



Epping Forest & Commons Committee

INFORMATION PACK

N.B: These matters are for information and have been marked * and circulated separately. Members are encouraged to submit any questions on these items to the Committee Clerk or the Chair prior to the start of the meeting. Subject to the complexity and length of the agenda, the Chair would like members to be aware that if they do not submit questions in advance they may not be taken due to time constraints. These information items have been collated in a supplementary agenda pack and circulated separately.

Date: THURSDAY, 17 JULY 2025
Time: 10.00 am
Venue: COMMITTEE ROOMS - 2ND FLOOR WEST WING, GUILDHALL

Part 1 - Public Agenda

6. ***NATURAL ENVIRONMENT CHARITY REVIEW – UPDATE ON FUNDRAISING WORKSTREAMS**

Report of the Chamberlain and Executive Director, Environment.

For Information
(Pages 5 - 10)

Burnham Beeches & The Commons

7. ***ASSISTANT DIRECTOR (SUPERINTENDENT) BURNHAM BEECHES AND THE COMMONS UPDATE (APRIL - JUNE 2025)**

Report of the Executive Director, Environment.

For Information
(Pages 11 - 36)

9. ***RISK MANAGEMENT UPDATE (BURNHAM BEECHES AND THE COMMONS)**

Report of the Executive Director, Environment.

For Information

(Pages 37 - 52)

10. ***NATURAL ENVIRONMENT CHARITY REVIEW - ASSETS UPDATE FOR THE ASHTEAD COMMON CHARITY**

Report of the Director, Natural Environment.

For Information
(Pages 53 - 62)

11. ***NATURAL ENVIRONMENT CHARITY REVIEW - ASSETS UPDATE FOR BURNHAM BEECHES AND STOKE COMMON CHARITY**

Report of the Director, Natural Environment.

For Information
(Pages 63 - 76)

12. ***NATURAL ENVIRONMENT CHARITY REVIEW - ASSETS UPDATE FOR THE COULSDON AND OTHER COMMONS CHARITY**

Report of the Director, Natural Environment.

For Information
(Pages 77 - 92)

13. ***NATURAL ENVIRONMENT CHARITY REVIEW - CHARITY ASSETS UPDATE FOR THE WEST WICKHAM COMMON AND SPRING PARK WOOD CHARITY**

Report of Director, Natural Environment.

For Information
(Pages 93 - 104)

Epping Forest

14. ***ASSISTANT DIRECTOR SUPERINTENDENT'S EPPING FOREST UPDATE (MAY - JUNE 2025)**

Report of the Executive Director, Environment.

For Information
(Pages 105 - 120)

15. ***RISK MANAGEMENT UPDATE (EPPING FOREST)**

Report of the Executive Director, Environment.

For Information
(Pages 121 - 130)

19. ***NATURAL ENVIRONMENT CHARITY REVIEW - CHARITY ASSETS UPDATE
FOR THE EPPING FOREST CHARITY**

Report of the Director, Natural Environment.

For Information
(Pages 131 - 146)

Part 2 - Non-Public Agenda

24. ***CITY CORPORATION GOVERNANCE OF THE NATURAL ENVIRONMENT
CHARITIES – UPDATE ON PLANNED CHANGES**

Report of the Chamberlain and Executive Director, Environment.

For Information
(Pages 147 - 238)

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City of London Corporation Committee Report

Committee(s): Hampstead Heath Consultative Committee – For Information Natural Environment Board – For Information West Ham Park Committee – For Information Hampstead Heath, Highgate Wood & Queen’s Park Committee – For Information Epping Forest & Commons Committee – For Information	Dated: 17/06/2025 03/07/2025 03/07/2025 16/07/2025 17/07/2025
Subject: Natural Environment Charity Review – Update on Fundraising Workstreams	Public report: For Information
This proposal: <ul style="list-style-type: none"> • delivers Corporate Plan 2024-29 outcomes • provides business enabling functions 	Leading Sustainable Environment
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	£
What is the source of Funding?	[add details]
Has this Funding Source been agreed with the Chamberlain’s Department?	Yes/No [delete as applicable]
Report of: The Executive Director of Environment and the Chamberlain	Katie Stewart Caroline Al-Beyerty
Report author:	Jo Hurst Assistant Director Charity Development

Summary

A key deliverable of the Natural Environment Charity Review (NECR) is the enabling of enhanced income generation and fundraising across the eight Natural Environment Charities, in order to grow and support the delivery of their objectives.

During 2024 reports were brought to Management Committees which provided analysis of existing income types at these charities and identified potential for growth. This report details progress since then and next stages of this workplan and is being brought for information as part of the commitment to keep Members up to date on the work of the Review.

Recommendation(s)

Having regard to the CoLC's trustee responsibilities for the eight Natural Environment charities and in that case being satisfied that it is in the best interests of each relevant charity and its beneficiaries, Members are asked to:

- Note the report.
- Note the two planned briefing sessions for all interested Members on Biodiversity Net Gain potential at Natural Environment sites, and fundraising opportunities and resourcing for the NE Charities.

Main Report

Background

1. The NECR is a wide-ranging review of the eight Natural Environment Charities across four main themes: Governance, Funding Model, Assets and Income Generation. This report summarises and updates on recent work exploring the fundraising element of the Income Generation workstream.
2. The eight Natural Environment Charities and their registered charity numbers are:
 - a) Ashtead Common (1051510)
 - b) Burnham Beeches & Stoke Common (232987)
 - c) Coulsdon and Other Commons (232988-1)
 - d) Epping Forest (232990)
 - e) Hampstead Heath (803392)
 - f) Highgate Wood and Queen's Park Kilburn (232986)
 - g) West Ham Park (206948)
 - h) West Wickham Common and Spring Park Wood (232988)
3. During 2024 reports were brought to the Management Committees of these charities with details of existing income streams including the amounts of deficit funding provided to each by the City of London Corporation (CoLC), based on Local Risk elements only of each charities' accounts. "Local Risk" is the term used internally for budget under direct management of Superintendents, spent on local staff and the site. Other corporate costs of supporting the charities, central risk and capital funding were excluded for this exercise. A high-level commentary on each existing funding stream was provided and potential for additional fundraising / income generation was estimated, including identifying likely opportunities for growth, resource required and perceived risks.
4. On 13th February 2025, Policy and Resources Committee approved a change in the funding model for these charities, moving from deficit funding to a grant funding model. This decision is considered a key step to enabling some of these income streams and supporting corresponding growth of these charities.

5. Previous reports have acknowledged that the CoLC has not previously had the necessary internal expertise to further develop and realise fundraising potential and to properly assess likely growth and timescales. The Natural Environment Charity Review has therefore utilised some of its funding to engage external consultants to further develop this work.

Current Position

Fundraising

6. In April 2025 fundraising consultants 'The Transform Partnership' were engaged. Further details of the scope of their work follows in this report.

Biodiversity Net Gain

7. Recent changes to national planning regulations require developers to deliver Biodiversity Net Gain (BNG) as part of their development in certain circumstances. BNG is a mechanism for funding the creation and improvement of natural habitats and aims to ensure that development has a measurably positive impact ('net gain') on biodiversity, compared to what was there before development. Where enhancements cannot be achieved on site, or nearby, there is the possibility of developers purchasing units from land managers to provide such improvements on their behalf.
8. Many sites that are assets of the NE Charities (owned by the CoLC in its charity capacity), or are owned by the CoLC in its corporate capacity but managed in complement to the activities of those Charities (some of which was previously referred to as 'buffer land' or 'pink land' but which is now collectively referred to as 'complementary land') have significant potential to provide such biodiversity enhancement schemes and therefore may have value for marketing and management of BNG units.
9. BNG processes and markets are emergent across the UK, and this is currently a highly specialised area. Following a competitive tender exercise Mott MacDonald was engaged to provide analysis for BNG potential across all NE Charity and complementary land parcels, and that survey was completed in May 2025.

Proposals

Fundraising

10. The Transform Partnership will be meeting with key officers and members over the coming weeks in order to complete their research and provide a report covering:
 - a) Advice on fundraising team development and strategy;
 - b) Fundraising potential analysis across all sites, identifying viable income streams and estimating financial targets;

- c) Identifying how to allocate fundraising efforts strategically, given some charities have greater income generation potential than others;
- d) Defining the structure, roles, salaries, and responsibilities for a permanent fundraising team within the Natural Environment Division;
- e) Creating a headline income generation plan across key income streams for each Charity to support sustainable, long-term fundraising operations beyond the consultancy period;
- f) Developing a fundraising policy framework to underpin fundraising efforts;
- g) Ensuring that fundraising aligns with CoLC's financial and operational goals;
- h) Further analysis of the NE Charities and their current and future fundraising and commercial income generation work;
- i) Development of written content to support fundraising bids for each charity, including history, USP, ambitions and donor opportunities;
- j) Testing of case statement narratives with key senior stakeholders and funding prospects
- k) Recommendations including resource and policy needs, roadmaps and timelines and tried and tested cases for support, establishing useful content for fundraising pitches and proposals.

11. It is expected that this report will be presented by The Transform Partnership to all Members in a recorded session by end October 2025 allowing discussion and questions on their findings.

Biodiversity Net Gain

12. Mott MacDonald have completed their research into BNG potential and have presented draft findings to key officers involved with their research. Notes and observations have been made back to them for incorporation into their finalised report.

13. It is proposed that Mott MacDonald team are invited to present their findings to all interested Members in a recorded session on the background and potential for BNG income generation at NE sites. Officers are working with Mott MacDonald to schedule this session ahead of the summer recess.

14. It is important to note that there may be many potential uses for complementary land parcels, some of which may be conflicting and some of which may be synergic. This prioritisation of these options is out of the scope of this report but is being addressed through other workstreams, including but not limited to development of a Complementary Land Policy and a Complementary Land Use Assessment.

Key Data

15. Financial data informing the fundraising analysis was previously provided to Members in a report entitled 'Natural Environment Charities – Income Analysis and Priorities' which went to the NE Committees in summer 2024.

Corporate & Strategic Implications

Strategic implications – These workstreams support Corporate Plan 2024-2029 outcomes particularly in Leading Sustainable Environment and Dynamic Economic Growth.

Financial implications – Costs for fundraising consultants and Biodiversity Net Gain analysis have been met by the Natural Environment Charity Review budget. The fundraising report will make recommendations for investment in skilled resource to support further fundraising efforts at the charities in the future but that is not included in this report.

Resource implications - The fundraising report will make recommendations for investment in skilled resource to support further fundraising efforts at the charities in the future but that is not included in this report.

Legal implications - As described in paragraph 2 of this report, the eight Natural Environment charities in scope of the matters contained in this report are all registered charities. The CoLC has various duties and obligations as a charity trustee including to only act in the best interests of the charity concerned.

Charity trustees have a duty to act reasonably and safeguard the resources of a charity, and would be expected to maximise opportunities to generate income by seeking funding from a variety of appropriate sources where possible. The CoLC may, therefore, explore fundraising opportunities (either from third parties or from income generating opportunities on the open spaces themselves), within the parameters of the respective governing documents of each of the NE Charities. As particular fundraising or BNG projects are developed in greater detail, they will need to be assessed against the governing documents and objects of the relevant charities. For all sites, including complementary land, relevant projects will need to be assessed against the capacity in which the land is held, any restrictions on land use that may operate on those sites due to, for example, restrictive covenants on their titles, and broader relevant considerations such as conservation designations.

Risk implications – Risks are captured and monitored as part of the wider NECR and within the risk registers maintained by department. This project is not considered to present further risks not already considered.

Equalities implications – Equalities implications will be assessed, as appropriate, in relation to any proposed actions and projects arising out of the income generation workstream.

Climate implications – The Natural Environment Charities and their associated complementary land and assets are essential to achieving corporate Carbon Action Strategy goals and other environmental objectives.

Security implications - None

Conclusion

16. Work on the fundraising workstream of the NECR continues. Assessment of potential for income through Biodiversity Net Gain across the charities and their associated complementary land has been assessed and will be presented to interested members at a dedicated session soon. Fundraising consultants have

been engaged and will present to members on their conclusions and recommendations in October 2025.

Appendices

- None

Background Papers

17. "Natural Environment Charities – Income Analysis and Priorities" received by Natural Environment Management Committees from May to July 2024.

