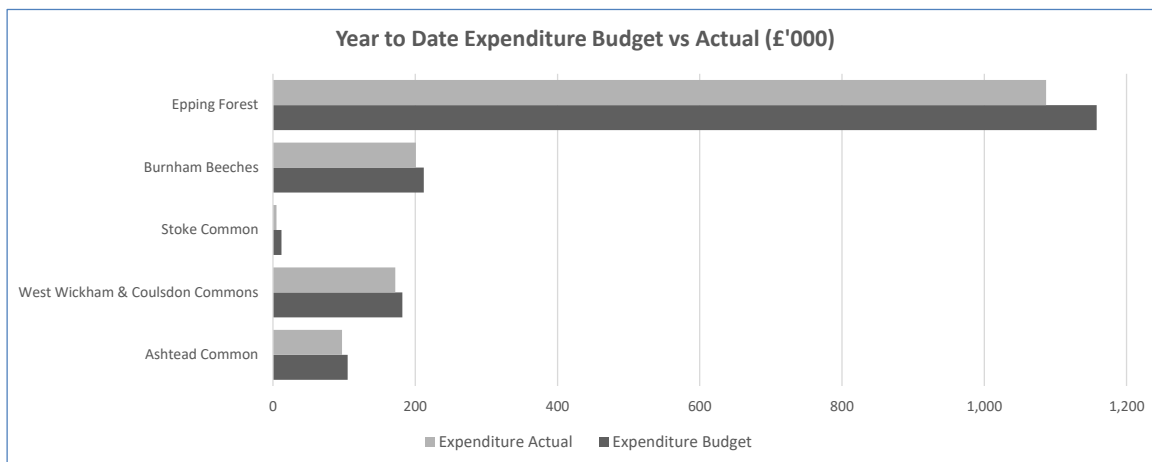


Notes:

- Total year to date actual income as @ June 2023 (Period 3) = £602k
- Other income primarily relates to government grants.
- Fees & Charges relates to use of facilities and admissions mainly at Epping Forest.
- Sales & Services relates to various sports provided and Visitor Centre shop at Epping.

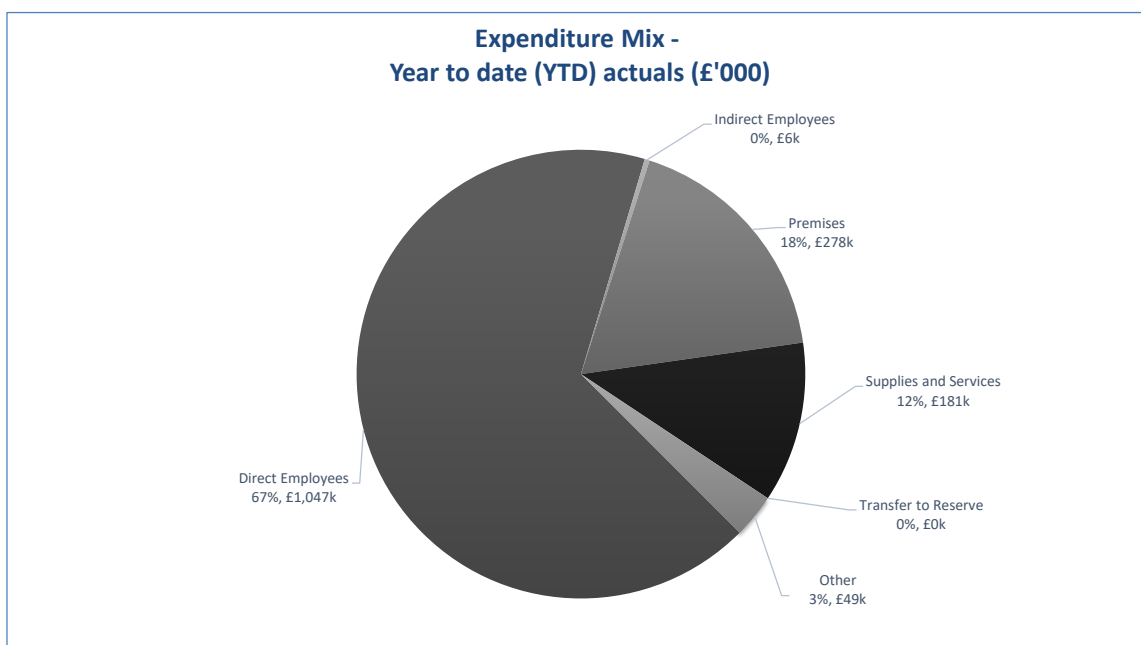
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Epping Forest and Commons - Expenditure Performance 2023/24 - June 2023 (Period 3)



Notes:

- Epping Forest** - favourable variance of £71k explained by underspends on salary costs and transport expenditure.
- West Wickham & Coulsdon Commons** - underspend against budget profile of £10k largely explained by lower than anticipated salary costs and grounds maintenance expenditure.
- Ashtead Common** - £8k underspend due to grounds maintenance costs being less than the expected budget to date.

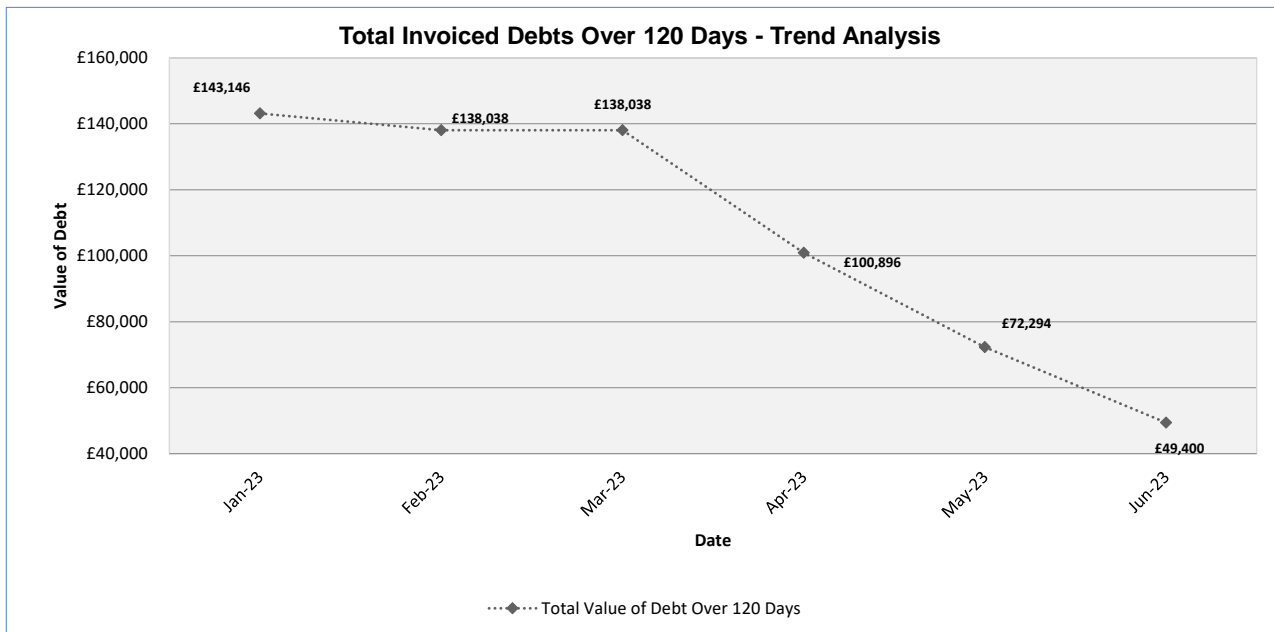


Notes:

- Total year to date actual expenditure as @ June 2023 (Period 3) = £1.561m
- Premises costs mainly relate to cleaning & refuse; electricity & gas; rates; repairs & maintenance; water etc.
- Supplies & Services costs mainly relates to equipment; furniture & materials; communication & computing; livestock; professional fees & services; uniforms etc.
- Other costs mainly relate to cleansing charges; third party payments; transport.

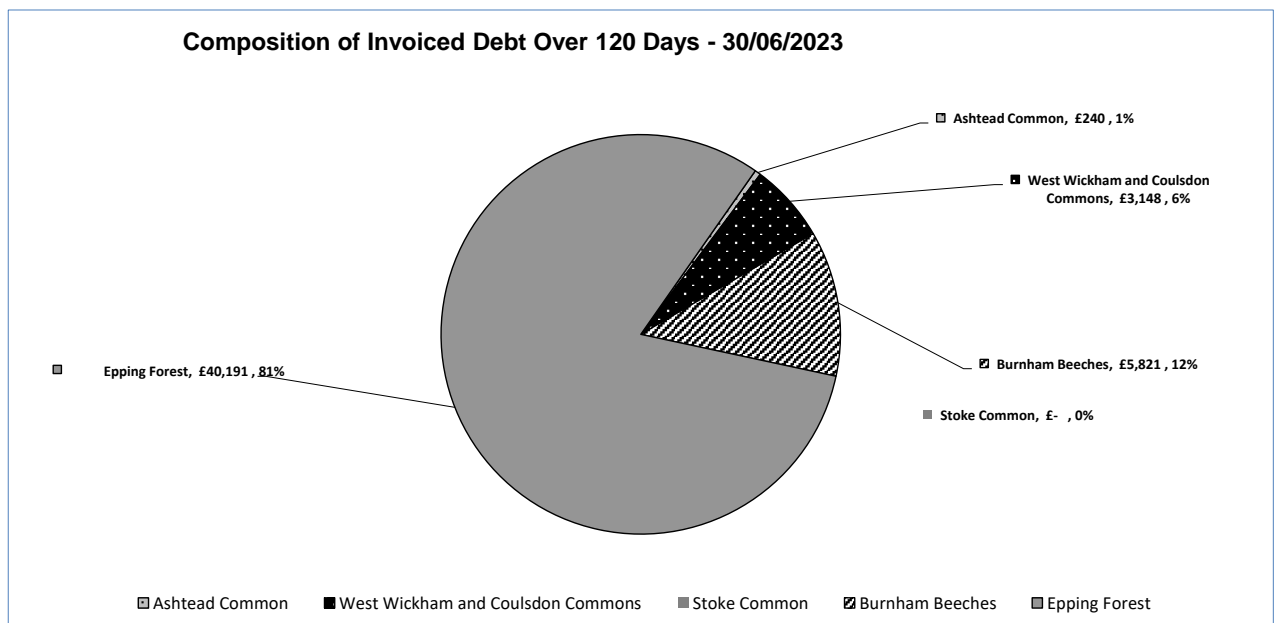
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Epping Forest and Commons
Outstanding Invoiced Debts Over 120 Days - June - (Period 3)



Note:

1. June 2023 total debt over 120 days is £49,400 for Epping Forest and Commons, a decrease of £22,894 from the May debt position. The majority of this debt relates solely to Epping Forest (£40,191 / 81%).



Breakdown of Epping Forest and Commons debt £49,400

1. £26,342 - Rent Receivables (Lease Agreements)
2. £21,736 – Chingford Festival Chingford Plain
3. £1,322 - Numerous other small debtors

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Charity Funds (Restricted, Unrestricted and Endowments) - June 2023 (Period 3)

	Opening Balance 2023/24	Income	Expenditure	Gains, (Losses) & Transfers	Closing Balance 2023/24
	£'s	£'s	£'s	£'s	£'s
Epping Forest					
Restricted Income Funds:					
Campaign Donations	785				785
Countryside Stewardship Scheme	251,147				251,147
Unrestricted Income Funds:					
Unrestricted Income Funds	6,109	3,126			9,235
Designated (Unrestricted Income Fund):					
Tangible Fixed Assets (Land & Buildings, Infrastructure, Vehicle & Plant, and Equipment)	4,619,544				4,619,544
Heritage Assets	377,950				377,950
Epping Forest Fund Reserve (Capital Fund)	795,162	99,000			894,162
Ancient Trees Maintenance Fund	15,000				15,000
Sports Ground Deposit	4,061				4,061
Golf Course Machinery Fund	12,717				12,717
Knighton Wood Maintenance	5,801				5,801
Branching Out Project	42,423				42,423
Future Green Infrastructure fund	5,051				5,051
Cattle Purchase Fund (Grazing Account)	152,788				152,788
Wanstead Park/ Flats future Projects fund	100,000				100,000
South Lodge the Warren (Loughton Golf Course)	496,800				496,800
Total Epping Forest	6,885,339	102,126	0	0	6,987,464
Burnham Beeches					
Restricted Income Funds:					
Legacy Income - Pond Maintenance	60,014				60,014
Campaign Donations	6,228				6,228
Section 106 Contributions	721,310				721,310
Unrestricted Income Funds:					
Unrestricted Income Funds	2,268	187			2,455
Designated (Unrestricted Income Fund):					
Stoke Common	132,586				132,586
Capital Adjustment Account (Fixed Assets)	470,086				470,086
Infrastructure (Fixed Assets)	137,725				137,725
Furniture and Equipment (Fixed Assets)	232,487				232,487
Plant (Fixed Assets)	50,000				50,000
Total Burnham Beeches	1,812,704	187	0	0	1,812,891
West Wickham & Coulsdon Commons					
Restricted Income Funds:					
Campaign Donations - Farthing Downs	2,524				2,524
Unrestricted Income Funds:					
General Funds	3,272	847			4,119
Designated (Unrestricted Income Fund):					
Capital Reserve Funds	570,809				570,809
Total West Wickham & Coulsdon Commons	576,605	847	0	0	577,452
Ashtead Common					
Designated (Unrestricted Income Fund):					
Ancient Trees Reserve	1,660	0	0	0	1,660
Total Ashtead Common	1,660	0	0	0	1,660
Total Epping Forest and Commons Committee	9,276,308	103,160	0	0	9,379,467

Note:

The various sub-totals shown above should not give the impression that the individual funds held by each individual charity can be either consolidated or cross-utilised. It is key that individual charity funds are not viewed as available to be 'offset' against each other, bearing in mind the different objects held.