Jo Hurst

Assistant Director – Charity Development

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Committee(s): Epping Forest and Commons Committee – For information	Dated: 17/07/2025
Subject: The Commons – Assistant Directors Quarterly Update April - June 2025	Public
Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?	<ul style="list-style-type: none"> • Flourishing public spaces • Leading sustainable development
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	NA
What is the source of funding?	
Has this funding source been agreed with the Chamberlain’s Department?	NA
Report of: Katie Stewart, Executive Director Environment	For Information
Report author: Geoff Sinclair, Assistant Director, The Commons	

Summary

The purpose of this report is to present key data for Burnham Beeches and the Commons for the period April 2025 – June 2025. Finance and risk reporting is being undertaken through separate reports. At the time of writing data for June was not available and this report largely covers the first two months of Q1 2025/26.

Of note, through 94 activity sessions 579 volunteers contributed 2,747 hours of support. Livestock have now been moved onto site from their winter quarters and an extensive programme of biological monitoring is underway across all sites, including reptiles, birds, butterflies and moths. Specialist visits have been hosted at Ashted Common with staff from Natural England visiting to see ancient tree management at the site while the Community Rangers at Burnham Beeches have been supporting our Local Authority partners at Buckinghamshire and Slough Councils with community events. Green Flag judges have visited all our sites over this quarter. We have had one near miss reported which colleagues from the City Surveyor Department are responding to.

Recommendation(s)

Members are asked to:

- Note the report.

Main Report

Current Position

1. This quarterly report documents the outcomes of work to deliver the objectives of the Natural Environment Strategies and Business Plan. A breakdown of activity by objective is given in Appendix 1 with summary details and key points highlighted in the following report.

Progress against Natural Environment Strategies and Business Plan objectives is summarised for the period April to June 2025.

Nature Conservation and Resilience

2. Practical habitat management activity included:
 - a. At Ashted Common:
 - i. Preparing and installing new byelaw (image) boards.
 - ii. Setting-up grazing area and introducing 10 cattle 'rented' from Surrey Wildlife Trust.
 - iii. Access work including dead hedge construction to sensitively deter the use of desire lines, and path mowing.
 - iv. Leaky dam construction as part of the CAS supported project.
 - v. Staff from Natural England visited on 10th June 2025 to view best practice in ancient tree management.
 - b. At the West Wickham and Coulsdon Commons:
 - i. Livestock overwintering in the barn at the Caterham Office have been returned to the Commons and a new bull purchased.
 - ii. Contract awarded for replacement of corporate image boards.
 - iii. All Green Flag / Green Heritage judging visits completed.
 - iv. Works progressing on the reinstatement of the livestock office following the fire in December 2025.
 - c. At Burnham Beeches and Stoke Common:
 - i. Cows are grazing large areas of Burnham Beeches using the No Fence system.
 - ii. The annual grey squirrel control programme started in March and will be completed in July.
 - iii. The procurement process has been completed for the pond restoration works at Burnham Beeches - these works will be carried out later in 2025.
3. Conservation activity highlights of the period are:
 - a. At Burnham Beeches and Stoke Common:
 - i. The annual whole site reptile survey was undertaken by volunteers at Stoke Common. 17 volunteers made over 100 visits to the Common during April, May and early June. Reptile

surveys were also completed at Burnham Beeches with the help of volunteers.

- ii. The Community Engagement Rangers have been carrying out a range of monitoring on the impact of visitors with the help of volunteers. These have included evening surveys for particular species, such as woodcock and path condition surveys.
 - iii. Despite the very dry spring a visit to Burnham Beeches in May by the Buckinghamshire Fungus Group discovered 2 new species for the Beeches.
- b. Work is progressing on the hosting of the Biodiversity of Pollards and Veteran Trees conference on the 25th and 26th June based at Burnham Beeches. The first day of the conference will be at Taplow Court centre, courtesy of SGI (UK), and will be followed by an evening walk of the gardens and informal conference supper. Day two will be at Burnham Beeches and will have a focus on the work of the CoL on ancient tree management. A verbal update will be provided at the meeting.
- c. At Ashted Common:
- i. Nightingale and cuckoo have returned to Ashted Common. Whitethroat, blackcap and garden warbler numbers appear to be good.
 - ii. Some of the ancient oak pollards on Ashted Common appear to be stressed by the prolonged dry period in spring. An assessment of winter work will be required shortly to determine if it is appropriate to undertake veteran tree works this year.
- d. At West Wickham & Coulsdon Commons:
- i. Moth and butterfly recording has progressed as planned across all sites.
 - ii. Reptile surveys established on all sites and amphibian surveys carried out at the three ponds on Coulsdon Common.
 - iii. Bird surveys completed on all sites including skylark population monitoring on Farthing Downs and Riddlesdown.
 - iv. Dung beetle surveys started on grazed sites.
 - v. National Vegetation Classification (NVC) surveys started on Farthing Downs and Riddlesdown Common.

Community Engagement

- 4. On June 12 the Superintendent for the Commons gave evidence to the London Assembly Environment Committee that was exploring London's draft Local Nature Recovery Strategy (LNRS), including in the context of the current consultation on the principles for the next London Plan.
- 5. Across the estate the following visits were hosted to share experience:

- a. At Ashted Common:
 - i. Young people from Oxygen – a charity grant supported by the City – visited for a guided walk in May.
 - ii. Your Committee visited on May 24 to view a potential wetland creation project, the work of volunteers and cultural heritage features.
- b. At Burnham Beeches:
 - i. Volunteers have been undertaking infrastructure works, fence repairs, path repairs, surveys and bracken control.
 - ii. Local Scout and Guide affiliated groups have undertaken habit works at BB.
- c. The Burnham Beeches and Stoke Common eco volunteers have been:
 - i. Surveying microhabitats on trees and creating a database of 'Wildlife Trees'.
 - ii. Preparing for presentation on tree microhabitat surveys at the Burnham Beeches Ancient Tree Conference (TreMS).
 - iii. Undertaking the annual programme of vegetation plot mapping and maintenance.
- d. 4 x Meet the Ranger events were held and attracted 418 attendees. Other walks and events have included 3 x Simply Walk, 3 x Waggy Walks and the Easter and half term trails were enjoyed by 340 people.
- e. The Community Engagement Rangers have attended off-site community events in Burnham and Slough in support of partners. The whole planning team at Slough Borough Council were hosted on a fact-finding visit at Burnham Beeches.
- f. At the West Wickham and Coulsdon Commons:
 - i. London Search & Rescue used Farthing Downs for a staff training event.
 - ii. Local Beaver groups visited Coulsdon Common, Kenley Common and Riddlesdown.
 - iii. Geology students from UCL carried out an accompanied site visit to Riddlesdown Quarry.
 - iv. Paw Wash Station installed adjacent to the public toilets at Farthing Downs car park.
 - v. Kenley Revival Project led a guided walk for members of the public at Kenley Common.
 - vi. Volunteers on Kenley Common cleared scrub encroachment using 'tree poppers'- this will help increase the spread of orchids and other important wildflowers on this historic site.

- vii. Volunteers at West Wickham Common installed a new set of steps to improve access to the site from Gates Green Road.

Access and Recreation

- 6. Entrance signage project:
 - a. All but one of the six new byelaw boards have been installed at Ashted Common. Most of the design work, preparation and installation of these boards has been undertaken by volunteers. One has spent many hours painting the new boards and legs prior to installation.

Learning and Heritage

- 7. Over the first two months of the quarter (April/May) through 94 activity sessions 579 volunteers contributed 2,747 hours of support, which is 7% above average for the two month. In addition to practical conservation tasks activity included:
 - a. At Ashted Common:
 - i. A student from Sparsholt College was supported for two weeks of work experience.
 - ii. Pupils from two local primary schools visited to learn about ecology.
 - iii. Another phase of the international study of veteranised trees commenced in May, with invertebrate traps installed in some of the veteranised oaks.
 - iv. Volunteers have been undertaking breeding bird and butterfly surveys.
 - b. At the West Wickham and Coulsdon Commons:
 - i. Volunteers have supported biodiversity monitoring of reptiles, skylarks and butterflies over the period.
 - ii. 55 hours of support went in to preparing for the Green Flag assessments.
 - c. At Burnham Beeches:
 - i. Bracken bashing has been a focus for volunteer work during the period at Stoke Common and Burnham Beeches.
 - ii. Path repairs and clearing mini grids and drainage grips.

Income Generation

- 8. Car parking figures for this period were not available in time for this reporting period. A verbal update will be given at the meeting.

9. Licenced horse-riding events on Ashtead Common raised £106, while two filming activities on Ashtead Common brought in £282.25. Both are new activities at Ashtead Common with the horse-riding looking to be a regular event through the year
10. A major online streaming series production was hosted at Burnham Beeches during the period – providing income of £107,000. This is above the annual income budgeted for filming income and we have some further interest for filming this year as well.
11. A new chargeable 'Paw Wash' facility has been installed at the Farthing Downs car park to help generate additional income from the car park. A full 'wash and blow dry' will cost £5 with the option to extend the time at £1 a minute. The opportunity is also there to add a £1 donation to the Coulsdon Commons Charity.

People Management

Burnham Beeches

12. Training in fire management was held over the period with 16 staff attending Lantra accredited Vegetation Fire Operator and Management planning Modules and the use of new Fire Fogger units.
13. A discussion/training day was held at Burnham Beeches to investigate possible methods to understand the impact of recreation pressure on soils. Colleagues from the Carbon Removal Project also attended.
14. The BB Apprentice completed their End Point Assessment and has successfully applied for the role of seasonal Assistant Ranger at BBSC. They start their new role on the 1st July.
15. Following the retirement of a Ranger earlier in the year an Assistant Ranger at Burnham Beeches successfully applied for the role as a new grade C Ranger and will also start on the 1st July.
16. 2025/26 Apprentice post for Burnham Beeches has been advertised, interviews will take place on the 3rd July.

West Wickham & Coulsdon Commons

17. Two Apprentice posts for 2025/26 have been advertised with interviews taking place on June 19th.
18. Of the current two apprentices at WWCC one apprentice has completed their End Point Assessment and will be leaving us in September to study Countryside Management at the University of Kent. The second apprentice continues with their work based learning programme, developing specific skills in animal husbandry.

19. Following leadership training by Focal Point the WWCC team have taken part in a series of local developmental exercises and are in the process of finalising a team charter.

Risk Management

20. There was a small wildfire at Stoke Common at the start of May, this was deliberately set with multiple points of ignition. The Fire Service attended very quickly and supported by the local team the fire was quickly extinguished damage being very patchy over an area of approximately 250m².
21. At the end of May police attended a serious incident involving two people known to each other. One person was stabbed by the other and staff supported police with access as required until the suspect was arrested. Staff did not witness the incident or deal with any casualty.
22. All high and medium risk tree safety work has been completed at the WWCCs and all six-monthly tree inspections have been completed at Burnham Beeches and Stoke Common.
23. Site infrastructure checks have been completed at all sites. Ditches Road cattle grid had further work undertaken to reduce noise and to reinforce the fixings. The company used is very experienced in highway works and the repairs hopefully will be more durable than before. Site infrastructure has been checked and fencing repairs undertaken to allow overwintering livestock to return to both Stoke Common and Burnham Beeches.
24. The annual programme of clearing highway site lines has been completed across all sites.
25. Over the two-month period we had a near miss incident with a tile falling from a roof while under repair. The City Surveyors Department are leading on the investigation of the incident.

Conclusion

26. This report covers the first two months of Q1 only. Management Plan implementation has progressed as planned. Over the period we had one reported near miss incident. Community support through volunteering remains high. We currently have one vacancy looking to be filled and recruitment for three apprentices is underway.

Appendix 1 – Progress against key objectives / actions (categorised by Natural Environment Strategy).

Geoff Sinclair

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APPENDIX 1: PROGRESS ON NATURAL ENVIRONMENT BOARD STRATEGY OBJECTIVES (April to 1 June 2025)									
1	NATURE CONSERVATION & RESILIENCE								
#	Theme	#	Objective	#	Measure	Progress Q1 (Apr-May-Jun)	Also contributes to:		
							CE	A&R	CH&L
1.1	Protect and enhance the biodiversity of our open spaces	1	Management plans are in place to ensure that their biodiversity and natural assets are conserved, engaged with stakeholders, and are implemented.	1	Management plans in place for all sites with annual reporting on progress		X	X	X
		2	SSSI condition improvement and Species Recovery plans are in place for all our sites.	2	SSSI improvement and species recovery plans in place for key habitats and species	2025 NVC surveys commissioned for Farthing Downs & Riddlesdown. We have used the same ecologist that carried out the 2016 surveys so an accurate assessment of response to management can be made			
		3	Species records and other biological data are regularly gathered and professionally managed.	3	A central NED repository for biological reports is established				
		4	Community support and engagement in the conservation of our open spaces is increased.	4	Biological survey records uploaded onto national recording databases within 12 months of collection		X	X	X

				5	Volunteer involvement in biodiversity monitoring and habitat restoration	At Ashtead Common: 1.254 volunteer hours (Apr/May only). At West Wickham and Coulsdon Commons: 567 volunteer hours (Apr/May only). At Burnham Beeches and Stoke Commons 912 volunteer hours (Apr/May only).	X		X
1.2	Increase the resilience of our open spaces within a wider, interconnected natural landscape	1	Greater and more effective engagement with the planning system to influence the protection of our open spaces in the most relevant way.	1	Percentage of Local Authority plan consultations responded to	All planning lists checked for Burnham Beeches. No response required for this period.			
		2	Landscape connectivity around our open spaces is enhanced through collaboration with other organisations and stakeholders.	2	Participation in landscape partnership initiatives	At Ashtead Common: NE staff hosted view best practice in ancient tree management. At Burnham: The Slough Borough Council planning team were hosted on a half day visit to discuss site management issues arising from development activity At WW&CC developing parentsip work with Croydon	X		

						Council and have offered office space to their ranger covering parts of the wider NNR			
		3	Reduced visitor impact on priority habitats and other important sites through sustainable visitor and mitigation strategies being in place and implemented.	3	Ecological monitoring of visitor impact (various measures)	At BBSC - Species impact monitoring in progress. Flag the poo and poo transect and dog walking transects completed			
		4	Damaging introduced species monitored and kept under control.	4	Damaging Introduced Species policy prepared and implemented	At Burnham Beeches . American Grey Squirrel control undertaken Rhododendron regrowth controlled			
		5	Climate resilience plans prepared for each open space.	5	Climate resilience plans completed		X		
1.3	Establish a natural capital-based management process across	1	Baseline natural capital valuation for NED undertaken	1	Natural capital assessment completed for the open spaces				
		2	Natural capital monitoring and reporting system established.	2	TBC- Monitoring measure will be developed from the baseline assessment				

	our open spaces.	3	The City of London Corporation's Climate Action Strategy goals are met for the open spaces	3	ktCO2e removed each year from NE open spaces				
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2	COMMUNITY ENGAGEMENT								
#	Theme	#	Objective	#	Measure	Progress Q1	Also contributes to:		
						(Apr-May-Jun)	NC&R	A&R	CH&L
2.1	Partnership: Creating meaningful and lasting partnerships	1	Build and sustain meaningful and lasting partnerships with the communities we serve.	1	Development of a Community Engagement Toolkit that provides guidance on best practice engagement in a variety of circumstances and contexts. (Complete by 31 March 2025)				
		2	Implement a holistic approach to community engagement that encourages active participation.	2	Development of a Community Engagement Toolkit that provides guidance on best practice engagement in a variety of circumstances and contexts. (Complete by 31 March 2025)				
		3	Cultivate and support successful partner organisations that support us in mission delivery.	3	Delivery of value-added activities in NE space: Number of partnership organisations that are delivering	Over the year 26 third party events held across the Commons by 19 organisations	X		

					approved value added activities in NE spaces	Partnership with youth charity Oxygen at Ashted Common is ongoing			
2.2	Removing barriers: Identifying and removing barriers to participation in our spaces and work	1	Ensure diverse and representative participation in our work and spaces.	1	Development of a Community Engagement Toolkit that provides guidance on best practice engagement in a variety of circumstances and contexts. (Complete by 31 March 2025)				
		2	Create physical spaces that are as accessible as possible to as many people as possible.	2	Initial self-audit of access challenges and opportunities at each NE space, with relevant participating partners, updated annually.				
		3	Engage in continuous self-reflection to identify opportunities for continuous improvement.	3	Initial self-audit of access challenges and opportunities at each NE space, with relevant participating partners, updated annually.				

2.3	Ownership: Cultivating a sense of deep pride in and attachment to our spaces amongst users	1	Facilitate a deep sense of pride in and attachment to our open spaces among user groups and communities.	1	Volunteer programme: Participation in, as measured by hours given, number of participants, and funds secured	At Ashtead Common: 1.254 volunteer hours (Apr/May only). At West Wickham and Coulsdon Commons: 567 volunteer hours (Apr/May only). At Burnham Beeches and Stoke Commons 912 volunteer hours (Apr/May only).	X		
		2	Create opportunities for user groups and communities to provide additional resource to the Corporation to support mission delivery.	2	Fundraising programme: Donations across NE and at each space				
2.4	Thriving spaces: Creating spaces that attract people and improve their lives	1	Improve health and wellbeing through our open spaces through successful and effective community engagement.	1	Communications: Create a communications plan that promotes the health and wellbeing improvement opportunities at City of London Corporation open spaces.	At Ashtead Common. N/A. At Burnham Beeches 9 nordic walking events, 2 ramblers walks and 2 'Simply Walk' events held. At WWCC: 2 Charity running events were held plus a licences cross country running event		X	

		2	Deliver well-managed spaces that are widely understood as destinations for improved health and wellbeing.	2	Communications: Create a communications plan that promotes the health and wellbeing improvement opportunities at City of London Corporation open spaces.				
		3	Provide a diverse mix of opportunities for enrichment at our open spaces.	3	Portfolio of enrichment opportunities available at each space: Agree and track categories of enrichment opportunities available at each space, eg, active recreation, passive recreation, forest bathing learning, etc.				
		4	Create spaces where formative experiences occur.	4	Number of activities intended to engage people in experiences for the first time.	<p>At Ashtead Common: Monthly DoE student work program events held. Student from Sparsholt College supported for a period of work experience.</p> <p>At West Wickham and Coulsdon Commons: DoE student has been regularly volunteering for litter picking during the period.</p> <p>At Burnham Beeches DOE student joining tasks.</p>		X	

						Regular, work parties, every 2 weeks, with students from BCA			
2.5	Knowledge exchange: Continuous transfer of information between the Corporation and its customers	1	Ensure easy access to information about the Corporation, its open spaces, and our management practices.	1	Audit availability of digital and physical information from COL-managed information resources.				
		2	Catalyse improved behaviours in our spaces where needed.	2	Create a communications plan that promotes positive and encouraged behaviours in City of London Corporation open spaces, and provides clear information on the resources the Corporation commits to its open spaces.				
		3	Ensure greater understanding among members of the public of the Corporation's efforts to preserve and care for our spaces.	3	Create a communications plan that promotes positive and encouraged behaviours in City of London Corporation open spaces, and provides clear information on the resources the Corporation commits to its open spaces.	Monthly e-newsletters delivered for each charity circulated. Messaging focusses on key conservation efforts and relevant information with a total of 2247 subscribers across all the Commons sites.			

		4	Improve service delivery by the Corporation at its open spaces through information exchange.	4	Development of a Community Engagement Toolkit that provides guidance on best practice engagement in a variety of circumstances and contexts. (Complete by 31 March 2025)				
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3	ACCESS & RECREATION								
#	Theme	#	Objective	#	Measure	Progress Q1 (Apr-May-Jun)	Also contributes to:		
							NC&R	CE	CH&L
3.1	Balance the needs of visitors with the requirements of protecting the natural and heritage assets of the open spaces	1	Manage visitors to protect vulnerable areas.	1	Spatial masterplans created by 2025 to map wayfinding and visitor facilities to encourage use of most sustainable areas and away from ecologically sensitive locations.				
		2	Plan for increased visitor numbers and improve durability of honeypot locations.	2	Site management plans developed by 2026, and a site-wide approach to physically managing the wear and tear on tracks and paths is articulated in annual site management plans.	Management plans in place for all sites.			

		3	Reduced visitor impact on priority habitats and other important sites through sustainable visitor and mitigation strategies being in place and implemented.	3	Annual visitor footfall survey conducted to monitor increase in numbers.	Yearlong visitor count process has been started at Burnham Beeches			
		4		4	Ecological monitoring of visitor impact (various measures)	At Burnham Beeches. Ongoing monitoring by CERs at regular intervals			
3.2	Enable the best possible visitor journey, creating the right information from pre-visit to a stress-free and enjoyable on-site experience	1	Provide clearly branded and accessible on-site wayfinding, interpretation and information.	1	On-site signage audited annually	At Ashtead Common all but one of the six new byelaw boards have been installed. At West Wickham and Coulsdon Commons: Procurement process completed on the design, manufacture and installation of Byelaw boards across the all the Commons.			
		2	Provide easily accessible, clear and exemplary pre-visit information through digital platforms.	2	Standalone website created for each site by 2025				
		3	Provide on-site infrastructure and welcome facilities to create exempt class sites that are renowned for the highest quality visitor experience.	3	Quality Accreditation is achieved				
		4	Make improvements to both informal and formal recreational facilities.	4	100% of Waymarked trails are audited annually to maintain standards				

3.3	Provide welcoming places that visitors from all backgrounds and abilities are comfortable to explore	1	Understand gaps in visitor profile.	1	Visitor profile survey undertaken by 2026				
		2	Work with partners to develop outreach to ensure wider audiences or are aware of and able to access sites.	2	Minimum of six outreach activities provided through partnership annually	26 events held over the period with 19 groups involved, including local schools, scouts/cubs/Beavers, running clubs, Conservation organisation and local businesses		X	
		3	Ensure that sites have least-restrictive access.	3	Least restrictive access achieved across whole landholding by 2026				
		4	Work towards excellence for physical access.	4	Accessibility information provided for every public facility on website by 2025				
3.4	Build understanding and knowledge about the open spaces. Visitors will respect one another and will care for and advocate for the sites.	1	Information and education about the open spaces' culture, heritage and ecology will be provided through on site interpretation at visitor centres and through all marketing channels to increase understanding.	1	New interpretation panels created each year and websites updated monthly. Newsletters issued monthly	Monthly newsletter circulated by each Charity Total of 58 events held with 1289 attendees		X	
		2	Respectful use of facilities and sites will be encouraged through engagement and instruction.	2	Codes of conduct are promoted on every site				

		3	Key messages are delivered through layered and targeted campaigns.	3	Seasonal engagement sessions provided on site (minimum one per season per site)	Multiple events held by each charity.			
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4	CULTURE, HERITAGE, AND LEARNING								
#	Theme	#	Objective	#	Measure	Progress Q1	Also contributes to:		
						(Apr-May-Jun)	NC&R	CE	A&R
4.1	Developing nature connection and pro-environmental behaviours	1	Deliver learning activities which incorporate the 'pathways to nature connection' and which facilitate an increase in participants' feelings of nature connection.	1	Percentage of participants' feeling connected to nature after taking part in a learning session				
		2	Develop synergies between NE Learning, CoL Environmental Resilience and CoL Climate Action, and provide opportunities for children and young people to get involved and make a positive contribution to biodiversity and environmental resilience.	2	Number of environmental resilience projects for children/young people delivered each year				
		3	Collaborate with educators and researchers to develop an evidence-informed model of best practice in climate education and apply best practice to the NE learning programme.	3	Number of climate education themes integrated in NE Learning Programmes per year				

		4	Adopt sustainable practices, including an aim to achieve net zero, in accordance with Corporation policy and strategies e.g. the Climate Action Strategy.	4	Percentage of our assets and programmes that have an up-to-date audit of their scope 1 and scope 2 emissions				
4.2	Developing wellbeing through spending time in nature or through our heritage	1	Engage participants in activities which increase feelings of wellbeing.	1	Percentage of participants feel happy or very happy after taking part in our activities				
		2	Provide more opportunities for children to engage in outdoor play.	2	Number of children and young people taking part in our play programme.				
		3	Provide opportunities for adult volunteering as a means to increase wellbeing.	3	Percentage of our volunteers who rate their experience as positive or very positive				
4.3	Providing more opportunities through education and employment	1	Engage participants from London boroughs with high levels of deprivation and child poverty.	1	Number of learning programme participants from the 15 London boroughs rated highest for child poverty.				
		2	Provide bespoke learning opportunities for young people struggling with education, employment or mental health.	2	Number of participants taking part in bespoke learning programmes for young people struggling with education, employment or mental health				

		3	Provide bespoke learning sessions for children and young people with additional needs.	3	Number of bespoke programmes for children and young people with additional needs each year.				
		4	Provide opportunities for apprenticeships and traineeships leading to skills and career development.	4	Percentage of our culture, heritage and learning workforce who are apprentices or trainees	<p>At West Wickham and Coulsdon Commons:2 Apprentices working towards Level 2 Award in Countryside Management and 1 just qualified and working as maternity cover for six months .</p> <p>At Burnham Beeches one apprentice achieved Distinction in their Level 2 Award in Countryside Management. They have successfully been recruited to a temporary ranger post at BB</p>			
4.4	Developing greater engagement, confidence and enjoyment	1	Engage participants in our learning, heritage and cultural activities which provide opportunities to explore, enjoy and feel safe in our spaces.	1	Number of people who participate in our programmes.	Across the Commons 1289 attended 58 events/walks/talks			
		2	Provide activities which enable participants to build confidence to explore green spaces.	2	Percentage of participants who feel confident or very confident to explore our spaces and sites after taking part.				