Please note that the external audit of the 2022/23 charity accounts is currently taking place and the above opening balances shown for each reserve fund are subject to revision.

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Natural Environment - Local Risk Revenue Budget 2023/24 - June (Period 3)

Appendix 6

FY 2022/23 Actuals £	EPPING FOREST	Latest Approved Budget 2023/24 £	Actual to Date £	Projected Outturn 2023/24 £	Variance from Latest Approved Budget 2023/24		
					£	%	
2,952,290	Direct Employees	3,370,000	685,407	3,328,000	(42,000)	-1%	1
15,773	Indirect Employees	23,000	2,439	23,000	0	0%	
210,004	Repairs and Maintenance	80,000	169	80,000	0	0%	
92,768	Energy Costs	55,000	5,533	55,000	0	0%	
91,671	Rates/Council Tax	68,000	104,311	100,000	32,000	47%	2
45,588	Water Services	50,000	5,506	50,000	0	0%	
86,108	Cleaning and Domestic Supplies	75,000	8,673	75,000	0	0%	
292,032	Grounds Maintenance Costs	323,000	89,814	400,000	77,000	24%	3
818,171	Premises	651,000	214,006	760,000	109,000	17%	
58,884	Vehicle Purchase	78,000	8,191	78,000	0	0%	
60,625	Vehicle R&M	68,000	10,713	68,000	0	0%	
62,119	Vehicle Running Costs	56,000	11,237	56,000	0	0%	
28,651	Hired Transport	2,000	5,550	20,000	18,000	900%	
495	Staff Travelling Expenses	2,000	251	2,000	0	0%	
9,121	Car Allowances	3,000	2,621	3,000	0	0%	
219,894	Transport	209,000	38,563	227,000	18,000	9%	
491,741	Equipment, Furniture and Materials	223,000	71,908	223,000	0	0%	
8,915	Books	7,000	1,255	7,000	0	0%	
12,304	Animals and Livestock	0	2,628	0	0	0%	
11,184	Clothes, Uniform and Laundry	8,000	2,517	8,000	0	0%	
30,328	Printing, Stationery and General Office Expenses	22,000	8,564	22,000	0	0%	
260,584	Fees and Services	65,000	42,369	65,000	0	0%	
113,832	Communications and Computing	47,000	15,520	47,000	0	0%	
5,696	Expenses	2,000	1,369	2,000	0	0%	
1,386	Grants and Subscriptions	2,000	146	2,000	0	0%	
275	Miscellaneous Expenses	3,000	173	3,000	0	0%	
40,224	Contributions to Provisions	0	0	0	0	0%	
976,469	Supplies and Services	379,000	146,448	379,000	0	0%	
727,604	Transfer to Reserve	0	0	0	0	0%	
0	Third Party Payments	0	207	0	0	0%	
0	Contingency	0	0	0	0	0%	
5,710,201	Total Expenditure	4,632,000	1,087,071	4,717,000	85,000	2%	
(299,895)	Government Grants	(257,000)	9,889	(257,000)	0	0%	
0	Non Government Grants	0	0	0	0	0%	
(90,638)	Other contributions	(3,000)	(3,126)	(3,000)	0	0%	
(145,405)	Sales	(80,000)	(35,873)	(120,000)	(40,000)	-50%	4
(483,493)	Car Parking	(445,000)	(83,367)	(445,000)	0	0%	
(377,189)	Golf Green Fees	(291,000)	(113,099)	(291,000)	0	0%	
(325,394)	Licenses	(149,000)	(31,258)	(149,000)	0	0%	
(116,220)	Facility Charges	(108,000)	(19,502)	(108,000)	0	0%	
(507,525)	Other Fees and Charges	(22,000)	(98,924)	(67,000)	(45,000)	-205%	5
(488,724)	Rents, tithes, etc	(694,000)	(163,860)	(694,000)	0	0%	
(25,596)	Recharges to Capital Projects	(49,000)	0	(49,000)	0	0%	
(349,147)	Transfer from Reserves	0	0	0	0	0%	
(3,209,225)	Income	(2,098,000)	(539,120)	(2,183,000)	(85,000)	-4%	
2,500,976	Total Net Expenditure - Local Risk	2,534,000	547,951	2,534,000	0	0%	
	Central Risk						
0	Employees	0	0	0	0	0%	
39,356	Premises	0	(261)	0	0	0%	
6,300	Supplies and Services	0	0	0	0	0%	
447,413	Capital charges	462,000	0	462,000	0	0%	
(11,550)	Interest	(18,000)	0	(18,000)	0	0%	
481,519	Total Net Expenditure - Central Risk	444,000	(261)	444,000	0	0%	

Notes:

- Underspend on salaries due to existing staff vacancies with recruitment for new roles as part of the TOM2 structure unlikely to be completed until later in 2023/24.
- Overspend on council tax expenditure for 2023/24 compared with latest budget.
- Overspend as a result of additional works being required on dangerous trees.
- Additional income received from sales in relation to Visitor Centre. Forecast increased based on £30k income per quarter.
- Extra income generated in relation to Chingford Golf Course.

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Natural Environment - Local Risk Revenue Budget 2023/24 - June (Period 3)

Appendix 7

FY 2022/23 Actuals £	BURNHAM BEECHES	Latest Approved Budget 2023/24 £	Actual to Date £	Projected Outturn 2023/24 £	Variance from Latest Approved Budget 2023/24		
					£	%	
546,102	Direct Employees	690,000	154,481	663,000	(27,000)	-4%	1
17,232	Indirect Employees	11,000	1,653	11,000	0	0%	
112,675	Premises	75,000	25,674	105,000	30,000	40%	2
92,653	Transport	14,000	2,560	16,500	2,500	18%	
29,190	Fees and Services	39,000	4,280	39,000	0	0%	
61,842	Equipment, Furniture and Materials	37,000	5,792	37,000	0	0%	
63,301	Other	22,000	6,305	22,000	0	0%	
154,332	Supplies and Services	98,000	16,377	98,000	0	0%	
727,422	Transfer to Reserve	0	0	0	0	0%	
0	Contingency - Savings to be applied	(39,000)	0	0	39,000	100%	3
1,650,417	Total Expenditure	849,000	200,744	893,500	44,500	5%	
(54,844)	Government grants	(35,000)	48,758	(35,000)	0	0%	4
(772,898)	Other Grants, Reimbursements and Contributions	(110,000)	(187)	(110,000)	0	0%	
(125,089)	Car Parking	(140,000)	(33,163)	(125,000)	15,000	11%	5
(174,485)	Film	(32,000)	0	(80,000)	(48,000)	-150%	6
(57,082)	Rents etc	(44,000)	(23,498)	(44,000)	0	0%	
(4,727)	Other	(3,000)	(1,600)	(3,000)	0	0%	
(1,189,125)	Income	(364,000)	(9,691)	(397,000)	(33,000)	-9%	
461,292	Total Net Expenditure - Local Risk	485,000	191,054	496,500	11,500	2%	
	Central Risk						
5,951	Fees and Charges for Services, Use of Facilities	0	(155)	0	0	0%	
48,257	Capital charges	49,000	0	49,000	0	0%	
5,875	PIP - Facilitating Biodiversity Net Gain	0	0	0	0	0%	
60,083	Total Net Expenditure - Central Risk	49,000	(155)	49,000	0	0%	

Notes:

- 1 Projected underspend due to staff vacancies.
- 2 Projected overspend in relation to grounds maintenance costs.
- 3 Unidentified savings target to be achieved by additional filming income in 2023/24.
- 4 Actual to date reflects reversal of listed debtor from 2022/23 for grant income which has not yet been received. This is in addition to reduced BE6 payments for 2023/24.
- 5 Car park takings currently behind budget and this is currently forecast to be behind budget at year-end.
- 6 Filming income is projected to be ahead of budget due to anticipated filming projects due to take place during 2023/24.

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Natural Environment - Local Risk Revenue Budget 2023/24 - June (Period 3)

FY 2022/23 Actuals £	STOKE COMMON	Latest Approved Budget 2023/24 £	Actual to Date £	Projected Outturn 2023/24 £	Variance from Latest Approved Budget 2023/24	
					£	%
17,923	Direct Employees	22,000	4,500	22,000	0	0%
0	Indirect Employees	0	0	0	0	0%
32,299	Premises	21,000	120	21,000	0	0%
0	Transport	0	0	0	0	0%
11,660	Supplies and Services	5,000	0	5,000	0	0%
2,146	Transfer to Reserve	0	0	0	0	0%
157	Third Party Payments	1,000	157	1,000	0	0%
64,185	Total Expenditure	49,000	4,777	49,000	0	0%
Page 29 (32,226)	Government grants	(25,000)	19,347	(25,000)	0	0%
	Other	0	0	0	0	0%
(34,371)	Income	(25,000)	19,347	(25,000)	0	0%
29,814	Total Net Expenditure - Local Risk	24,000	24,124	24,000	0	0%

1

Notes:

1 Actual to date relates to reversal of 2022/23 listed debtor with government grant income for 2022/23 not yet received.

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Natural Environment - Local Risk Revenue Budget 2023/24 - June (Period 3)

Appendix 9

FY 2022/23 Actuals £	WEST WICKHAM & COULSDON COMMONS	Latest Approved Budget 2023/24 £	Actual to Date £	Projected Outturn 2023/24 £	Variance from Latest Approved Budget 2023/24		
					£	%	
528,968	Direct Employees	586,000	125,298	546,000	(40,000)	-7%	1
4,222	Indirect Employees	4,000	575	4,000	0	0%	
0	Repairs and Maintenance	1,000	0	1,000	0	0%	
11,844	Energy Costs	9,000	(1,066)	9,000	0	0%	
22,426	Rates	17,000	23,738	24,000	7,000	41%	
5,416	Water Services	7,000	2,278	7,000	0	0%	
29,998	Cleaning and Domestic Supplies	30,000	5,410	30,000	0	0%	
74,819	Grounds Maintenance Costs	64,000	2,720	64,000	0	0%	
144,503	Premises	128,000	33,080	135,000	7,000	5%	
33,196	Transport	14,000	2,002	14,000	0	0%	
84,744	Supplies and Services	30,000	10,549	30,000	0	0%	
11,088	Transfer to Reserve	0	0	0	0	0%	
0	Contingency - Savings to be applied	(33,000)	0	0	33,000	100%	2
806,721	Total Expenditure	729,000	171,504	729,000	0	0%	
(23,411)	Government Grants	(50,000)	(35,892)	(50,000)	0	0%	
(8,674)	Other Contributions	0	(847)	0	0	0%	
(19,924)	Sales	(4,000)	0	(4,000)	0	0%	
(40,975)	Fees and Charges	(45,000)	(10,475)	(45,000)	0	0%	
(66,345)	Rent	(64,000)	(23,982)	(64,000)	0	0%	
(1,465)	Transfer from Reserves	0	0	0	0	0%	
(160,793)	Income	(163,000)	(71,196)	(163,000)	0	0%	
645,927	Total Net Expenditure - Local Risk	566,000	100,307	566,000	0	0%	
	Central Risk						
5,500	Supplies and Services	0	0	0	0	0%	
800	Support Services	0	0	0	0	0%	
932	Capital Charges	1,000	0	1,000	0	0%	
7,232	Total Net Expenditure - Central Risk	1,000	0	1,000	0	0%	

Notes:

1 Projected underspend on salaries as a result of two roles currently being vacant.

2 Unidentified savings expected to be achieved from savings from TOM2 structure across the Natural Environment Division.

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Natural Environment - Local Risk Revenue Budget 2023/24 - June (Period 3)

FY 2022/23 Actuals £	ASHTeAD COMMON	Latest Approved Budget 2023/24 £	Actual to Date £	Projected Outturn 2023/24 £	Variance from Latest Approved Budget 2023/24	
					£	%
300,701	Direct Employees	304,000	77,150	309,000	5,000	2%
2,124	Indirect Employees	2,000	869	2,000	0	0%
71,588	Premises	75,000	5,242	75,000	0	0%
811	Transport	11,000	5,929	11,000	0	0%
27,068	Supplies and Services	27,000	7,323	27,000	0	0%
402,343	Total Expenditure	419,000	96,513	424,000	5,000	1%
(30,942)	Government grants	(20,000)	0	(51,000)	(31,000)	-155%
(4,703)	Other	(3,000)	(1,109)	(3,000)	0	0%
(35,645)	Income	(23,000)	(1,109)	(54,000)	(31,000)	-135%
366,698	Total Net Expenditure - Local Risk	396,000	95,404	370,000	(26,000)	-7%

1

Notes:

1 Additional income from government grants as a result of more trees being worked on and an increase in the payment rates from the stewardship scheme.