		3	Develop strategic partnerships with organisations that help to deliver our culture, heritage and learning offer.	3	Number of annual programmes delivered in partnership with others.	All charities: Over the quarter 19 different community groups worked with.			
		4	Ensure that our programming to build participants' fusion skills and confidence is informed by our communities of interest.	4	Number of annual programmes co-created with the community with a focus on skills development/ Adherence to community engagement toolkit.				
		5	Develop our communities of interest that participate in, advocate for, and support, our natural environment and heritage charities and assets.	5	Percentage of our heritage assets with an active social media account, website and supporter list.	All charities: 100% social media account			
4.5	Ensuring the effective care, management and promotion of our offer	1	Conserve and enhance our heritage assets in accordance with statutory requirements, sector guidance and best practice.	1	Percentage of our heritage assets with an up-to-date inspection regime and management plan in place.	New interpretation panel installed at Ashtead's Roman Villa			
		2	Ensure a consistent approach to the management and promotion of our heritage assets.	2	Percentage of our heritage assets with a business and marketing plan in place.				

		3	Ensure our cultural programming is both informed by, and representative of, our diverse communities of interest.	3	Number of annual programmes with a focus on engaging under-represented communities/ adherence to community engagement toolkit.				
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City of London Corporation Committee Report

Committee: Epping Forest and Commons Committee	Dated: 17/07/2025
Subject: Burnham Beeches and The Commons Risk Management	Public report: For Information
This proposal: <ul style="list-style-type: none"> • delivers Corporate Plan 2024-29 outcomes • provides business enabling functions 	Corporate Plan Outcomes: Diverse engaged communities; Vibrant thriving destination; Providing excellent services; Flourishing public spaces; Leading sustainable environment Business enabling functions: Risk Management
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:	Katie Stewart, Executive Director Environment
Report author:	Joanne Hill, Environment Department

Summary

This report provides an overview of the risk management processes in place, including risk governance and the format and frequency of reporting, for the four registered charities your Committee is responsible for: 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).

The report provides Members with assurance that these processes align with the Corporate Risk Management Framework and meet the requirements of the Charities Act 2011. A summary of the current risk register for each charity is also included within the report and at Appendices 1-4.

Recommendation

Members are asked to:

- Note the report.

Main Report

Background

Corporate Risk Management Framework

1. The City of London's Risk Management Framework covers the elements involved in identifying, analysing and mitigating risks across the organisation. It incorporates the Risk Management Policy; the Risk Management Strategy 2024-29; and Risk Management Guidance and Training.
2. The Risk Management Policy outlines the City Corporation's overarching approach and requirements in risk management. It covers risk application, roles and responsibilities; the risk management process; risk management governance and reporting.
3. The Risk Management Strategy 2024-2029 sets the strategic direction for corporate risk management and outlines the activities that will be undertaken to achieve our four strategic objectives. The Strategy supports and aligns with organisational ambitions including our Corporate Plan 2024-2029.
4. To support delivery of the Risk Management Strategy 2024-2029, a Corporate Risk Appetite Statement has recently been approved by Court of Common Council. This Statement details the City Corporation's approach to taking risk across nine themes and will be used to aid strategic decision making. Initially, this will be applied to Corporate-level risks only, but will, in time, be rolled out to risks at all levels, including charity risks. Further details will be reported to your Committee as they become available.

Risk governance and reporting

5. Chief Officers are accountable for their department's risks and the handling of these, including what is put onto their risk registers. They may delegate responsibility for the oversight and management of this to officers within their area.
6. Members monitor and oversee the City Corporation's Risk Management Strategy and arrangements. They play an essential role in scrutinising risk management and its effectiveness. This is distinct from operational decision-making on risks/officer actions to identify and manage risk but works in tandem with this to ensure sound and appropriate risk management.
7. The City of London's Risk Management Framework requires each Chief Officer to report regularly to Committees on the risks faced by their department. This enables Members to fulfil their risk management oversight and scrutiny functions.

Natural Environment charities

8. The Corporate Risk Management Policy and process is applied throughout the Environment Department, including the Natural Environment Division where it is adapted as appropriate to also ensure compliance with the requirements of the Charities Act 2011.
9. For each natural environment charity, the responsible Management Committee retains oversight of risk, with officers under their relevant delegated authority in the operational management of the charity having day-to-day responsibility for managing and controlling risk.
10. Risks are regularly reviewed by the relevant Assistant Director or Head Ranger and their management team, with updates recorded in the corporate risk management information system. Risks are assessed on a likelihood-impact basis, and the resultant score is associated with a traffic light colour. For reference, the City of London's Risk Matrix is provided at Appendix 5.
11. New and emerging risks are identified through several channels, including:
 - Directly by management teams as part of the regular review process.
 - In response to suggestions made by the Charity Management Committee.
 - In response to ongoing review of progress made against Business Plan objectives and performance measures.
 - In response to emerging events and changing circumstances which have the potential to impact on the delivery of charity objects.
12. 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. These risks are to be reviewed annually.
13. Your Committee, on behalf of the City Corporation as Trustee, reviews risks faced by the Commons charities on a quarterly basis to gain assurance that risks are being effectively identified and managed. This reporting frequency aligns with the City of London's Risk Management Framework and exceeds the requirements of the Charity Commission.
14. A separate risk register is held for each charity to enable effective site-specific management and assessment. Detailed risk registers are presented, for decision, every six months. The two interim quarterly reports present summary risk registers for information, with individual risks being reported in detail by exception.

Current Position

15. The Executive Director Environment assures your Committee that all risks held by the four Commons charities continue to be managed in compliance with the Corporate Risk Management Framework and the Charities Act 2011.
16. A summary of the current risk register of each charity is provided below, and at Appendices 1-4. Risks are listed with their current score and direction of travel over the past year.

A. Ashted Common (see also Appendix 1)

- **ENV-NE-AC 005: Negative impacts of pests and diseases**
Current risk score: AMBER 12, decreasing
- **ENV-NE-AC 004: Negative impacts of development and encroachment**
Current risk score: AMBER 8, constant
- **ENV-NE-AC 006: Adverse impacts of extreme weather and climate change**
Current risk score: AMBER 6, constant
- **ENV-NE-AC 008: Water pollution**
Current risk score: AMBER 6, constant
- **ENV-NE-AC 009: Decline in condition of assets**
Current risk score: AMBER 6, decreasing
- **ENV-NE-AC 001: Budget pressures**
Current risk score: GREEN 4, constant

B. Burnham Beeches and Stoke Common (see also Appendix 2)

- **ENV-NE-BBSC 002: Negative impacts of visitor pressure**
Current risk score: RED 16, constant
- **ENV-NE-BBSC 004: Negative impacts of development and encroachment**
Current risk score: AMBER 12, constant
- **ENV-NE-BBSC 005: Negative impacts of pests and diseases**
Current risk score: AMBER 12, decreasing
- **ENV-NE-BBSC 006: Adverse impacts of extreme weather and climate change**
Current risk score: AMBER 12, constant
- **ENV-NE-BBSC 009: Decline in condition of assets**
Current risk score: AMBER 12, decreasing
- **ENV-NE-BBSC 008: Pollution**
Current risk score: AMBER 8, constant

C. Coulsdon and Other Commons *(see also Appendix 3)*

- **ENV-NE-COC 009: Decline in condition of assets**
Current risk score: RED 16, constant
- **ENV-NE-COC 002: Negative impacts of visitor pressure**
Current risk score: AMBER 12, constant
- **ENV-NE-COC 004: Negative impacts of development and encroachment**
Current risk score: AMBER 8, constant
- **ENV-NE-COC 005: Negative impacts of pests and diseases**
Current risk score: AMBER 8, constant
- **ENV-NE-COC 008: Pollution**
Current risk score: AMBER 8, constant
- **ENV-NE-COC 001: Budget pressures**
Current risk score: AMBER 6, constant
- **ENV-NE-COC 006: Adverse impacts of extreme weather and climate change**
Current risk score: AMBER 6, constant

D. West Wickham and Spring Park *(see also Appendix 4)*

- **ENV-NE-WWSP 009: Decline in condition of assets**
Current risk score: RED 16, constant
- **ENV-NE-WWSP 002: Negative impacts of visitor pressure**
Current risk score: AMBER 12, constant
- **ENV-NE-WWSP 004: Negative impacts of development and encroachment**
Current risk score: AMBER 8, constant
- **ENV-NE-WWSP 005: Negative impacts of pests and diseases**
Current risk score: AMBER 8, constant
- **ENV-NE-WWSP 001: Budget pressures**
Current risk score: AMBER 6, constant
- **ENV-NE-WWSP 006: Adverse impacts of extreme weather and climate change**
Current risk score: AMBER 6, constant

Corporate and Strategic Implications

17. 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.
18. The risk management processes in place in the Environment Department comply with the Corporate Risk Management Framework and, in the case of the natural environment charities, with the requirements of the Charities Act 2011.
19. The processes also support the delivery of the Corporate Plan, our Departmental high-level Business Plan, charity business plans and relevant Corporate Strategies, including, but not limited to, the Climate Action; Cultural; Sport and Physical Activity; and Volunteering Strategies.
20. Risks which could have a serious impact on the achievement of charity objects, business and strategic objectives are proactively identified, assessed and managed to minimise their likelihood and/or impact.

Conclusion

21. 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 – Ashted Common Summary Risk Register
- Appendix 2 – Burnham Beeches and Stoke Common Summary Risk Register
- Appendix 3 – Coulsdon and Other Commons Summary Risk Register
- Appendix 4 – West Wickham and Spring Park Summary Risk Register
- Appendix 5 – City of London Corporation Risk Matrix




Contact













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Ashted Common Risk Register

24 June 2025



Risk score indicator key.		
		
RED	AMBER	GREEN

Risk code	Risk title	Current risk score	Current risk score indicator	Risk Approach *	Target risk score	Target risk score indicator	Direction of travel (over the past year)
ENV-NE-AC 005	Negative impacts of pests and diseases	12		Reduce	6		Decreasing
ENV-NE-AC 004	Negative impacts of development and encroachment	8		Reduce	6		Constant
ENV-NE-AC 006	Adverse impacts of extreme weather and climate change	6		Accept	6		Constant
ENV-NE-AC 008	Water pollution	6		Reduce	2		Constant
ENV-NE-AC 009	Decline in condition of assets	6		Accept	6		Decreasing
ENV-NE-AC 001	Budget pressures	4		Accept	4		Constant




* **N.B.** Risks with an identical current and target score are those which we have mitigated to the lowest level possible at present. However, we continue to undertake a range of actions to maintain them at their current score, keep them under continual review, and seek opportunities to reduce the level of risk.













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Burnham Beeches and Stoke Common Risk Register

24 June 2025



Risk score indicator key.		
		
RED	AMBER	GREEN

Risk code	Risk title	Current risk score	Current risk score indicator	Risk Approach *	Target risk score	Target risk score indicator	Direction of travel (over the past year)
ENV-NE-BBSC 002	Negative impacts of visitor pressure	16		Reduce	12		Constant
ENV-NE-BBSC 004	Negative impacts of development and encroachment	12		Accept	12		Constant
ENV-NE-BBSC 005	Negative impacts from pests and diseases	12		Reduce	8		Decreasing
ENV-NE-BBSC 006	Adverse impacts of extreme weather and climate change	12		Accept	12		Constant
ENV-NE-BBSC 009	Decline in condition of assets	12		Reduce	8		Decreasing
ENV-NE-BBSC 008	Pollution	8		Accept	8		Constant

* **N.B.** Risks with an identical current and target score are those which we have mitigated to the lowest level possible at present. However, we continue to undertake a range of actions to maintain them at their current score, keep them under continual review, and seek opportunities to reduce the level of risk.