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Agenda Item 7

Committee(s)	Dated:
Epping Forest and Commons Epping Forest Consultative Group	14/09/23 21/10/23
Subject: Epping Forest – Assistant Director’s Update June – July 2023 (SEF 20/23)	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: Bob Roberts, Interim Executive Director Environment Department	For Information
Report author: Paul Thomson – Assistant Director (Superintendent) of Epping Forest	

Summary

The purpose of this report is to summarise Epping Forest’s activities between June and July 2023. The Assistant Directors report is presented in a revised format that retains essential information for Members, using a dashboard style to summarise key data and statistics. Further data streams will be added to subsequent reports.

Of particular note was the early summer dry spell with 24 campfires, 21 barbeques and 22 wildfires; progress with the implementation of the Forest #2 Countryside Stewardship Bid; the award of a design and build contract for Baldwins Pond; the selection of Wanstead Flats by the London Fire Brigade to launch a wildfire management investment initiative through the use of Smarthose technology and a delay to decision on the planning application for the expansion of agricultural roofing at the Great Gregories Conservation herd over-wintering site.

Recommendation(s)

Members are asked to:

- Note the report.

Main Report

Epping Forest Local Risk Financial Summary – Appendix 1

1. Appendix 1 contains graphical representation of financial data to the end of July 2023 (period 0424). These figures relate to Epping Local Risk only and do not include central risk elements such as City Surveyors projects.
2. The first table in Appendix 1 gives actual expenditure to the end of July 2023 against whole year budget, subdivided by type and Department of Service (DOS), where CGC is Chingford Golf Club, CSS is Countryside Stewardship, WF is Wanstead Flats (football) W&W is Woodredon and Warlies and EF is all other expenditure/income at Epping Forest. This is further summarised graphically in Budget and Actuals by Type, across all these Departments of Service for this financial year.
3. Charged debt figures have been managed downward very significantly over the last twelve months with a reduction in debt by £45,355.19 to £27,937.48, subject to final payment allocations, since the last report. Property debts are largely wayleaves, and similar property transactions, administered through one system, while non-property debts are all other payable invoices raised by the Epping Forest office. Negative numbers are credit notes or payments received but not yet allocated against invoices.
4. The overall financial summary at Appendix 1 shows figures on 31st July. Staffing resource allocation following new Target Operating Model (TOM) structures is £760,000 greater than previous, which has now been allocated to local risk.
5. As recruitment is commencing in the second quarter of the financial year, staffing budgets are predicted to underspend in this financial year. A report of plans for further contractor procurement for car parking and ride surfacing works, development costs for Forest Transport Strategy #2, landscaping at Wellington Hill and significant investment in ULEZ complaint vehicles will be placed before your Committee in November. A full exercise in redistributing local risk budgets for this financial year and next will be completed in Revised Estimates in October 23.
6. All financial information shown in Appendix 2 is a subset of these Appendix 1 figures.

Epping Forest Key data – Appendix 2

7. **Car Parking Income (table 1)** – Monthly income for car parking in Financial Year 2023/24 is approximately the same as that received in the previous financial year.

8. **Licencing (table 2)** - Licencing continues to do well, particularly in Filming and Photography. This is an unpredictable income stream, but work continues to focus on growing this area where possible.
9. **Golf Income (table 3)** – Income has increased for June and July, helped by favourable weather conditions combined with good course presentation this year compared to the dry conditions last year. Yearly income totals show a healthy outturn against budget. Project work on holes 9, 15 & 16 to rebuild and level the teeing areas was complete and have been opened for visitors to use. Hole 3 was delayed due to staff resources and increased late spring cutting requirements. Work to complete this has been scheduled in for September. Further irrigation upgrades were carried out on holes 2 & 6 replacing old pop-up sprinklers with new improved pop-ups for better water efficiency.
10. **Energy Consumption (table 4)**- Additional investment in renewable energy through battery storage for our existing large solar arrays will allow the Charity to utilise power during peak periods, avoiding the loss of value by channelling excess power to the National Grid at an artificially low tariff. The battery storage system is onsite awaiting final connection with input needed from City Surveyors Department.
11. **Waste Disposal (table 5)** - The 1.95% rise in Landfill Tax Disposal charges to £98.60 per tonne since April 2022 continues to be reflected in the rise in disposal charges, alongside fluctuations in fly tipping experienced. These disposal costs include our own waste generated as well as that collected from litter, fly tip clearance or speciality waste. Cost for July were higher than usual due to a large fly tip at Sergeants Green costing £3,244.23
12. **Fly tips (table 6)** – General household waste continues to dominate the fly tips experienced across Epping Forest.
13. **Staff Vacancies (table 7)** - This pie chart has been updated to new structure post TOM, which has 97 posts, some of which are part-time. Recruitment is actively in process or due to start on 56 of these posts. None of these figures include externally funded posts (apprenticeships and external income-funded posts).
14. **Volunteering (table 8)** – Although variable, volunteer hours continue to average at around 1,000 hours per month level. There is often a lag in hours work and data recorded, so recent months will be updated in future reports.
15. **Current Lodge Occupancy** – Twelve lodges are currently empty, including some in poor condition, particularly 44 The Plain, The caddy House Flat and 1 & 2 Jubilee Retreat. Refurbishment works, including removal of known asbestos containing materials are being undertaken from local risk and Forest Fund, with proposals on future staff use to be determined by the Director. These figures do not include facilities at Field Studies Centre High Beach, or the Warren House. One additional Lodge, which was not a high priority for

staff occupation, has been let in this period.

16. **Visitor Centre Numbers (table 10)** - Visitor numbers mirrored previous year trends.
17. **Outstanding Tree Works** – Formal confirmation of funds carried forward from 2022/23 financial year is awaited, but work continues at full pace with all inhouse arborist teams now concentrating on tree safety works until the figures are once again manageable. In last report 1136 trees awaited works from inspections dated 2019-2022. That has reduced to 1004 in this update, but with a further 798 trees added from 2023 inspections, giving a total of 1802 hazardous trees requiring works.
18. **Grazing (table 12)** - Grazing days are slightly up compared to last year. Yardley / Yates meadow which have been grazed for two years successfully with >10 animals has had increased numbers this year (22 animals).
19. **Site of Special Scientific Interest (SSSI) (table 13)** - Natural England's current assessment places 30 of the Forest's 38 SSSI compartments in 'Favourable' or 'Unfavourable Recovering' condition.
20. **Quality Awards** - Green Flag and Green Heritage Site awards last renewed 18 July 2023. The coveted Visit England 'Blue Badge' Visitor Attraction Quality Assurance Scheme (VAQAS) also renewed.
21. **Social Media** – Follower numbers on Facebook, Instagram and Twitter all up slightly since last report.

Forest Services

22. The months of June and early July was dominated by Very High Fire Severity ratings, on a 5-point scale of Low to Exceptional. The Fire Brigades and Forest keepers attended 22 wildfires on Forest Land between 10 April and 20 July, with Keepers also attending 9 log fires, 24 campfires: 21 barbeques over a similar period. Fortunately, above average rainfall later in July, substantially reduced the wildfire risk. The Forest deployed new red High Fire Risk signs at prominent points across the Forest and worked with the Essex and London Fire Brigades to coordinate public safety messages during the High-Risk period.
23. The 10 July saw the launch of the London Fire Brigade's Smarthose™ investment initiative to improve the management of wildfires. Nicknamed the 'leaky hose', the porous hose is able simultaneously saturate grassland areas along the entire length of the hose. The Chairman joined Baroness Twycross, Deputy London Mayor for Fire and Resilience and Deputy Commissioner London Fire Brigade Dom Ellis for a demonstration of the new equipment at Wanstead Flats. Eleven Smarthoses will be sited across London closest to areas of wildfire risk.

24. Epping Forest also welcomed newly appointed Loughton-based Essex Police Inspector Leanne Archer for a tour of the Forest and the opportunity to discuss continued cooperation between the Police and Epping Forest Keepers and Enforcement Officers Forest on public safety matters.

Operations

25. Work has been principally focused on tree safety and vegetation against property responsibilities, alongside contracted work on the hazardous trees, The contracted work for this period has nearly been completed. Collection of higher risk OPM nests has begun, some nests are being inspected for the presence of parasitic flies. An in-house drive by survey of green zones has started. This is increasing the tree safety workload. 84 tasks have already been identified with 34 completed.

Learning

26. The learning team are leading a new 'Climate Action Pathways in Education' (CAPE) alliance, bringing together teachers and researchers to develop best practice in climate education. The alliance will work together to change today's education for tomorrow's climate, equipping people with the knowledge and skills to take climate action and protect the environment.

27. The learning programme has engaged 2,297 school students at Epping Forest (April – July 2023). The programme has reached schools from some of London's most deprived boroughs, including Hackney, Waltham Forest and Haringey. Schools took part in facilitated workshops that support the National Curriculum and boost fusion skills, wellbeing and connection to nature.

28. Epping Forest school visits:

	Number of Students	Borough / County
June:	142	Waltham Forest
	195	Haringey
	30	Camden
	16	Tower Hamlets
	84	Hackney
	240	Middlesex
	28	Newham
	120	Hertfordshire
	18	Redbridge
July:		
	206	Tower Hamlets
	61	Hertfordshire
	60	Westminster
	60	Redbridge
	90	Waltham Forest
	90	Haringey

Projects

29. **Countryside Stewardship Grant Scheme** - An application to the government's Countryside Stewardship (CS) grant scheme has been completed for the second half of the Forest, which follows on from the first CS 10-year agreement started in 2020. The works cover restoration of nationally important habitats, preservation of historic features and assisting visitors to navigate the Forest. Scheme proposals have been updated following public consultation and these changes were presented to July Epping Forest & Commons Committee, as a separate report. The final application will be completed by September 2023.

30. **Baldwins Pond Small Raised Reservoir Dam Repairs** – The Environment Department's District Surveyors Team is seeking approval for a Design and Build contract in order to progress plans for the repair of the leaking 6.4-metre-high dam, with works planned to commence in early Summer 2024.

31. **Great Gregories Farm – Roofing improvement and Barn Project** – Planning determination under EPF/0105/23 for the construction of a Hay Barn under permitted development rights has been agreed for the site on 14 February 2023. Planning application EPF/1054/23 for the erection of three agricultural buildings, roof canopy to existing building, water storage tank and retrospective consent for staff welfare cabin submitted on 9 May 2023 is yet to be determined.

32. **Climate Action Strategy – Carbon Recovery Project** - Consultants Arcadis have completed further analysis of the measures needed to maintain the current levels of carbon sequestration across NED sites. This data will be reported to the relevant Committee across the Autumn.