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Coulsdon and Other Commons Risk Register

24 June 2025



Risk score indicator key.

		
RED	AMBER	GREEN




Risk code	Risk title	Current risk score	Current risk score indicator	Risk Approach *	Target risk score	Target risk score indicator	Direction of travel (over the past year)
ENV-NE-COC 009	Decline in condition of assets	16		Reduce	12		Constant
ENV-NE-COC 002	Negative impacts of visitor pressure	12		Accept	12		Constant
ENV-NE-COC 004	Negative impacts of development and encroachment	8		Reduce	6		Constant
ENV-NE-COC 005	Negative impacts of pests and diseases	8		Reduce	6		Constant
ENV-NE-COC 008	Pollution	8		Reduce	4		Constant
ENV-NE-COC 001	Budget pressures	6		Accept	6		Constant
ENV-NE-COC 006	Adverse impacts of extreme weather and climate change	6		Accept	6		Constant

* **N.B.** Risks with an identical current and target score are those which we have mitigated to the lowest level possible at present. However, we continue to undertake a range of actions to maintain them at their current score, keep them under continual review, and seek opportunities to reduce the level of risk.













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West Wickham and Spring Park Risk Register

24 June 2025

Risk score indicator key.		
		
RED	AMBER	GREEN



Risk code	Risk title	Current risk score	Current risk score indicator	Risk Approach *	Target risk score	Target risk score indicator	Direction of travel (over the past year)
ENV-NE-WWSP 009	Decline in condition of assets	16		Reduce	12		Constant
ENV-NE-WWSP 002	Negative impacts of visitor pressure	12		Accept	12		Constant
ENV-NE-WWSP 004	Negative impacts of development and encroachment	8		Reduce	6		Constant
ENV-NE-WWSP 005	Negative impacts of pests and diseases	8		Reduce	6		Constant
ENV-NE-WWSP 001	Budget pressures	6		Accept	6		Constant
ENV-NE-WWSP 006	Adverse impacts of extreme weather and climate change	6		Accept	6		Constant

* **N.B.** Risks with an identical current and target score are those which we have mitigated to the lowest level possible at present. However, we continue to undertake a range of actions to maintain them at their current score, keep them under continual review, and seek opportunities to reduce the level of risk.

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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 Manager for further information.

May 2021

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City of London Corporation Committee Report

Committee(s): Epping Forest & Commons Committee – For Information	Dated: 17/07/2025
Subject: NECR Charity Assets Update for the Ashtead Common Charity	Public report: For Information
This proposal: <ul style="list-style-type: none"> • delivers Corporate Plan 2024-29 outcomes • provides business enabling functions 	Leading Sustainable Environment
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	£NA
Report of:	Emily Brennan Director Natural Environment
Report author:	Jo Hurst Assistant Director Charity Development

Summary

This report is being brought for information as part of the commitment to keep Members up to date on the work of the review.

A key deliverable of the Natural Environment Charity Review is an audit of land assets owned by the City of London Corporation ('CoLC') in its capacity as charity trustee of each of the eight Natural Environment charities, ensuring that the information held on those assets in the CoLC's Asset Register is accurate and up to date. This report summarises the processes used to audit the land assets held by the CoLC as trustee of the Ashtead Common charity.

Recommendation(s)

Having regard to the City of London Corporation's trustee responsibilities for the Ashtead Common charity and in that case being satisfied that it is in the best interests of the charity and its beneficiaries, Members are asked to:

- Note the audit process undertaken for the charity land assets of the Ashtead Common charity and the steps to maintain the Asset Register.
- Note the charity land assets of the Ashtead Common charity included in the Appendix to this report.

Main Report

Background

1. The Natural Environment Charity Review is a wide-ranging review of the eight Natural Environment Charities across four main themes: Governance, Funding Model, Income Generation and Assets. This report summarises and updates on the Assets workstream, and the audit that has been carried out on the ownership of land assets (and the permanent buildings upon them) at Ashted Common (charity no. 1051510).
2. Since the Ashted Common charity is unincorporated, it does not have its own legal personality which means that its property is held by its trustee, on the terms of the charity's governing documents. As the sole corporate trustee of the Ashted Common charity, the CoLC holds the charity's property, in its capacity as trustee, for the charity's specific charitable purposes (and subject to management in accordance with the governing documents of the charity and requirements of charity law). For the purposes of this report, the assets held subject to these arrangements are referred to as "charity land assets".
3. Assets that are managed in complement to the activities of the NE charities but owned by the CoLC in its non-trustee (City's Estate or City Fund) capacity are referred to as complementary land or assets. These are included in the Appendix, on an indicative basis, for information.

Current Position

4. The process used to audit the charity land assets of the NE charities involved Comptrollers and City Solicitors (C&CS), City Surveyors (CSD), Charity Review and Natural Environment Teams.
5. Although the land asset audit process did vary slightly from charity to charity (dependent on complexity and information available) the process flow was generally as follows:
 - a. CoLC's existing lists of land parcels, Land Registry title numbers and addresses, compiled by CSD, were provided and reviewed.
 - b. Copies of Land Registers for each title were obtained (either from existing records or the Land Registry) and the details noted and checked against existing information.
 - c. A library of the collated information was created, including copies of title information indexed by charity and individual land parcel (as relevant).
 - d. Acquisition documentation (e.g. transfers and conveyances) were located (either from existing records or the Land Registry) and added to these libraries.

- e. If acquisition documentation could not be located or did not clearly identify the capacity in which the CoLC acquired the land, then further research was carried out. This included research in the CoLC's archives and on committee reports and minutes/resolutions that authorised or discussed that acquisition.
 - f. Following on from above, a Title Schedule (summarising the title and acquisition data and other research) was produced.
 - g. Summary documentation outlining the land assets for each charity was produced and circulated to relevant CoLC staff (including the NECR Steering Group) for review and comment.
 - h. To provide assurance that all registered charity land assets had been identified, a dataset of all property owned by companies in England and Wales was obtained from the Land Registry and interrogated using specialist software to identify land registered to the CoLC. The result was a list of titles by relevant county/district, which was cross-checked against the existing charity land asset information.
 - i. Final versions of the summary documentation for each charity were brought to the NECR Steering Group and will be used as the basis for updating the Asset Register where necessary.
6. Should any additional information come to light at a later date then the abovementioned principles will be applied as relevant, and the Asset Register updated following consultation with key officers from C&CS, CSD and NE.

Outcomes

- 7. The charity land assets for Ashted Common are listed in the Appendix. A plan showing their location is also included. The general principle is that any permanent buildings located on those charity land assets will also be assets of the Ashted Common charity.
- 8. Land assets that are managed in complement to the activities of the NE charities but understood to have been held by the CoLC in its non-charity trustee capacities (City's Estate or City Fund), were also reviewed. These include, compounds, a lodge and an office. As Members will be aware from the Complementary Land Policy and Land Use Appraisal Terms of Reference which came to your Committee earlier this year, such areas are now collectively referred to as 'Complementary Land' and separate workstreams on their governance, financial arrangements and use are underway.
- 9. The Complementary Land assets included in the Appendix to this report reflect the research carried out to date on those sites (and how they are held) which are managed in complement to, or used in support of the operations of, Ashted Common. It is noted that research and analysis is on-going in relation to these

sites, and any updates to this information will be presented to Members through reporting on the Complementary Land workstreams. It is also noted that the details of one relevant Complementary Land asset are given at high level, and that asset is not shown on the associated plan, given its use as residential accommodation.

10. The CoLC's Land & Property Terrier database will function as the Land Asset Register for the NE charity land assets. That database, as well as other corporate data systems relevant to management of the CoLC's assets (including Horizon GIS mapping systems), will be updated as necessary to reflect the outcomes of the charity land asset audit process, ensuring consistent access to up-to-date information.
11. Most registered charities are subject to restrictions on disposing of their land by virtue of sections 117 to 129 in Part 7 of the Charities Act 2011 (as varied). To reflect these limitations on disposals of charity land, there is a prescribed form of restriction that must be entered in the title register of such land ("Charities Act restriction"). Applications will be made to the Land Registry where necessary to ensure that Charities Act restrictions are registered on all Land Registry titles for charity land assets at Ashted Common.

Key Data

12. A list of the charity land assets for Ashted Common (which also includes an indicative list of Complementary Land assets for information) is included as an Appendix to this report.

Corporate & Strategic Implications

Strategic implications – These workstreams support Corporate Plan 2024-2029 particularly in Leading Sustainable Environment and Dynamic Economic Growth.

Financial implications – Future governance, use and management of complementary land will have financial implications for the associated charities that is outside of the scope of this report and will be covered in other workstreams.

Resource implications - Future governance, use and management of complementary land will have resource implications for the associated charities that is outside of the scope of this report and will be covered in other workstreams.

Legal implications – These are partly covered in body of report. The sites listed as charity land assets of the Ashted Common charity are those sites held by the CoLC under the Corporation of London (Open Spaces) Act 1878 (and the charity's other governing documents). It is noted that the CoLC has various duties and obligations as trustee of the Ashted Common charity, including: to only act in the best interests of the charity; and otherwise to meet its obligations to hold the charity's relevant property in perpetuity, and subject to management in accordance with the governing documents of the charity and requirements of charity law. The continued maintenance of an up-to-date Asset Register assists the CoLC to demonstrate compliance with its obligations.

Risk implications - Risks are captured and monitored as part of the wider NECR and within the risk registers maintained by department. This project is not considered to present further risks not already considered.

Equalities implications – None

Climate implications - The Natural Environment Charities and their associated complementary land and assets are essential to achieving corporate Carbon Action Strategy goals and other environmental objectives.

Security implications - None

Conclusion

13. An audit of the charity land assets of the Ashted Common charity has been carried out. Processes and conclusions are included in this report for information.

Appendices

- Appendix 1 – Ashted Common Charity and Complementary Land Assets

Jo Hurst

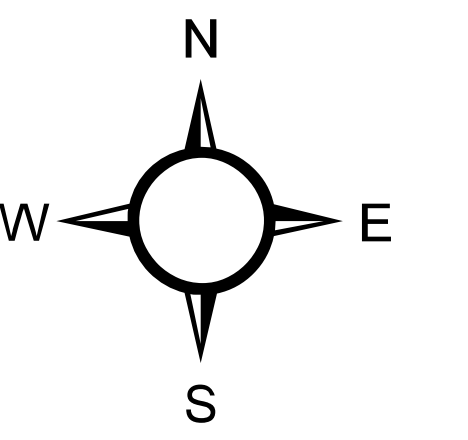
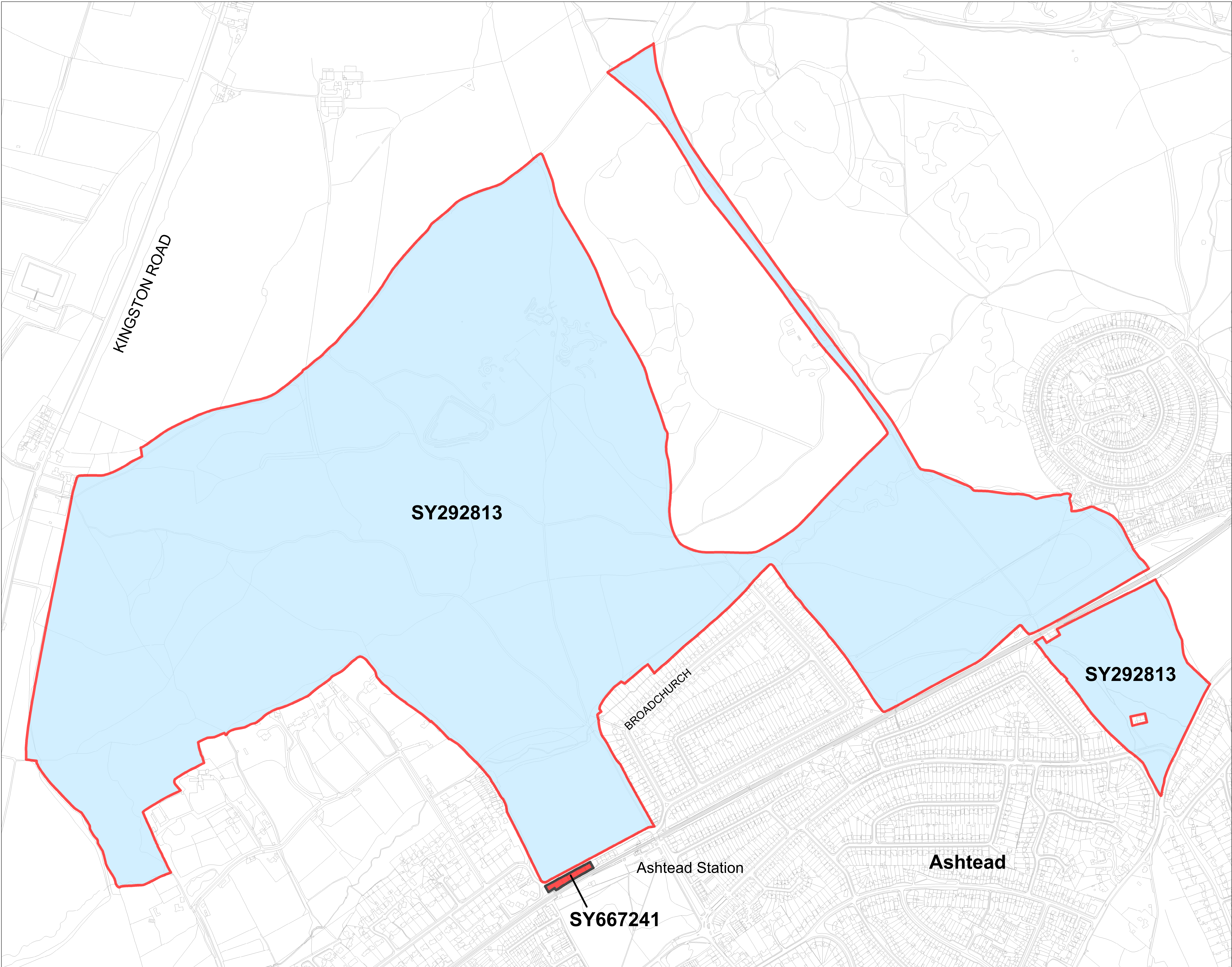
Assistant Director – Charity Development

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Associated Charity	Site Name	Site Address	Registered Titles	Conclusion
Ashtead Common	Strip of land lying to the east of Kingston Road, Leatherhead	Ashtead Manor	SY292813	Charity land
Ashtead Common	Residential Lodge	Residential Lodge (Address redacted)	Redacted	Complementary (indicative)
Ashtead Common	Ashtead Common Estate Office	Woodfield Road, KT21 2DU	SY667241	Complementary (indicative)

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Key

 Charity land - Ashted Common

SY292813 - Main Site (Strip of land lying to the east of Kingston Road).

 Complementary Land (City's Estate)

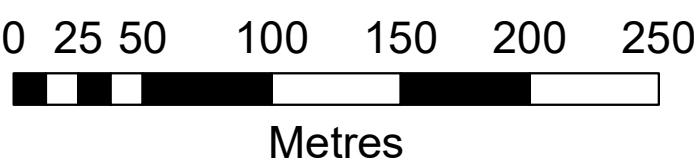
SY667241 - Ashted Common Estate Office



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P.G.Wilkinson BSc MSc MRICS
City Surveyor
CITY SURVEYOR'S DEPARTMENT
Corporate Property Group :
Plans & Records Section

City of London
Land and Property Terrier
Natural Environment Charity Review
Ashted Common

Created by:
Plans & Records
Corporate Property Group
Date Created:
02 Jul 2025



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City of London Corporation Committee Report

Committee(s): Epping Forest & Commons Committee – For Information	Dated: 17/07/2025
Subject: NECR Charity Assets Update for Burnham Beeches and Stoke Common Charity	Public report: For Information
This proposal: <ul style="list-style-type: none"> • delivers Corporate Plan 2024-29 outcomes • provides business enabling functions 	Leading Sustainable Environment
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	£NA
Report of:	Emily Brennan Director Natural Environment
Report author:	Jo Hurst Assistant Director Charity Development

Summary

This report is being brought for information as part of the commitment to keep Members up to date on the work of the review.

A key deliverable of the Natural Environment Charity Review is an audit of land assets owned by the City of London Corporation ('CoLC') in its capacity as charity trustee of each of the eight Natural Environment charities, ensuring that the information held on those assets in the CoLC's Asset Register is accurate and up to date. This report summarises the processes used to audit the land assets held by the CoLC as trustee of the Burnham Beeches & Stoke Common charity.

Recommendation(s)

Having regard to the City of London Corporation's trustee responsibilities for the Burnham Beeches & Stoke Common charity and in that case being satisfied that it is in the best interests of the charity and its beneficiaries, Members are asked to:

- Note the audit process undertaken for the charity land assets of the Burnham Beeches & Stoke Common charity and the steps to maintain the Asset Register.
- Note the charity land assets of the Burnham Beeches & Stoke Common charity included in the Appendix to this report.

Main Report

Background

1. The Natural Environment Charity Review is a wide-ranging review of the eight Natural Environment Charities across four main themes: Governance, Funding Model, Income Generation and Assets. This report summarises and updates on the Assets workstream, and the audit that has been carried out on the ownership of land assets (and the permanent buildings upon them) at Burnham Beeches & Stoke Common (charity no. 232987).
2. Since the Burnham Beeches & Stoke Common charity is unincorporated, it does not have its own legal personality, which means that its property is held by its trustee, on the terms of the charity's governing documents. As the sole corporate trustee of the Burnham Beeches & Stoke Common charity, the CoLC holds the charity's property, in its capacity as trustee, for the charity's specific charitable purposes (and subject to management in accordance with the governing documents of the charity and requirements of charity law). For the purposes of this report, the assets held subject to these arrangements are referred to as "charity land assets".
3. Assets that are managed in complement to the activities of the NE charities but owned by the CoLC in its non-trustee (City's Estate or City Fund) capacity are referred to as complementary land or assets. These are included in the Appendix, on an indicative basis, for information.

Current Position

4. The process used to audit the charity land assets of the NE charities involved Comptrollers and City Solicitors (C&CS), City Surveyors (CSD), Charity Review and Natural Environment Teams.
5. Although the land asset audit process did vary slightly from charity to charity (dependent on complexity and information available) the process flow was generally as follows:
 - a. CoLC's existing lists of land parcels, Land Registry title numbers and addresses, compiled by CSD, were provided and reviewed.
 - b. Copies of Land Registers for each title were obtained (either from existing records or the Land Registry) and the details noted and checked against existing information.
 - c. A library of the collated information was created, including copies of title information indexed by charity and individual land parcel (as relevant).
 - d. Acquisition documentation (e.g. transfers and conveyances) were located (either from existing records or the Land Registry) and added to these libraries.

- e. If acquisition documentation could not be located, or did not clearly identify the capacity in which the CoLC acquired the land, then further research was carried out. This included research in the CoLC's archives and on committee reports and minutes/resolutions that authorised or discussed that acquisition.
 - f. Following on from above, a Title Schedule (summarising the title and acquisition data and other research) was produced.
 - g. Summary documentation outlining the land assets for each charity was produced and circulated to relevant CoLC staff (including the NECR Steering Group) for review and comment.
 - h. To provide assurance that all registered charity land assets had been identified, a dataset of all property owned by companies in England and Wales was obtained from the Land Registry and interrogated using specialist software to identify land registered to the CoLC. The result was a list of titles by relevant county/district, which was cross-checked against the existing charity land asset information. .
 - i. Final versions of the summary documentation for each charity were brought to the NECR Steering Group and will be used as the basis for updating the Asset Register where necessary.
6. Should any additional information come to light at a later date then the abovementioned principles will be applied as relevant, and the asset register updated following consultation with key officers from C&CS, CSD and NE.

Outcomes

- 7. The charity land assets for Burnham Beeches & Stoke Common are listed in the Appendix. Plans showing their location are also included. The general principle is that any permanent buildings located on those charity land assets will also be assets of the Burnham Beeches & Stoke Common charity.
- 8. Land assets that are managed in complement to the activities of the NE charities but understood to have been held by the CoLC in its non-charity trustee capacities (City's Estate or City Fund), were also reviewed. These include operational sites, compounds, lodges and offices, and paddocks. As Members will be aware from the Complementary Land Policy and Land Use Appraisal Terms of Reference which came to your Committee earlier this year, such areas are now collectively referred to as 'Complementary Land' and separate workstreams on their governance, financial arrangements and use are underway.
- 9. The Complementary Land assets included in the Appendix to this report reflect the research carried out to date on those sites (and how they are held) which are managed in complement to, or used in support of the operations of, Burnham Beeches and Stoke Common. It is noted that research and analysis is on-going in

relation to these sites, and any updates to this information will be presented to Members through reporting on the Complementary Land workstreams. It is also noted that the details of one relevant Complementary Land asset are given at high level, and that asset is not shown on the associated plan, given its use as residential accommodation.

10. The CoLC's Land & Property Terrier database will function as the Land Asset Register for the NE charity land assets. That database, as well as other corporate data systems relevant to management of the CoLC's assets (including Horizon GIS mapping systems), will be updated as necessary to reflect the outcomes of the charity land asset audit process, ensuring consistent access to up-to-date information.
11. Most registered charities are subject to restrictions on disposing of their land by virtue of sections 117 to 129 in Part 7 of the Charities Act 2011 (as varied). To reflect these limitations on disposals of charity land, there is a prescribed form of restriction that must be entered in the title register of such land ("Charities Act restriction"). Applications will be made to the Land Registry where necessary to ensure that Charities Act restrictions are registered on the Land Registry titles for charity land assets at Burnham Beeches & Stoke Common.

Key Data

12. A list of the charity land assets for Burnham Beeches & Stoke Common (which also includes an indicative list of Complementary Land assets for information) is included as an Appendix to this report.

Corporate & Strategic Implications

Strategic implications – These workstreams support Corporate Plan 2024-2029 particularly in Leading Sustainable Environment and Dynamic Economic Growth.

Financial implications – Future governance, use and management of complementary land will have financial implications for the associated charities that is outside of the scope of this report and will be covered in other workstreams.

Resource implications - Future governance, use and management of complementary land will have resource implications for the associated charities that is outside of the scope of this report and will be covered in other workstreams.

Legal implications – These are partly covered in body of report. The sites listed as charity land assets of the Burnham Beeches and Stoke Common charity are those sites held by the CoLC under the Corporation of London (Open Spaces) Act 1878 (and the charity's other governing documents). It is noted that the CoLC has various duties and obligations as trustee of the Burnham Beeches and Stoke Common charity, including: to only act in the best interests of the charity; and otherwise to meet its obligations to hold the charity's relevant property in perpetuity, and subject to management in accordance with the governing documents of the charity and requirements of charity law. The continued maintenance of an up-to-date Asset Register assists the CoLC to demonstrate compliance with its obligations.

Risk implications - Risks are captured and monitored as part of the wider NECR and within the risk registers maintained by department. This project is not considered to present further risks not already considered.

Equalities implications – None

Climate implications - The Natural Environment Charities and their associated complementary land and assets are essential to achieving corporate Carbon Action Strategy goals and other environmental objectives.

Security implications - None

Conclusion

13. An audit of the charity land assets of the Burnham Beeches & Stoke Common charity has been carried out. Processes and conclusions are included in this report for information.