Appendices

- Appendix 1 – Epping Forest Local Risk Financial Summary
- Appendix 2 – Epping Forest Key Data
- Appendix 3 – Epping Forest Project Gantt chart

Paul Thomson

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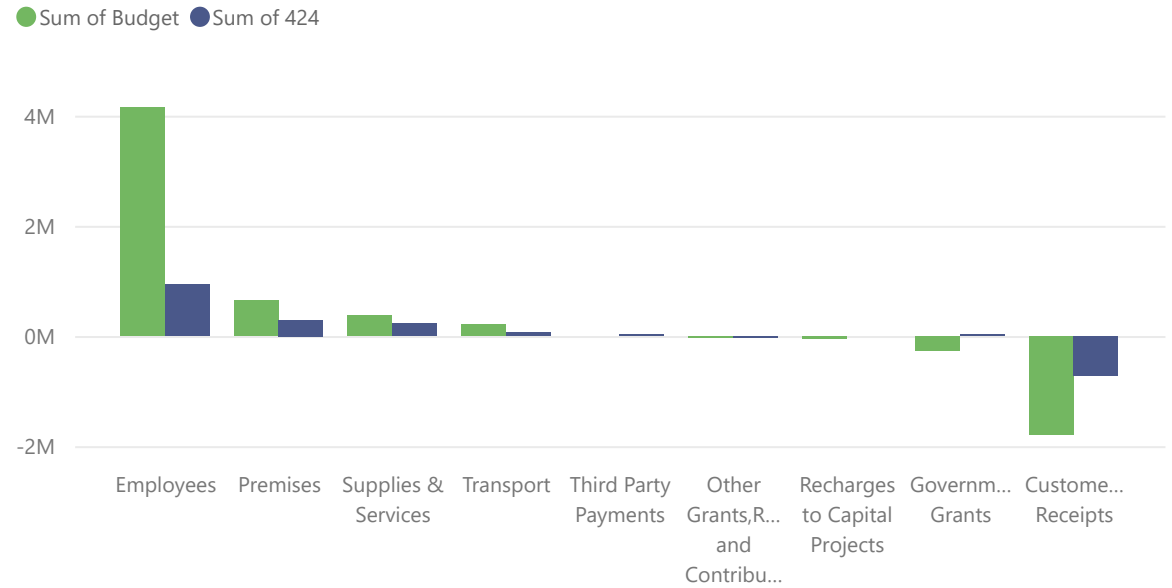
E: paul.thomson@cityoflondon.gov.uk



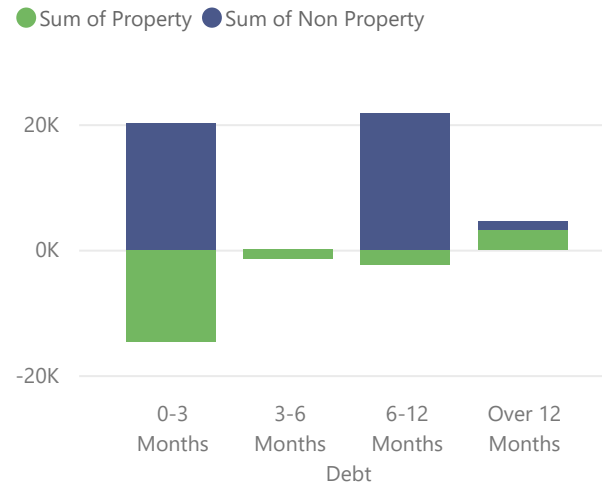
Exp/Inc	P&L Header	DOS	Sum of Budget	Sum of 424
Expenditure	Employees	CGC	143000	55,690.00
Expenditure	Employees	EF	3713000	791,023.00
Expenditure	Employees	W&W	52000	17,215.00
Expenditure	Employees	WF	245000	62,873.00
Expenditure	Premises	CGC	29000	7,284.00
Expenditure	Premises	CSS	173000	0.00
Expenditure	Premises	EF	408000	267,140.00
Expenditure	Premises	W&W	6000	2,719.00
Expenditure	Premises	WF	35000	13,581.00
Expenditure	Supplies & Services	CGC	50000	28,784.00
Expenditure	Supplies & Services	EF	317000	190,193.00
Expenditure	Supplies & Services	WF	12000	5,473.00
Expenditure	Third Party Payments	EF	0	207.00
Expenditure	Transport	CGC	8000	6,596.00
Expenditure	Transport	EF	190000	56,604.00
Expenditure	Transport	WF	11000	869.00
Income	Customer,Client Receipts	CGC	-348000	-273,722.00
Income	Customer,Client Receipts	EF	-1292000	-433,562.00
Income	Customer,Client Receipts	W&W	-69000	-5,015.00
Income	Customer,Client Receipts	WF	-80000	-5,531.00
Income	Government Grants	CSS	-173000	12,174.00
Income	Government Grants	EF	-72000	-2,285.00
Income	Government Grants	W&W	-12000	0.00
Income	Other Grants,Reimbursements and Contributions	EF	-3000	-13,805.00
Income	Recharges to Capital Projects	EF	-49000	0.00
Total			3294000	784,505.00

Page 41

Budget and Actuals by type



Debt ↓ Down £45,355.19 since last report



Expenditure

5392000 1,506,251.00

Sum of Budget Sum of 424

27.93%

424 divided by ...

Income

-2098000 -721,746.00

Sum of Budget Sum of 424

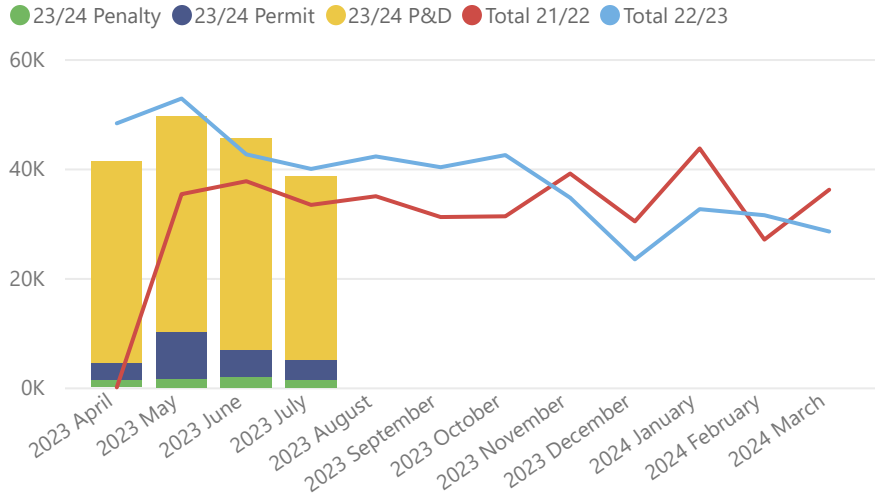
34.40%

424 divided by ...

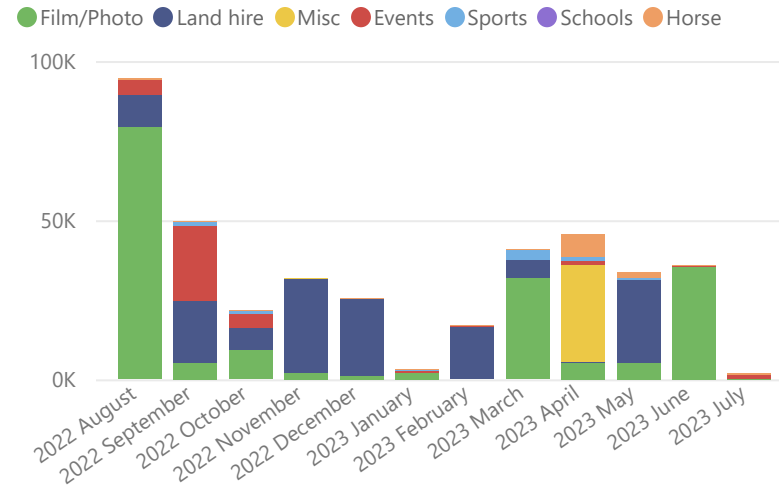
Epping Forest performance against budget to end July 23 (period 0424, 33% of FY)

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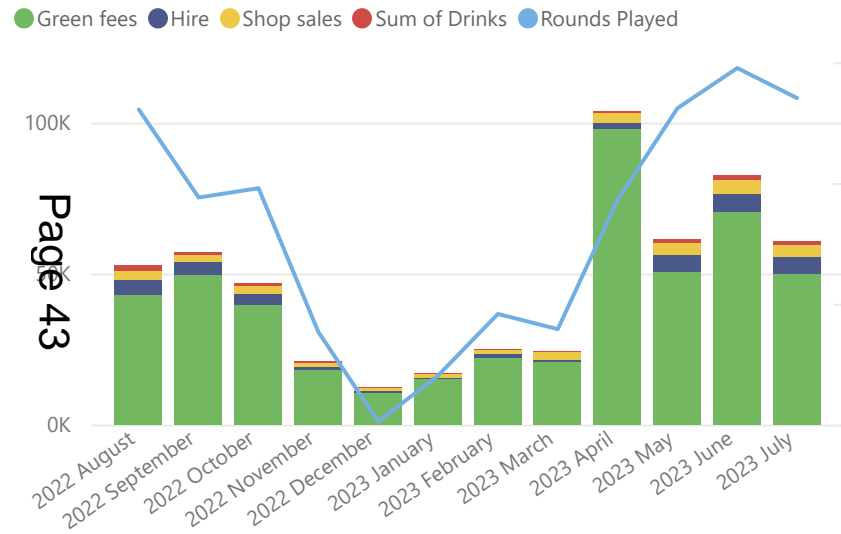
1. Car Parking Income



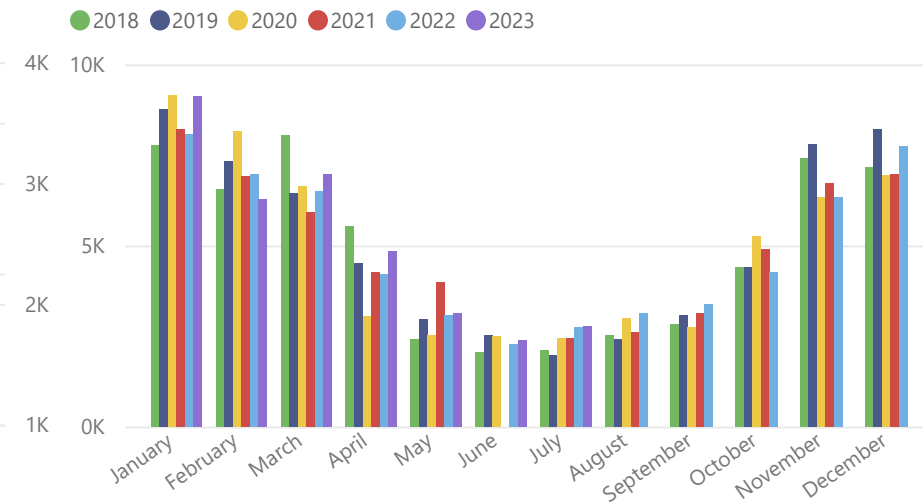
2. Licensing Income 2022/23



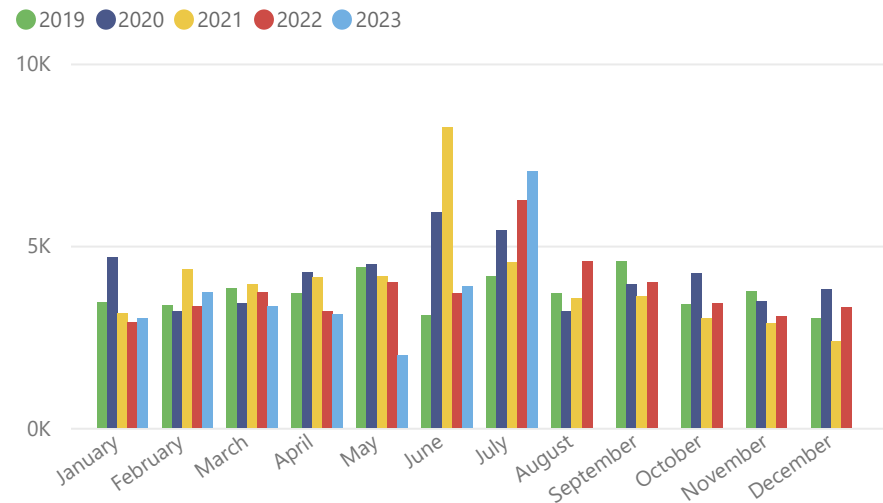
3. Golf Income



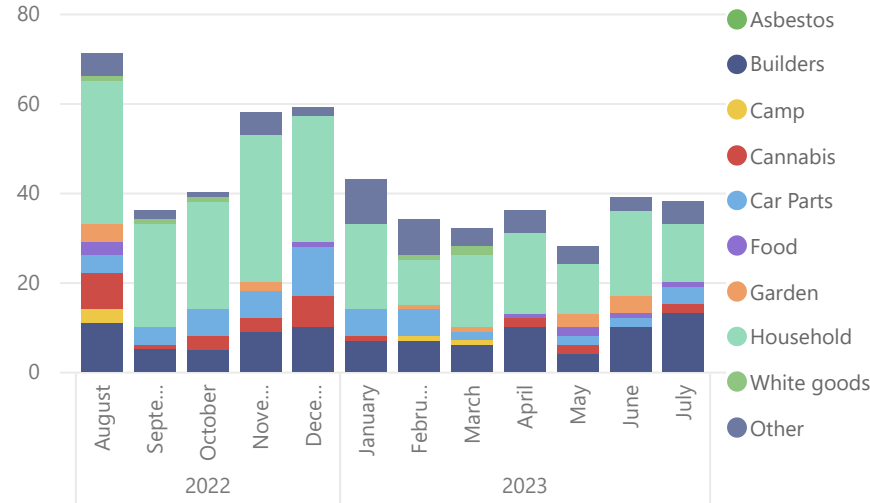
4. Energy Consumption at the Warren kWh



5. Waste Disposal Costs by Month



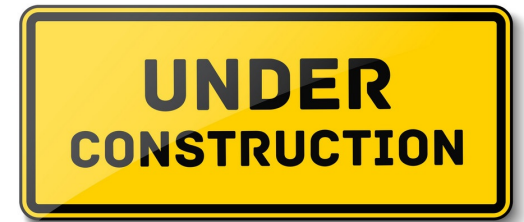
6. Fly Tips Rolling Year



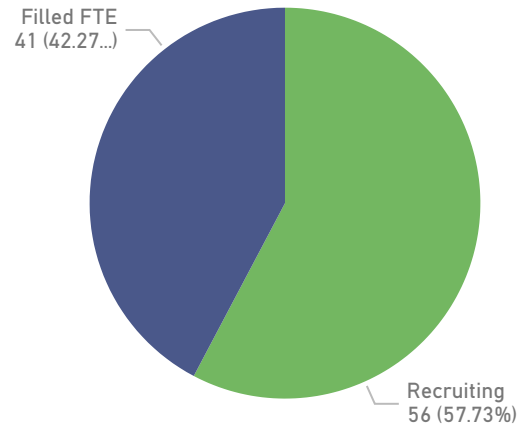
Tenancies and Wayleaves



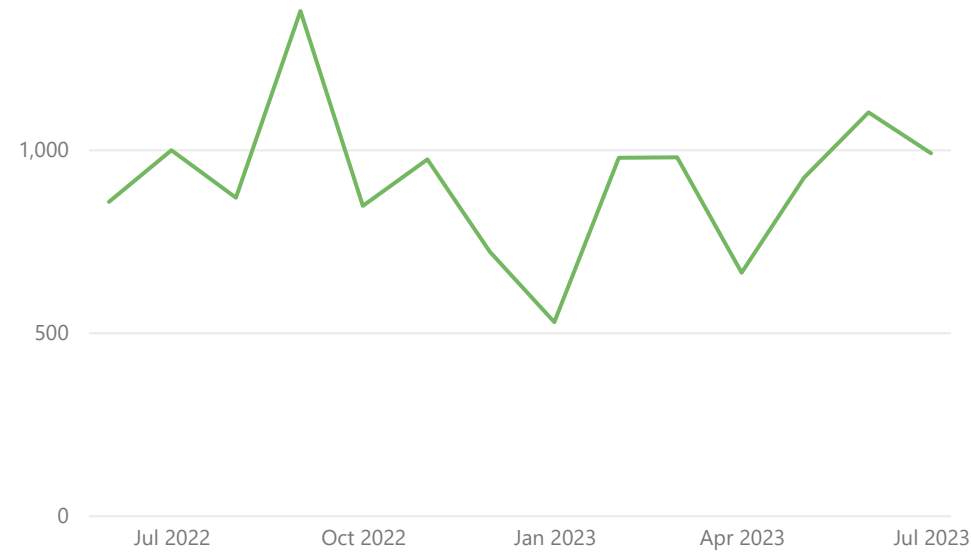
Football income



7. Current Staff Vacancies



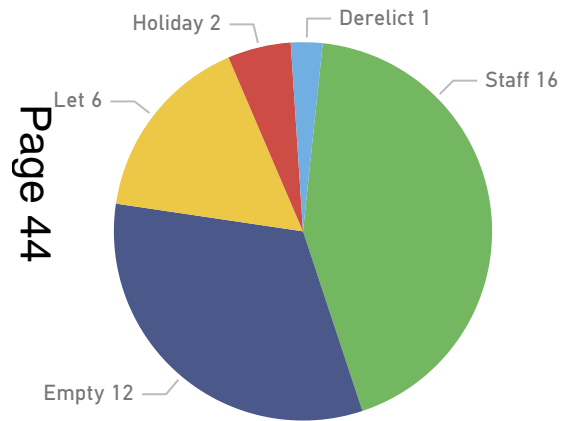
8. Volunteer Hours



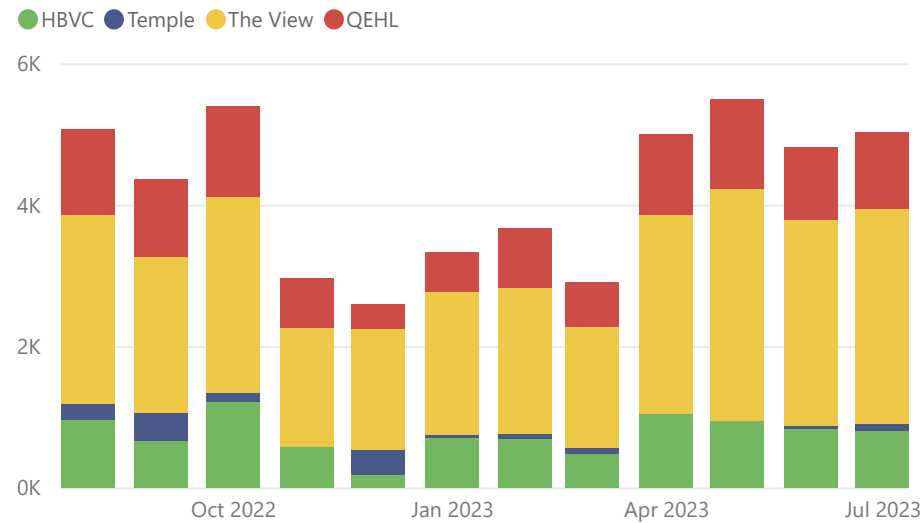
Prosecutions



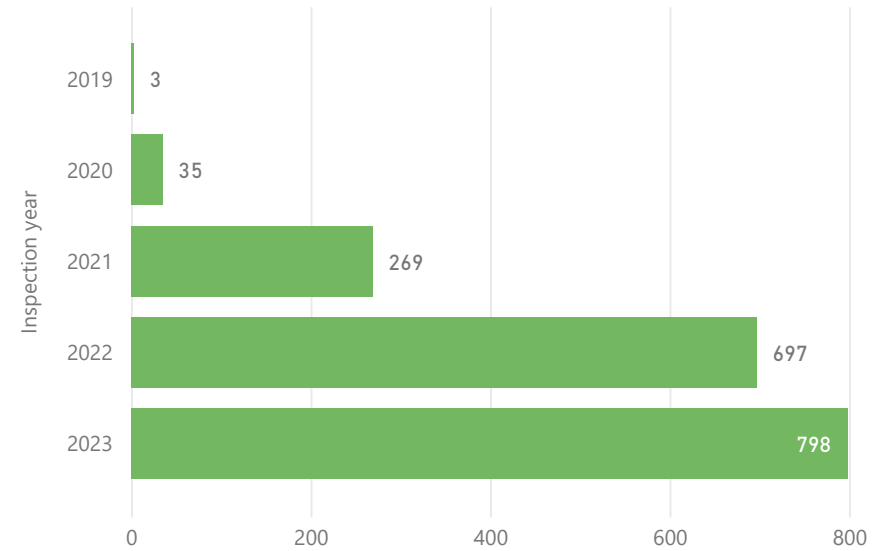
9. Current Lodge Occupancy



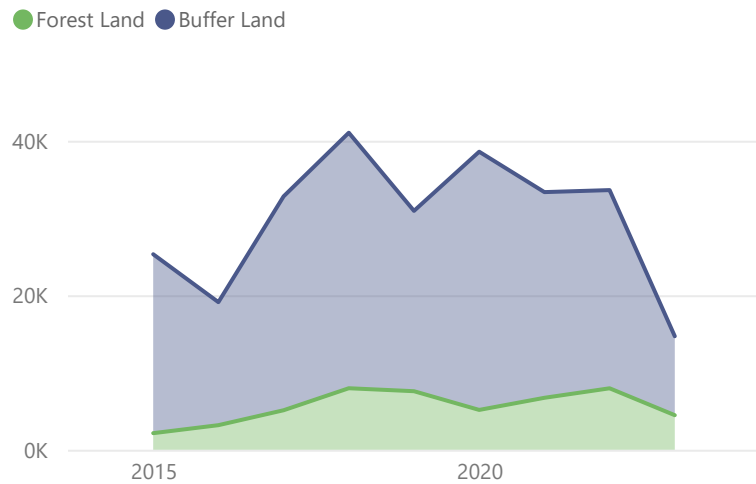
10. Building Visitor Numbers



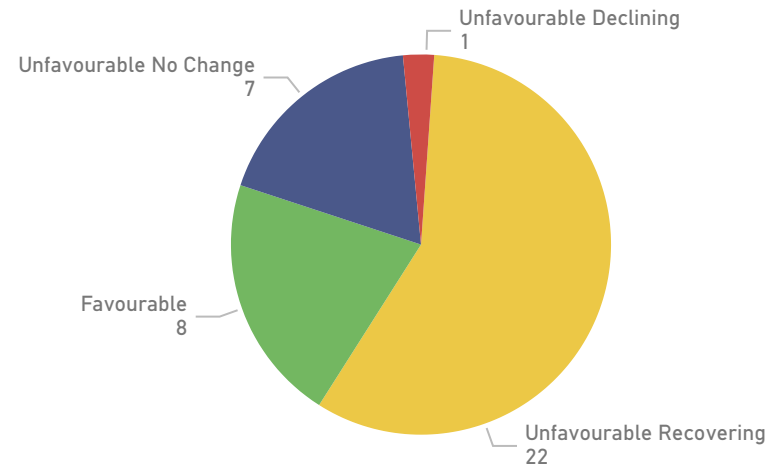
11. Outstanding Tree Works



12. Grazing Days by Year



13. NE SSSI Condition



VAQAS

Renewed

Green Heritage

Renewed

Green Flag

Renewed

Facebook

4700

Instagram

3911

Twitter

9833



Agenda Item 8

Committee(s): Epping Forest and Commons Committee Epping Forest Consultative Group	Dated: 14/09/2023 18/10/2023
Subject: A104 Road Safety Scheme (SEF 22/23)	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	11, 12
Does this proposal require extra revenue and/or capital spending?	Yes
If so, how much?	1,460,000
What is the source of Funding?	External funding
Has this Funding Source been agreed with the Chamberlain's Department?	Yes
Report of: Bob Roberts, Interim Executive Director, Environment	For Information
Report author: Jacqueline Eggleston, Epping Forest / Mark Atkinson, Essex Highways	

Summary

This report presents proposals for a road safety scheme along the A104 between Buckhurst Hill and the Wake Arms Roundabout. The road safety scheme will include road crossing points connecting car parks and defined tracks to the surrounding Forest area; a section of high friction surface on the approach to Robin Hood roundabout; alteration to the existing speed limits and installation of average speed cameras. The scheme is funded through the Department of Transport's (Dft) Safer Roads fund and is ring fenced for the section of the A104 in the county of Essex. Essex Highways are leading on the scheme and will shortly commence an engagement exercise with key stakeholders.

At this stage it is not envisaged that Epping Forest land will be permanently required to enable the scheme however there will be a requirement to erect street furniture within the verges and the installation of landing areas and pathways linking the new crossing points which at this point are proposed to be carried out under license. Car park entrance improvements that are already planned will accommodate much of this and these are proposed to be scheduled at the same time as works on the highway to reduce inconvenience to road users.

Recommendation

Members are asked to:

- Note the contents of this report

Main Report

Background

1. In April 2023, the government announced £50m spending programme, which included £1,360,000 identified for a road safety scheme along the A104.
2. The funding was earmarked specifically for the A113 which was identified by the International Road Assessment Programme (IRAP) as one of Britain's top 75 most persistently high-risk A roads.
3. In February 2022 Essex Highways completed the application pack for the funding, which was approved.
4. Essex Highways have been working with officers in Epping Forest as well as with Epping Forest District Council to develop proposals for the safety scheme.

Current Position

5. A series of surveys have been undertaken by Essex Highways over the last 3 months. These have included Non-Motorised Users origin and destination, traffic flow, speed and topographical surveys.
6. The findings are summarised in Appendix 2.
7. Consequently, they have now been able to complete outline proposals for the road safety scheme, taking in to account the results of the surveys and will be completing the costing of these to ensure they fall within the available Dft budget

Proposals

8. A draft proposal for the road safety scheme is shown on the map attached as Appendix 1.
9. The scheme proposes:
 - Average Speed Cameras to enforce the existing 30mph and 40mph speed limit
 - A northwards extension to the existing 30mph speed limit in Woodford to cover the Rangers Road junction which also includes average speed cameras
 - a series of traffic islands along the length including crossing points at the key forest crossing points, working with conservators to provide an integrated approach with the car park access improvements.

Key Data

10. The total cost of the road safety scheme is projected to be £1,460,000 of which £1,360,000 is met by the grant from the DfT Safer Roads Fund and match

funding up to £100k and officer time to project manage the scheme is being met by Essex Highways.

11. Approximately £80,000 has been identified in local risk to pay for car park entrance improvements within Epping Forest.

Corporate & Strategic Implications

Strategic implications

12. These changes support the Corporate Plan Policy aims and priorities.
 - Shape outstanding environments

Financial implications

13. The £1,460,000 cost of the road safety scheme is fully funded by the Department for Transport and is ring fenced for the A104 only within the County of Essex . Car park entrance improvements and surfacing works are already planned to be met from local risk at an estimated cost of £80,000 in this financial year. It is planned that these works will be managed to coincide with the delivery of the road safety scheme thereby reducing additional costs that would have had to be met from local risk such as road closures and planning permissions.