Appendices

- Appendix 1 – Burnham Beeches & Stoke Common Charity Land Assets

Jo Hurst

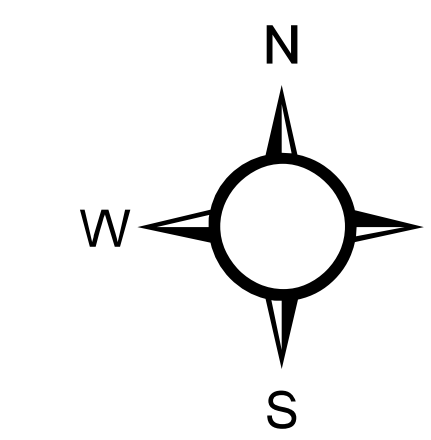
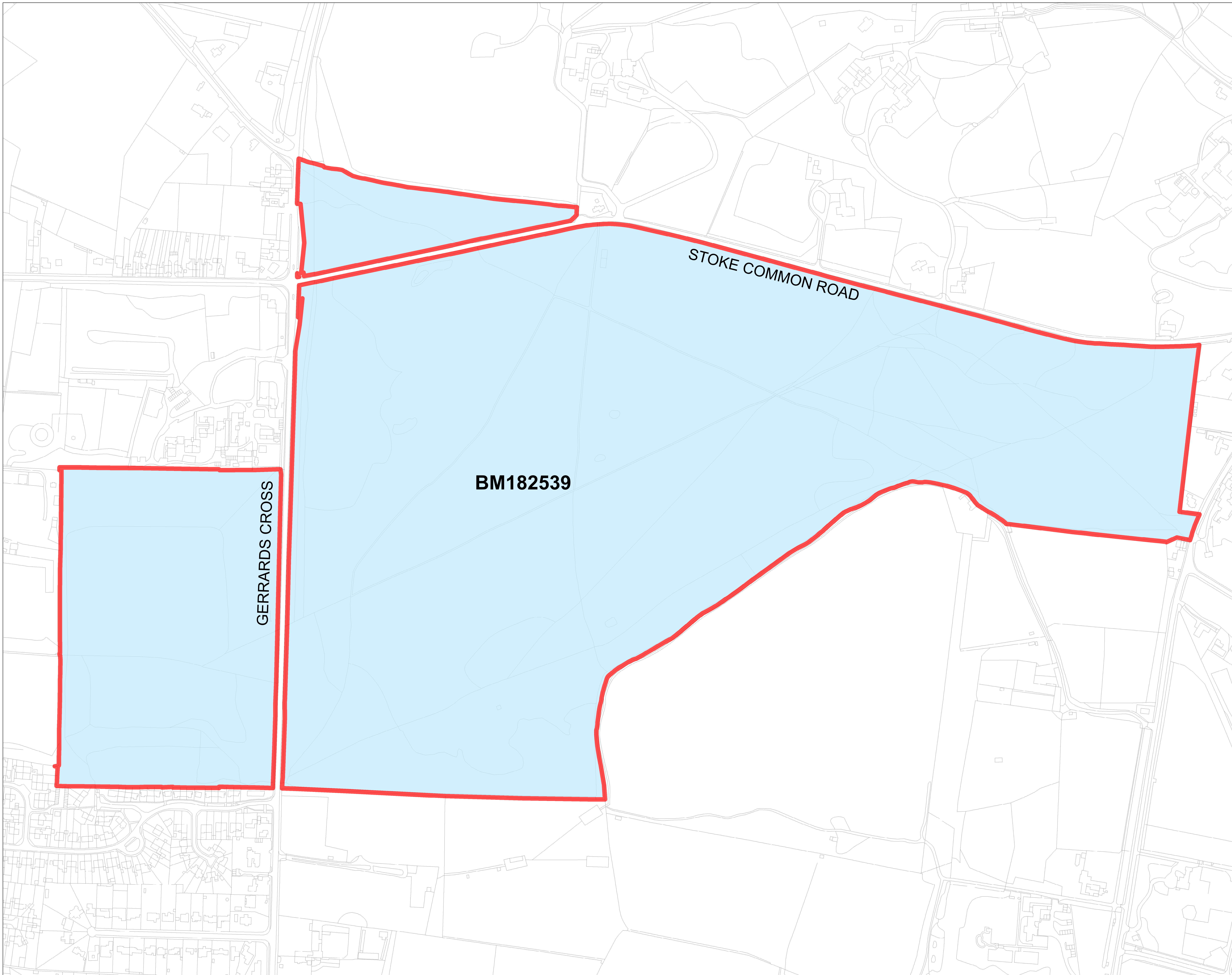
Assistant Director – Charity Development

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Associated Charity	Site Name	Site Address	Registered Titles	Conclusion
Burnham Beeches & Stoke Common	Burnham Beeches ' Main Site'	Farnham, Slough	BM361790	Charity land
Burnham Beeches & Stoke Common	Towerwood	Park Lane, Burnham, Slough SL1 8PN	BM143563	Split title: partly Charity land, partly Complementary land (indicative)
Burnham Beeches & Stoke Common	Stoke Common	Stoke Poges, Bucks	BM182539	Charity land
Burnham Beeches & Stoke Common	The Pound	Crown Lane, Farnham Royal, Slough	BM415715	Charity land
Burnham Beeches & Stoke Common	Hawthorne Lane	Land on the southwest side of Hawthorn Lane, Farnham Common, Slough	BM148598	Charity land
Burnham Beeches & Stoke Common	Residential Lodge	Residential Lodge (Details redacted)	Redacted	Complementary land (indicative)
Burnham Beeches & Stoke Common	Beech Cottage and Burnham Beeches Office	Hawthorne Lane, Farnham Common, Slough SL2 3TE	BM412104	Complementary land (indicative)
Burnham Beeches & Stoke Common	Land at Crowpiece Lane	Crowpiece Lane, Farnham Royal, Slough	BM431752	Charity land

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Key

 Charity land – Stoke Common (Burnham Beeches and Stoke Common charity).

BM182539 - Stoke Common



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P.G.Wilkinson BSc MSc MRICS
City Surveyor

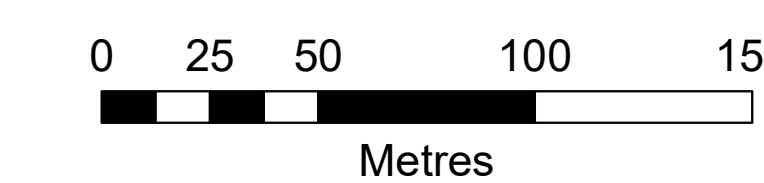
CITY SURVEYOR'S DEPARTMENT
Corporate Property Group :
Plans & Records Section

City of London
Land and Property Terrier

Natural Environment Charity Review
Stoke Common

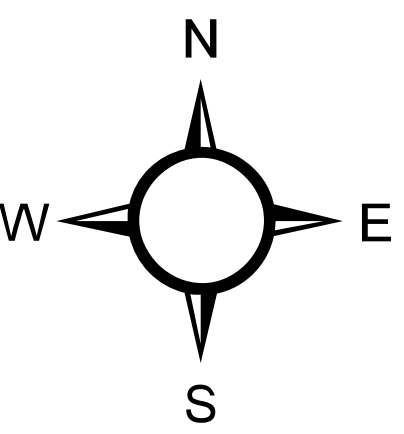
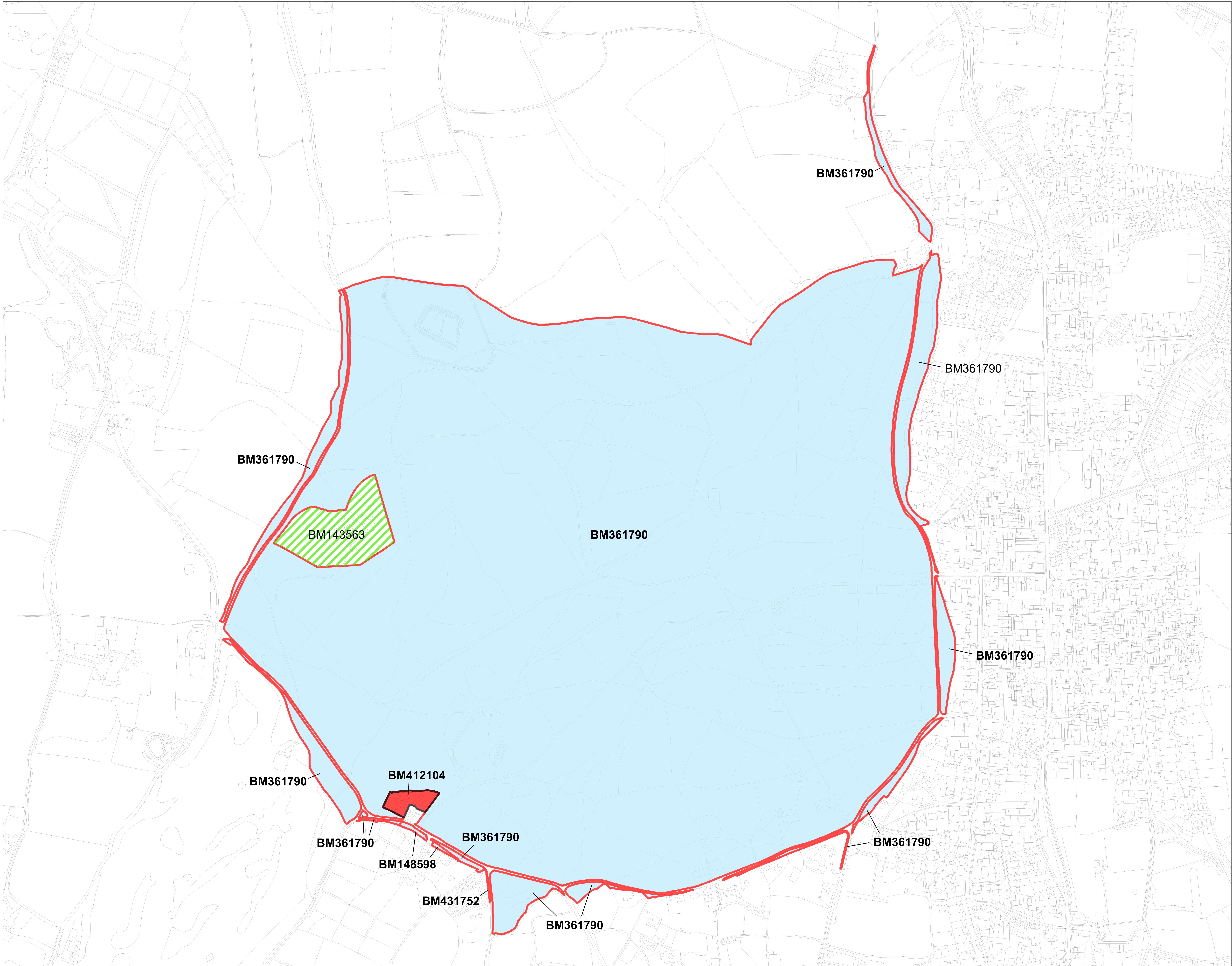
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Plans & Records
Corporate Property Group

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26 Jun 2025






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Key

-  Charity land – Burnham Beeches (Burnham Beeches and Stoke Common charity).
- BM361790 - Main Site
- BM148598 - Land on the southwest side of Hawthorn Lane
- BM431752 - Land at Crow Piece Lane
-  Complementary land (City's Estate)
- BM412104 - Beech Cottage and Burnham Beeches Office, Hawthorn Lane.
-  Split title (Charity land and Complementary Land (City's Estate)).
- BM143563 - Towerwood, Park Lane.

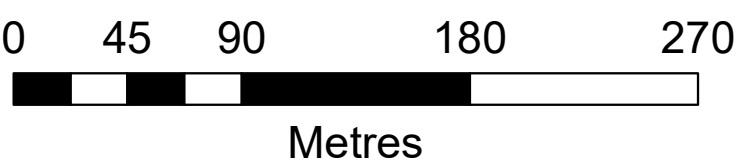
Note: the split shown between Charity and Complementary land is subject to further research.