Legal Implications

14. Planning permissions will be sought by Essex Highways.

Property Implications

15. The final scheme is likely to require wayleaves or licences to install new signage and highways infrastructure on Forest verges. This will be subject to a further report, however, a substantial amount of existing signage already exists and will need replacing.

Charity Implications

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

Resource Implications

17. Involvement in the scheme will be met from existing staff resources.

Risk Implications

18. A full risk register has been prepared as part of the road safety scheme.

Equalities Implications

19. The road safety scheme will create island refuges which is likely to improve safety at road crossings for the less physically able.

Climate implications

20. The road safety scheme will reduce speeds along the A104 which cuts through the heart of the Forest. This will help to reduce emissions on this stretch of road.

Security implications

21. Security risk will be covered by the project risk register.

Conclusion

43. The road safety plans for the A104 are in early stages of planning, however the need to deliver safety measures are of a national priority. Co-operation between the Conservators, Essex Highways and Epping Forest District Council will be key to the successful delivery of the scheme.

Appendices

- Appendix 1 – Scheme Plan
- Appendix 2 – Survey Summary

Background Papers

None

Jacqueline Eggleston

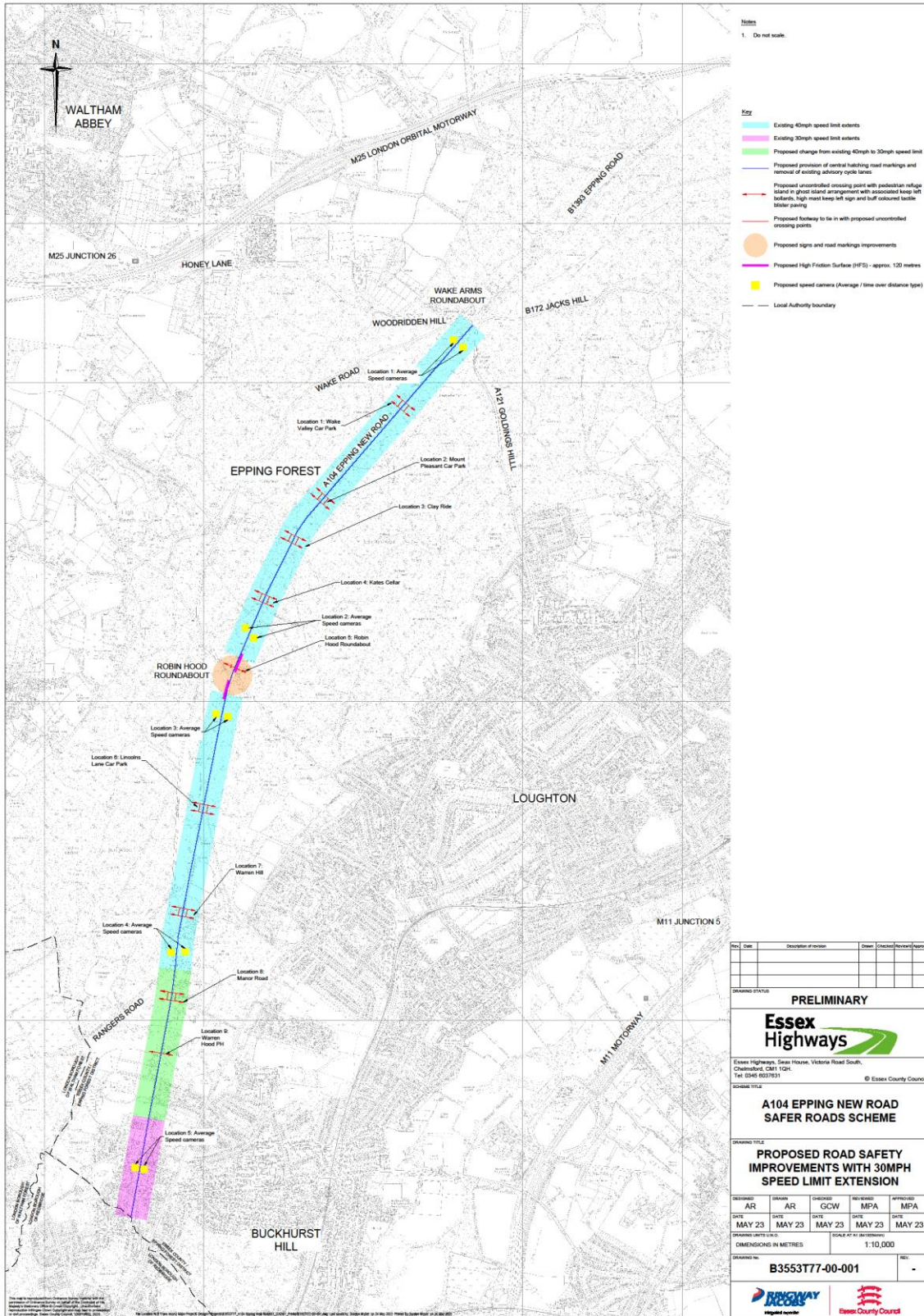
Head of Business Development

T: 020 8532 5315

E: jacqueline.eggleston@cityoflondon.gov.uk

Appendix 1

Scheme Plan



Appendix 2

Survey Summary

The following Non-Motorised User surveys have been collected:

- A104 at Mount Pleasant Car Park
- A104 at Lincolns Lane Car Park
- A104 at Wake Valley Car Park
- A104 at Robin Hood Roundabout
- A104 at Clay Rides path
- A104 at Kate's Cellar path
- A104 at Manor Road
- A104 at Warren Hill pub

The following 7-day Automatic Traffic count surveys have been collected:

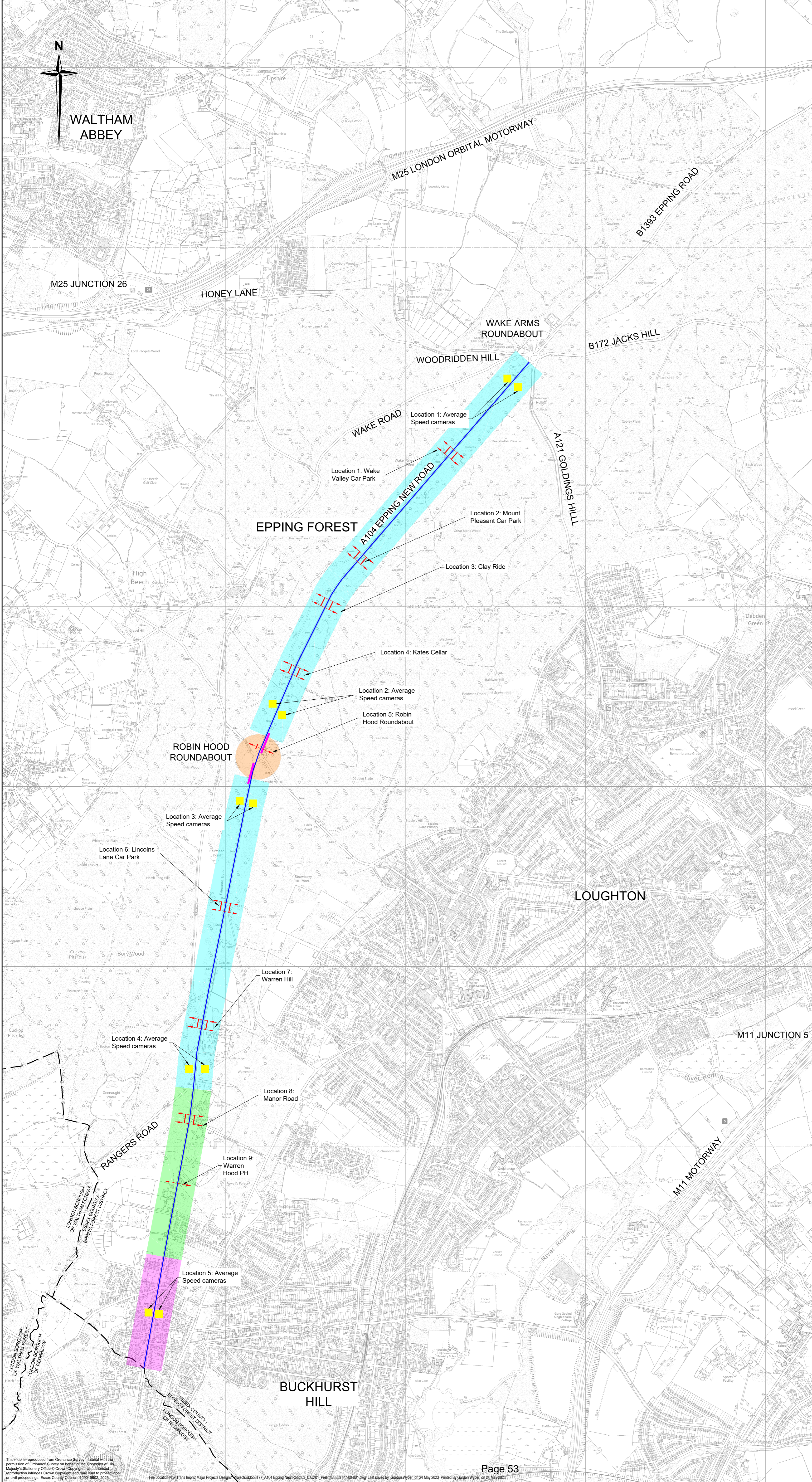
- A104 at Wake Valley Car Park
- A104 at Lincolns Lane Car Park
- A104 at Clay Ride path
- A104 at Manor Road

Notes

1. Do not scale.

Key

- Existing 40mph speed limit extents
- Existing 30mph speed limit extents
- Proposed change from existing 40mph to 30mph speed limit
- Proposed provision of central hatching road markings and removal of existing advisory cycle lanes
- Proposed uncontrolled crossing point with pedestrian refuge island in ghost island arrangement with associated keep left bollards, high mast keep left sign and buff coloured tactile blister paving
- Proposed footway to tie in with proposed uncontrolled crossing points
- Proposed signs and road markings improvements
- Proposed High Friction Surface (HFS) - approx. 120 metres
- Proposed speed camera (Average / time over distance type)
- Local Authority boundary



Rev	Date	Description of revision	Drawn	Checked	Reviewed	Approved

DRAWING STATUS: **PRELIMINARY**

Essex Highways

Essex Highways, Seax House, Victoria Road South, Chelmsford, CM1 1QH. Tel: 0345 6037631

© Essex County Council

SCHEME TITLE: **A104 EPPING NEW ROAD SAFER ROADS SCHEME**

DRAWING TITLE: **PROPOSED ROAD SAFETY IMPROVEMENTS WITH 30MPH SPEED LIMIT EXTENSION**

DESIGNED	DRAWN	CHECKED	REVIEWED	APPROVED
AR	AR	GCW	MPA	MPA
DATE: MAY 23	DATE: MAY 23	DATE: MAY 23	DATE: MAY 23	DATE: MAY 23
DRAWING UNITS U.N.O. DIMENSIONS IN METRES			SCALE AT A1 (841X594mm) 1:10,000	

DRAWING No: **B3553T77-00-001** REV: -

RINGWAY JACOBS Integrated expertise

Essex County Council

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Committee(s): Epping Forest and Commons Committee – For information	Dated: 14/09/2023
Subject: The Commons – Assistant Directors Update Jun-July 2023	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?	
Has this Funding Source been agreed with the Chamberlain’s Department?	N/A
Report of: Bob Roberts , Interim Executive Director Environment Department	For Information
Report author: Geoff Sinclair, Assistant Director The Commons	

Summary

The purpose of this report is to summarise activities across The Commons between June 2023 and July 2023. Key data is presented in a dashboard format with further detail given in the main report.

Recommendation(s)

Members are asked to:

- Note the report.

Main Report

Background

1. Appendix 1 contains a graphical representation of financial data to the end of June 2023 (period 03-24) These figures are The Commons Local Risk only and do not include non-local risk elements such as City Surveyors projects.
2. The first table in appendix 1 gives actual expenditure to the end of June 2023 against the whole year budget, subdivided by type and Division of Service (DOS), where BB is Burnham Beeches, SC is Stoke Common, WW is West Wickham and Coulsdon Commons and AC is Ashtead Common. This is further summarised graphically in the chart ‘Budget and Actuals by Type’, across all the DOS combined for this financial year.
3. There are no significant discrepancies between the budget and actual figures to note this early in the financial year. Government grant income figures are still

being impacted by the late payment of grant income for the 2022 calendar year and payments for 2023 are yet to be received.

The Commons Key Data – Appendix 2

4. **Car Parking Income (Fig 1):** Overall car park income for the first five months of the year are 9% down on the same period last year. Riddlesdown car park is running at around 78% of what it earned in 2022 for the same period.
5. **Volunteering (Fig 4):** Volunteers undertook 2,618 hours (374 seven-hour days) of work during the period, the equivalent of £26,180 using the National Lottery Heritage Fund's match funding calculator. Their activity during this period included diverse activities such as setting-up and dismantling grazing areas at Ashtead Common, path/fence repairs, reptile/bat survey and support with Lord Mayors annual visit to Burnham Beeches and a number of ragwort pulling events attended by a corporate City of London group as well as local volunteers
6. **Energy use and Production (Fig 2):** PV energy production was down by 22.5% in July on the five average while June was almost exactly on the average production figure. Confirmation if any were needed on the poor weather of July.
7. **Accidents:** Accident data is given on figures 7 (Accidents by month) and 8 (Accidents by type). Overall number of accidents is low with 10 accidents recorded however this is above average for the Commons where we would expect around 4 for the same period. In addition to these the number of incidents involving tick bites is significantly higher this year with 19 record ticks as opposed to 10 for the whole of last year. One member of staff has contracted Lyme's disease from a tick bite this year.

Additional Important Updates

Lord Mayors Annual Pollarding Event and Dorney wood Visit.

8. On the 19th July 2023 the Lord Mayor, Alderman Nicholas Lyons kindly undertook the annual ceremonial pollarding of a tree at Burnham Beeches. Happily, no health and safety incidents needed to be recorded. Two volunteers, Kate Ayers and Richard Todd gave presentations about their involvement in the work of Burnham Beeches with a lunch given for the Lord Mayor kindly hosted by the Dorney Wood Trust.

Events and educational activities

9. At Ashtead Common a total of 179 people were engaged in educational events during June and July. Activities included bat and butterfly walks as well as talks and activities tailored for specific groups. An impromptu educational activity themed around habitats was delivered for 57 pupils from the local primary school when their intended destination was forced to shut. Two Year 10 pupils undertook a week of work experience at Ashtead Common, "working with the volunteers, checking the cows, deconstructing and reconstructing part of the bridge and

finally identifying the different types of butterflies. Overall, the week was great and we had lots of fun” reported one of the pupils.

10. Ashtead rangers and volunteers attended Ashtead Village Day with a stall. This is the biggest event in Ashtead’s calendar. The team also hosted the South-East Regional Woodland Trust staff for a team meeting and guided walk at Ashtead Common.
11. The Coulsdon and West Wickham Commons engaged with 164 people through a variety of events including guided walks looking at glow worms, butterflies and the history of Coulsdon and Kenley. A litter picking activity was arranged for 30 Beavers at Coulsdon Common and a talk delivered 60 people at the Coulsdon West Residents Association AGM.
12. The Burnham Beeches team engaged with 344 people at events including a weeklong (damp) summer engagement week of drop-in activities run by the ranger team. The community Rangers attended the Horlicks Summer Party as part of their work to promote the wider green space as an alternative to Burnham Beeches under a Section 106 agreement with Slough Borough Council. The annual summer Consultative Committee walk was held on the 12th July 2023 with the PSPO consultation response being one of the main areas for discussion and separately reported. During this period the Beeches hosted two major film productions.
13. The first whole team meeting in over three years was hosted by the West Wickham and Coulsdon Common team. Due to COVID it was the first time many staff had met in person for a long time, and it was also the first time new staff recruited during COVID had been able to meet the wider team.

Green Flag Awards

14. All The Commons green spaces were successful in maintaining their Green Flag accreditation in 2023. This was the 20th year in a row for Ashtead Common to retain its accreditation.

Survey and monitoring

15. Results from two years of analysis following the fly survey conducted in 2021-22 at Ashtead Common have arrived. They reveal that Ashtead is home to 54 families and over 600 species of fly, including 40 of conservation concern and one BAP species. Currently a study of saproxylic species is underway at Ashtead Common. This has already identified some vulnerable and ecologically significant species including *Pentaphyllus testaceus*, a beetle that is regarded as a vulnerable native, and the larva of the click-beetle *Lacon querceus* which is classed as a Grade 1 Indicator of Ecological Continuity
16. Two undergraduate students are currently undertaking fieldwork for their dissertations, one at Stoke Common looking into the impact of grazing on the

Common and one looking at the impact of trampling on paths at Burnham Beeches

17. OPM surveys have been completed at both Burnham Beeches and Stoke Common. BBSC are now located within the OPM core zone rather than control zone meaning that survey is now undertaken based on risk rather than trying to achieve 100% coverage/removal. Following surveys necessary nest removal was be completed in July

Consultation Response on Farthing Common Neighbourhood Plan

18. Officer comments were submitted to Farthing Common Parish on their neighbourhood plan prior to its consultation. These covered technical issues concerning the Special Area for Conservation and textual queries. A formal response on the plan is to be made

Appendices

Appendix 1 – The Commons Local Risk Financial Summary

Appendix 2 – The Commons Key Data

Geoff Sinclair
Assistant Director, The Commons

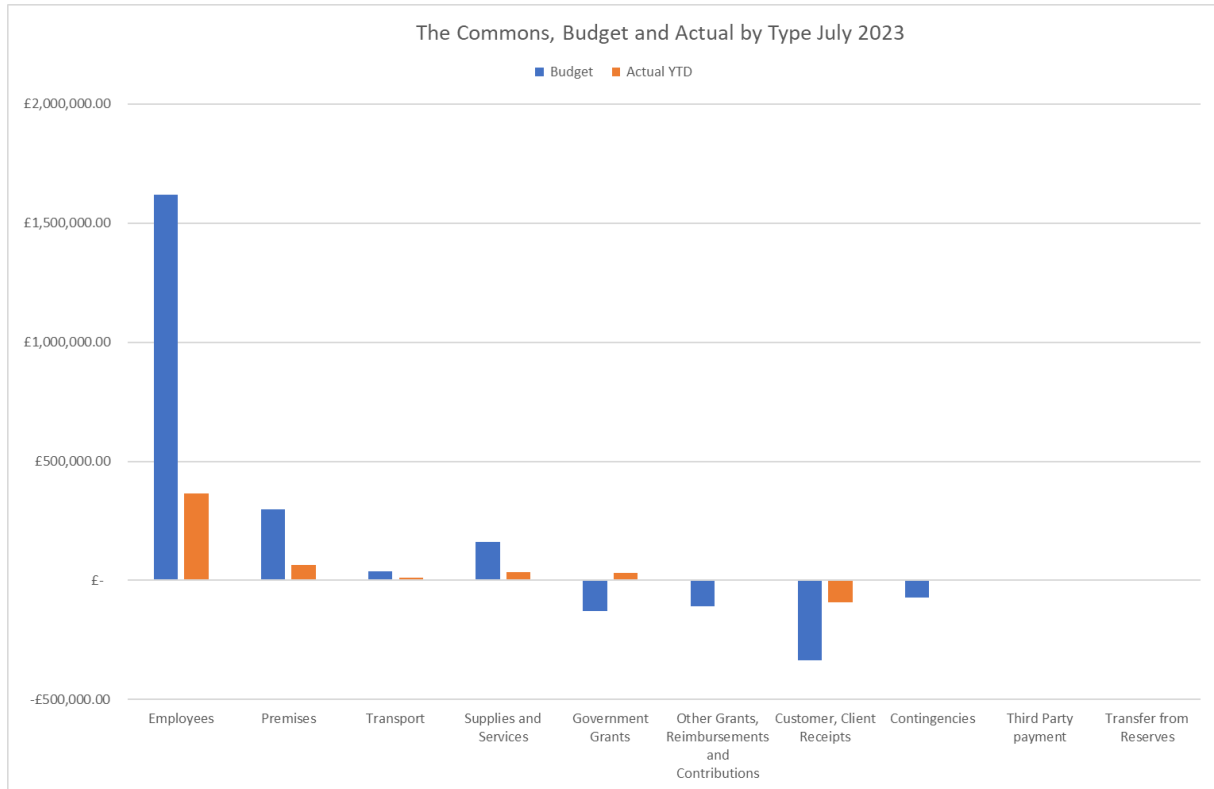
T: 01753 647358

E: geoff.sinclair@cityoflondon.gov.uk

Summary of The Common's Expenditure and Income for the year to date (Three months)

Exp/Inc	P&L Header	DOS	Budget	Actual YTD
Expenditure	Contingencies	BB	-39,000	0.00
Expenditure	Contingencies	WW	-33,000	0.00
Income	Customer, Client Receipts	AC	-3,000	-819.05
Income	Customer, Client Receipts	BB	-219,000	-58,261.41
Income	Customer, Client Receipts	WW	-113,000	-34,457.09
Expenditure	Employees	AC	306,000	78,018.58
Expenditure	Employees	BB	701,000	156,133.66
Expenditure	Employees	SC	22,000	4,500.30
Expenditure	Employees	WW	590,000	125,872.78
Income	Government Grants	AC	-20,000	0.00
Income	Government Grants	BB	-35,000	48,758.00
Income	Government Grants	SC	-25,000	19,347.00
Income	Government Grants	WW	-50,000	-35,892.00
Income	Other Grants, Reimbursements and Contributions	AC	0	-290.00
Income	Other Grants, Reimbursements and Contributions	BB	-110,000	-187.18
Income	Other Grants, Reimbursements and Contributions	WW	0	-847.00
Expenditure	Premises	AC	75,000	5,242.40
Expenditure	Premises	BB	75,000	25,673.61
Expenditure	Premises	SC	21,000	119.60
Expenditure	Premises	WW	128,000	33,079.77
Expenditure	Supplies and Services	AC	27,000	7,322.99
Expenditure	Supplies and Services	BB	98,000	16,376.57
Expenditure	Supplies and Services	SC	5,000	0.00
Expenditure	Supplies and Services	WW	30,000	10,549.42
Expenditure	Third Party payment	SC	1,000	157.00
Income	Transfer from Reserves	WW	0	0.00
Expenditure	Transport	AC	11,000	5,929.03
Expenditure	Transport	BB	14,000	2,560.30
Expenditure	Transport	WW	14,000	2,001.58
Total			1,471,000	410,889

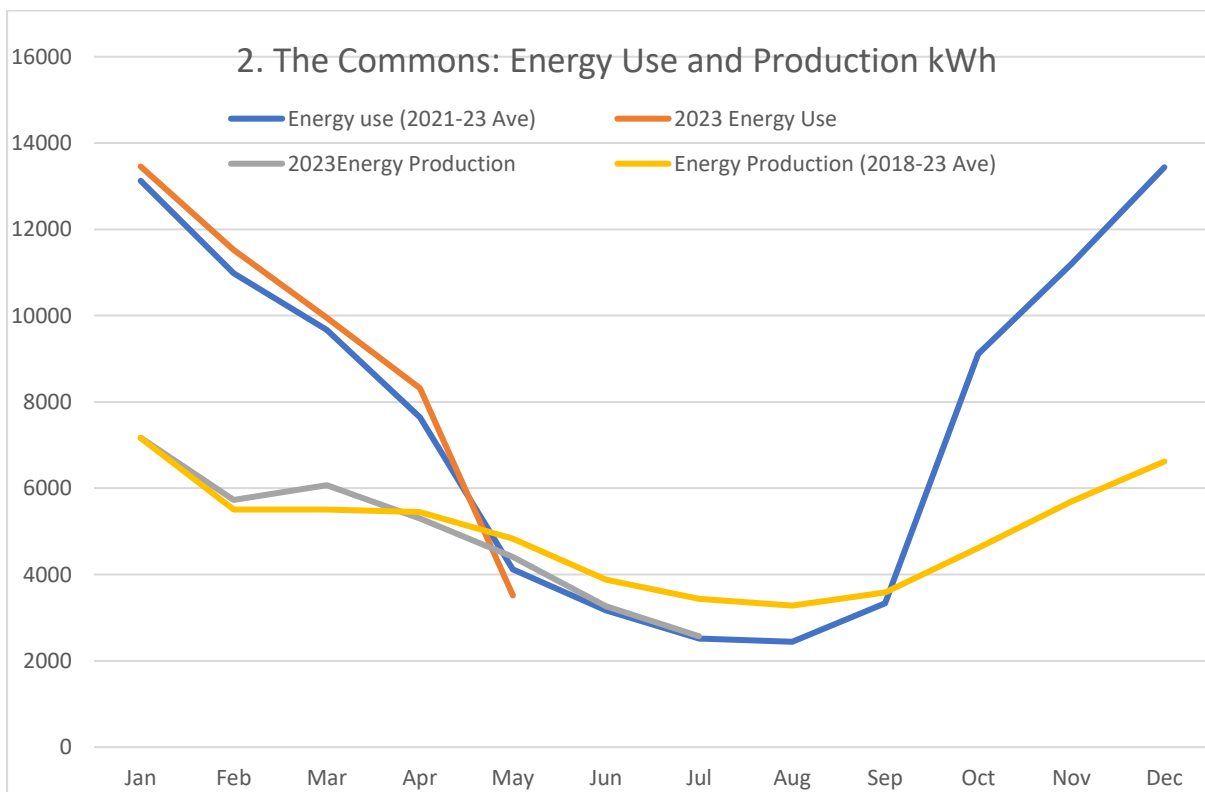
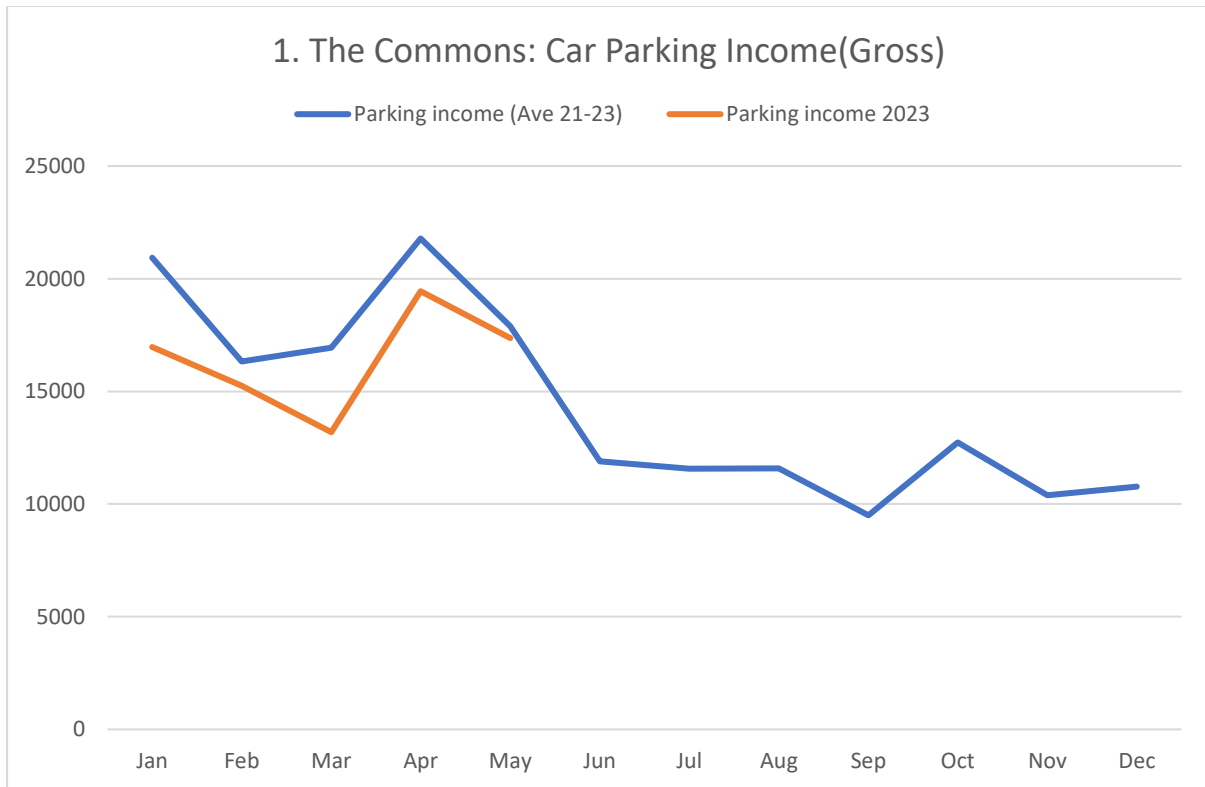
Appendix 1: The Commons performance against budget to end June 2023 (Period 03-24, 25% of FY)

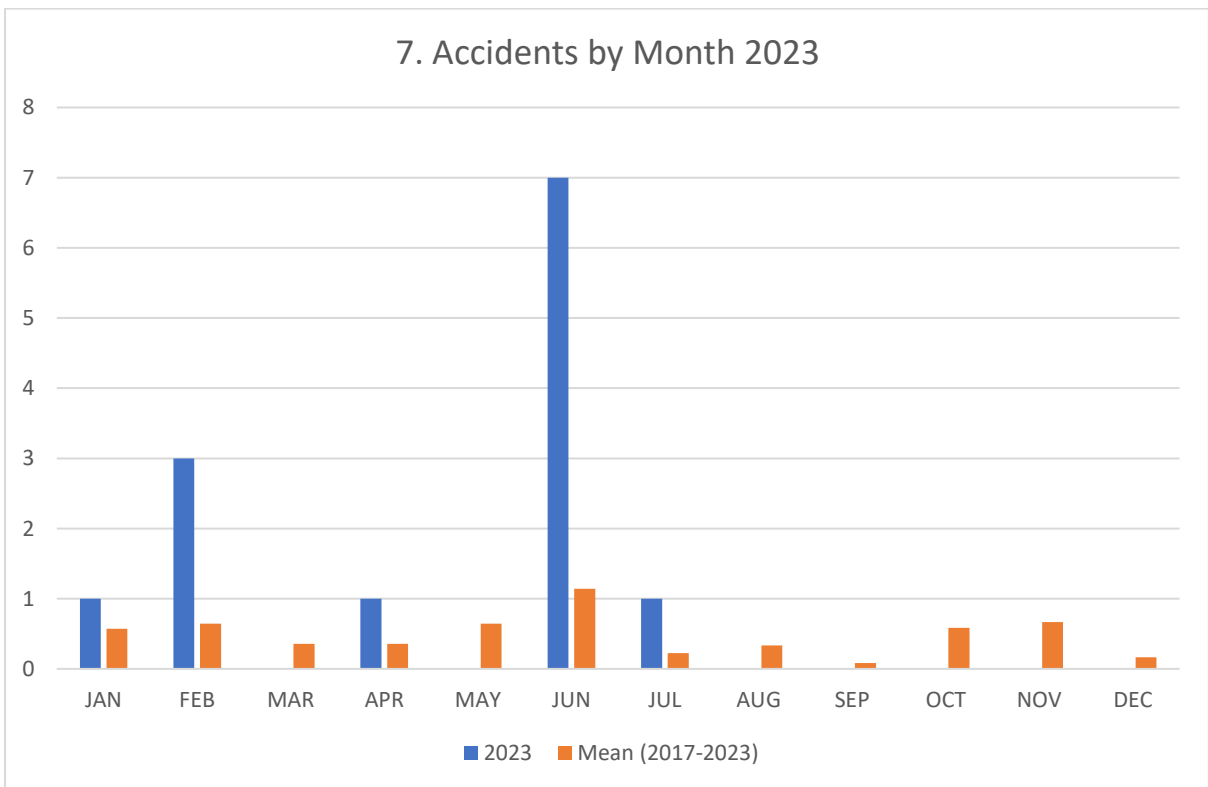
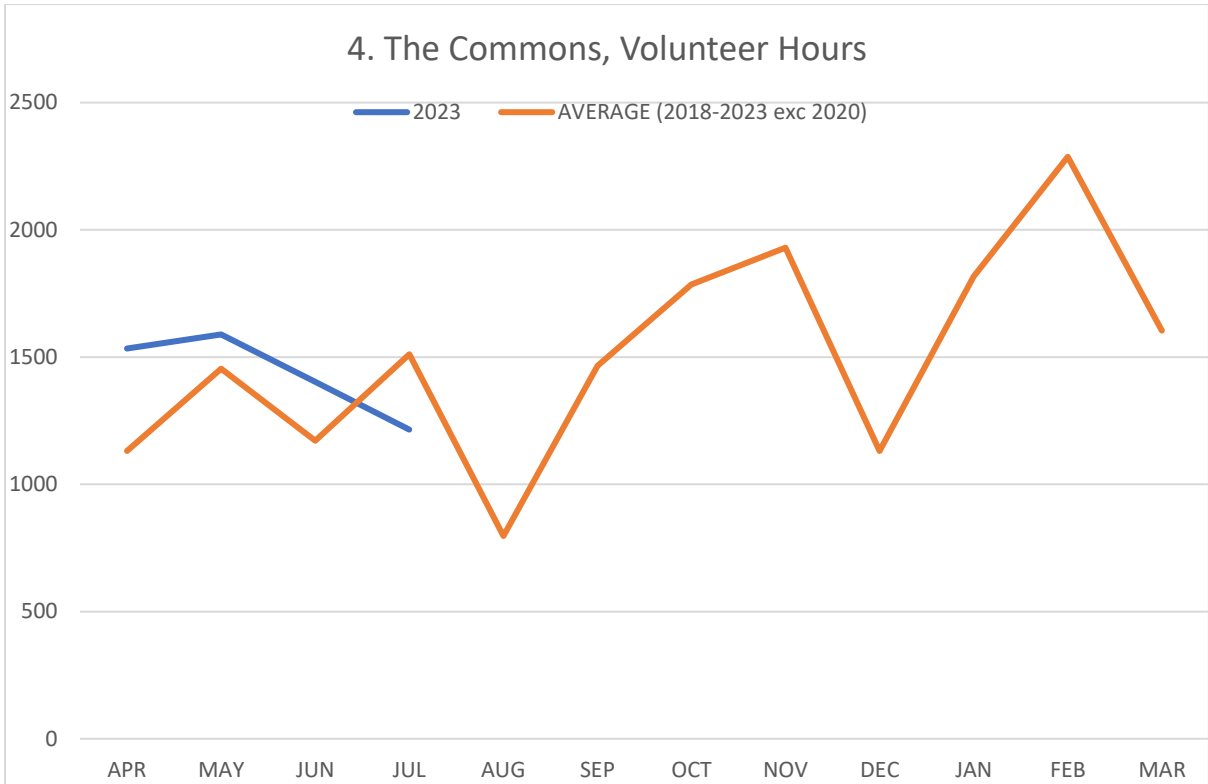


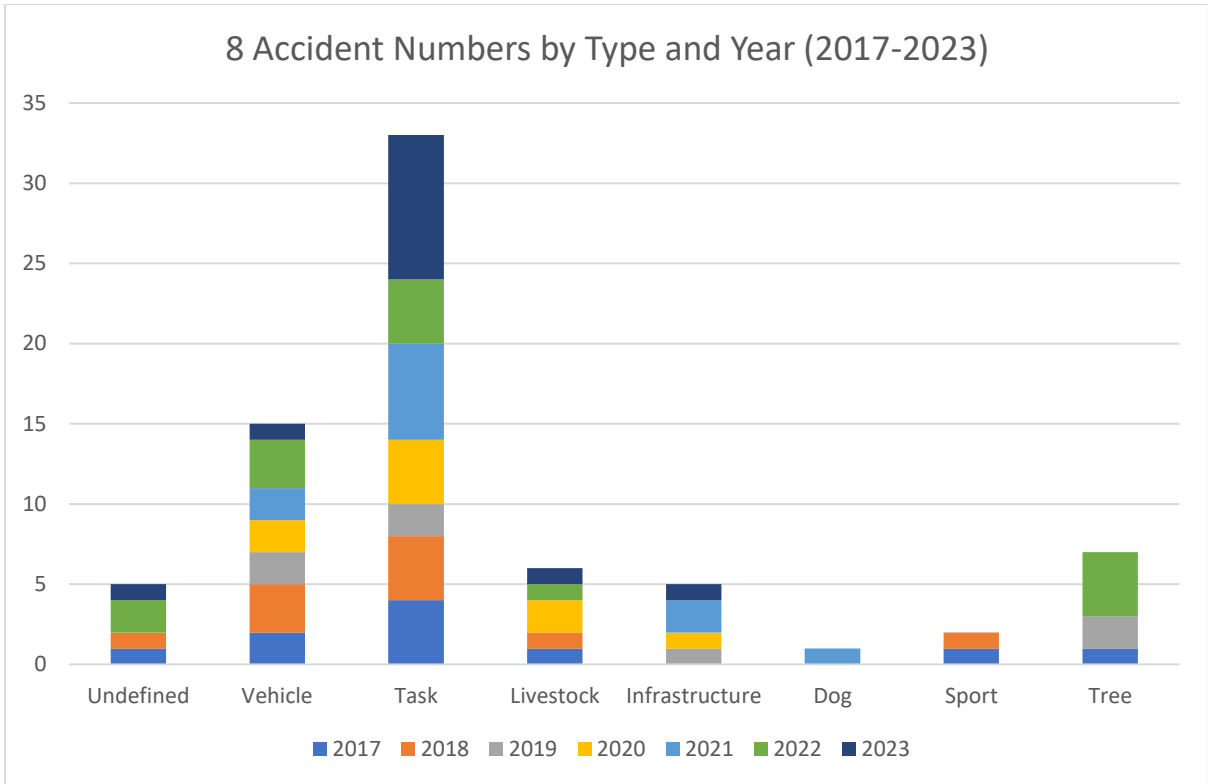
Progress Against Budget for the year to date (Three months)

EXPENDITURE	
£2,046,000	23%
Sum of Budget	Actual by Budget
£473,538.00	
Sum of Actual YTD	
INCOME	
£575,000	11%
Sum of Budget	Actual by Budget
-£62,649.00	
Sum of Actual YTD	

Appendix 2: The Commons: Key Data, July 2023







By virtue of paragraph(s) 1, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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