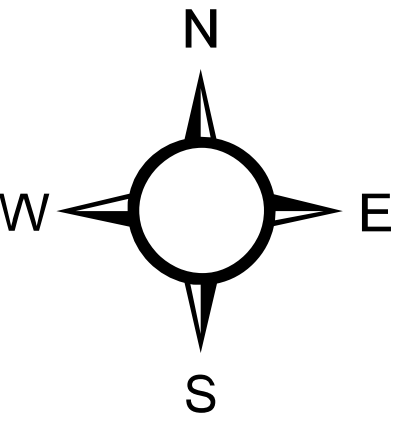
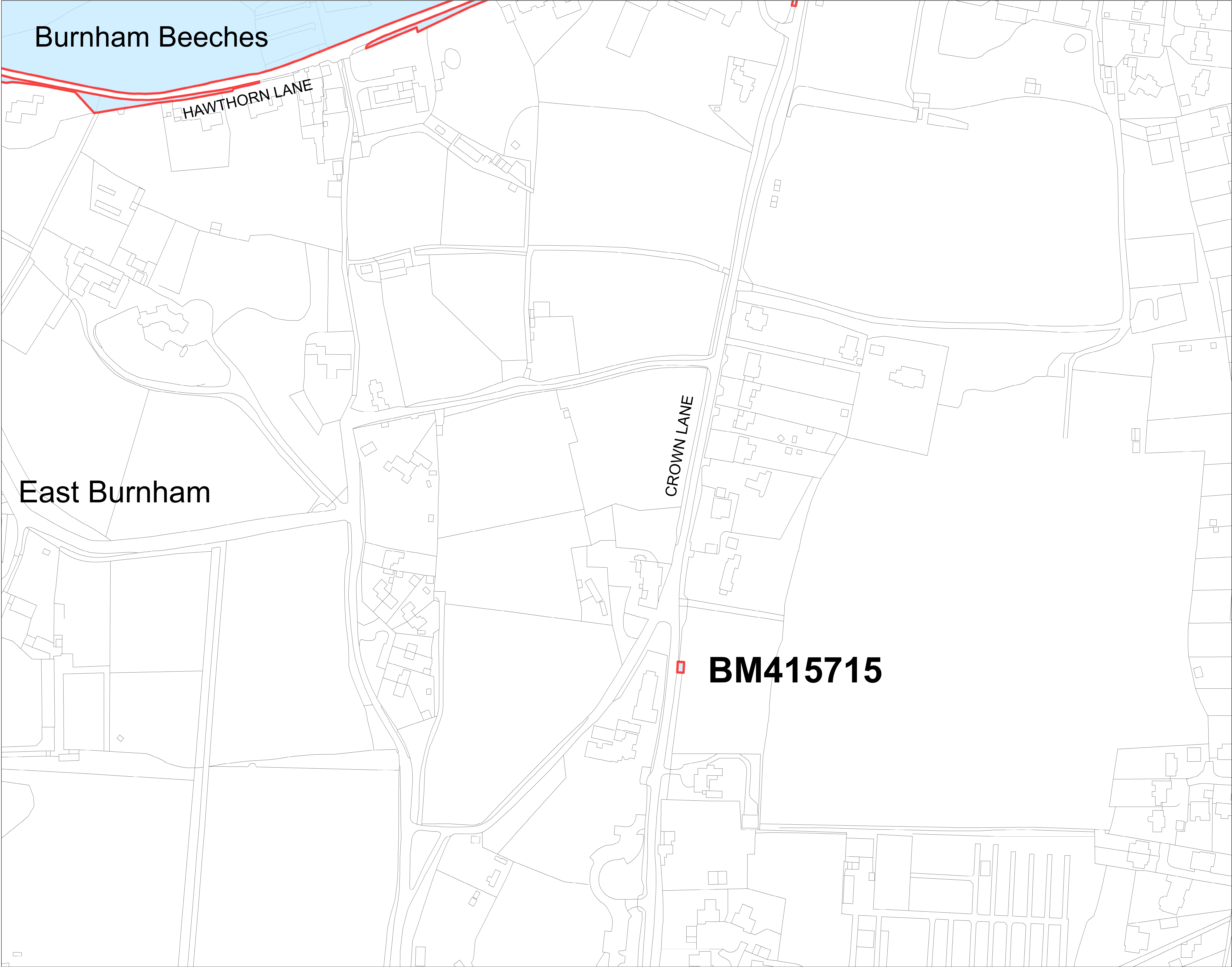
**CITY
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*P.G.Wilkinson BSc MSc MRICS
City Surveyor*
CITY SURVEYOR'S DEPARTMENT
Corporate Property Group :
Plans & Records Section

City of London
Land and Property Terrier
Natural Environment Charity Review
Burnham Beeches


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Corporate Property Group
Date Created:
02 Jul 2025



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Key

 Charity land – Burnham Beeches (Burnham Beeches and Stoke Common charity).

BM415715 - The Pound, Crown Lane



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P.G.Wilkinson BSc MSc MRICS
City Surveyor

CITY SURVEYOR'S DEPARTMENT
Corporate Property Group :
Plans & Records Section

City of London
Land and Property Terrier

Natural Environment Charity Review
Burnham Beeches
(Supplementary Plan)

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City of London Corporation Committee Report

Committee(s): Epping Forest & Commons Committee – For Information	Dated: 17/07/2025
Subject: NECR Charity Assets Update for the Coulsdon and Other Commons Charity	Public report: For Information
This proposal: <ul style="list-style-type: none"> • delivers Corporate Plan 2024-29 outcomes • provides business enabling functions 	Leading Sustainable Environment
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	£NA
Report of:	Emily Brennan Director Natural Environment
Report author:	Jo Hurst Assistant Director Charity Development

Summary

This report is being brought for information as part of the commitment to keep Members up to date on the work of the review.

A key deliverable of the Natural Environment Charity Review is an audit of land assets owned by the City of London Corporation ('CoLC') in its capacity as charity trustee of each of the eight Natural Environment charities, ensuring that the information held on those assets in the CoLC's Asset Register is accurate and up to date. This report summarises the processes used to audit the land assets held by the CoLC as trustee of the Coulsdon and other Commons charity.

Recommendation(s)

Having regard to the City of London Corporation's trustee responsibilities for the Coulsdon and Other Commons charity and in that case being satisfied that it is in the best interests of the charity and its beneficiaries, Members are asked to:

- Note the audit process undertaken for the charity land assets of the Coulsdon and other Commons charity and the steps to maintain the Asset Register.
- Note the charity land assets of the Coulsdon and other Commons charity included in the Appendix to this report.

Main Report

Background

1. The Natural Environment Charity Review is a wide-ranging review of the eight Natural Environment Charities across four main themes: Governance, Funding Model, Income Generation and Assets. This report summarises and updates on the Assets workstream, and the audit that has been carried out on the ownership of land assets (and the permanent buildings upon them) at Coulsdon and Other Commons (charity no. 232988-1).
2. Since the Coulsdon and other Commons charity is unincorporated, it does not have its own legal personality, which means that its property is held by its trustee, on the terms of the charity's governing documents. As the sole corporate trustee of the Coulsdon and Other Commons charity, the CoLC holds the charity's property, in its capacity as trustee, for the charity's specific charitable purposes (and subject to management in accordance with the governing documents of the charity and requirements of charity law). For the purposes of this report, the assets held subject to these arrangements are referred to as "charity land assets".
3. Assets that are managed in complement to the activities of the NE charities but owned by the CoLC in its non-trustee (City's Estate or City Fund) capacity are referred to as complementary land or assets. These are included in the Appendix, on an indicative basis, for information.

Current Position

4. The process used to audit the charity land assets of the NE charities involved Comptrollers and City Solicitors (C&CS), City Surveyors (CSD), Charity Review and Natural Environment Teams.
5. Although the land asset audit process did vary slightly from charity to charity (dependent on complexity and information available) the process flow was generally as follows:
 - a. CoLC's existing lists of land parcels, Land Registry title numbers and addresses, compiled by CSD, were provided and reviewed.
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 - c. A library of the collated information was created, including copies of title information indexed by charity and individual land parcel (as relevant).
 - d. Acquisition documentation (e.g. transfers and conveyances) were located (either from existing records or the Land Registry) and added to these libraries.

- e. If acquisition documentation could not be located, or did not clearly identify the capacity in which the CoLC acquired the land, then further research was carried out. This included research in the CoLC's archives and on committee reports and minutes/resolutions that authorised or discussed that acquisition.
 - f. Following on from above, a Title Schedule (summarising the title and acquisition data and other research) was produced.
 - g. Summary documentation outlining the land assets for each charity was produced and circulated to relevant CoLC staff (including the NECR Steering Group) for review and comment.
 - h. To provide assurance that all registered charity land assets had been identified, a dataset of all property owned by companies in England and Wales was obtained from the Land Registry and interrogated using specialist software to identify land registered to the CoLC. The result was a list of titles by relevant county/district, which was cross-checked against the existing charity land asset information. .
 - i. Final versions of the summary documentation for each charity were brought to the NECR Steering Group and will be used as the basis for updating the Asset Register where necessary.
6. Should any additional information come to light at a later date then the abovementioned principles will be applied as relevant, and the asset register updated following consultation with key officers from C&CS, CSD and NE.

Outcomes

- 7. The charity land assets for Coulsdon and other Commons are listed in the Appendix. Plans showing their location are also included. The general principle is that any permanent buildings located on those charity land assets will also be assets of the Coulsdon and other Commons charity. It's noted that the Coulsdon and other Commons charity holds four separate sites: Coulsdon Common, Farthing Downs, Kenley Common and Riddlesdown.
- 8. Land assets that are managed in complement to the activities of the NE charities but understood to have been held by the CoLC in its non-charity trustee capacities (City's Estate or City Fund), were also reviewed. These include operational sites, compounds, lodges, offices, paddocks, and former quarries. As Members will be aware from the Complementary Land Policy and Land Use Appraisal Terms of Reference which came to your Committee earlier this year, such areas are now collectively referred to as 'Complementary Land' and separate workstreams on their governance, financial arrangements and use are underway.

9. The Complementary Land assets included in the Appendix to this report reflect the research carried out to date on those sites (and how they are held) which are managed in complement to, or used in support of the operations of, Coulsdon and other Commons. It is noted that research and analysis is on-going in relation to these sites, and any updates to this information will be presented to Members through reporting on the Complementary Land workstreams.
10. The CoLC's Land & Property Terrier database will function as the Land Asset Register for the NE charity land assets. That database, as well as other corporate data systems relevant to management of the CoLC's assets (including Horizon GIS mapping systems), will be updated as necessary to reflect the outcomes of the charity land asset audit process, ensuring consistent access to up-to-date information.
11. Most registered charities are subject to restrictions on disposing of their land by virtue of sections 117 to 129 in Part 7 of the Charities Act 2011 (as varied). To reflect these limitations on disposals of charity land, there is a prescribed form of restriction that must be entered in the title register of such land ("Charities Act restriction"). Applications will be made to the Land Registry where necessary to ensure that Charities Act restrictions are registered on the Land Registry titles for charity land assets at Coulsdon and Other Commons.

Key Data

12. A list of the charity land assets for Coulsdon and Other Commons (which also includes an indicative list of Complementary Land assets for information) is included as an Appendix to this report.

Corporate & Strategic Implications

Strategic implications – These workstreams support Corporate Plan 2024-2029 particularly in Leading Sustainable Environment and Dynamic Economic Growth.

Financial implications – Future governance, use and management of complementary land will have financial implications for the associated charities that is outside of the scope of this report and will be covered in other workstreams.

Resource implications - Future governance, use and management of complementary land will have resource implications for the associated charities that is outside of the scope of this report and will be covered in other workstreams.

Legal implications – These are partly covered in body of report. The sites listed as charity land assets of the Coulsdon and other Commons charity are those sites held by the CoLC under the Corporation of London (Open Spaces) Act 1878 (and the charity's other governing documents). It is noted that the CoLC has various duties and obligations as trustee of the Coulsdon and other Commons charity, including: to only act in the best interests of the charity; and otherwise to meet its obligations to hold the charity's relevant property in perpetuity, and subject to management in accordance with the governing documents of the charity and requirements of charity law. The continued maintenance of an up-to-date Asset Register assists the CoLC to demonstrate compliance with its obligations.

Risk implications - Risks are captured and monitored as part of the wider NECR and within the risk registers maintained by department. This project is not considered to present further risks not already considered.

Equalities implications – None

Climate implications - The Natural Environment Charities and their associated complementary land and assets are essential to achieving corporate Carbon Action Strategy goals and other environmental objectives.

Security implications - None

Conclusion

13. An audit of the charity land assets of the Coulsdon and Other Commons charity has been carried out. Processes and conclusions are included in this report for information.

Appendices

- Appendix 1 – Coulsdon and Other Commons Charity Land Assets

Jo Hurst

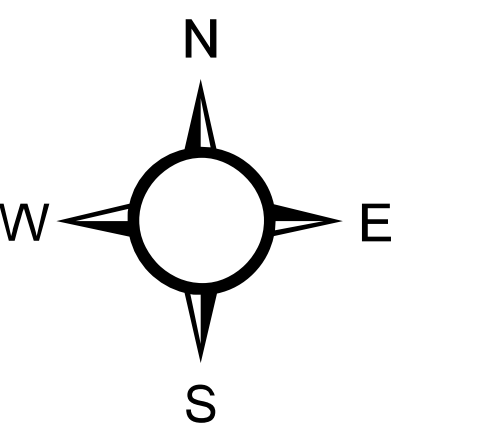
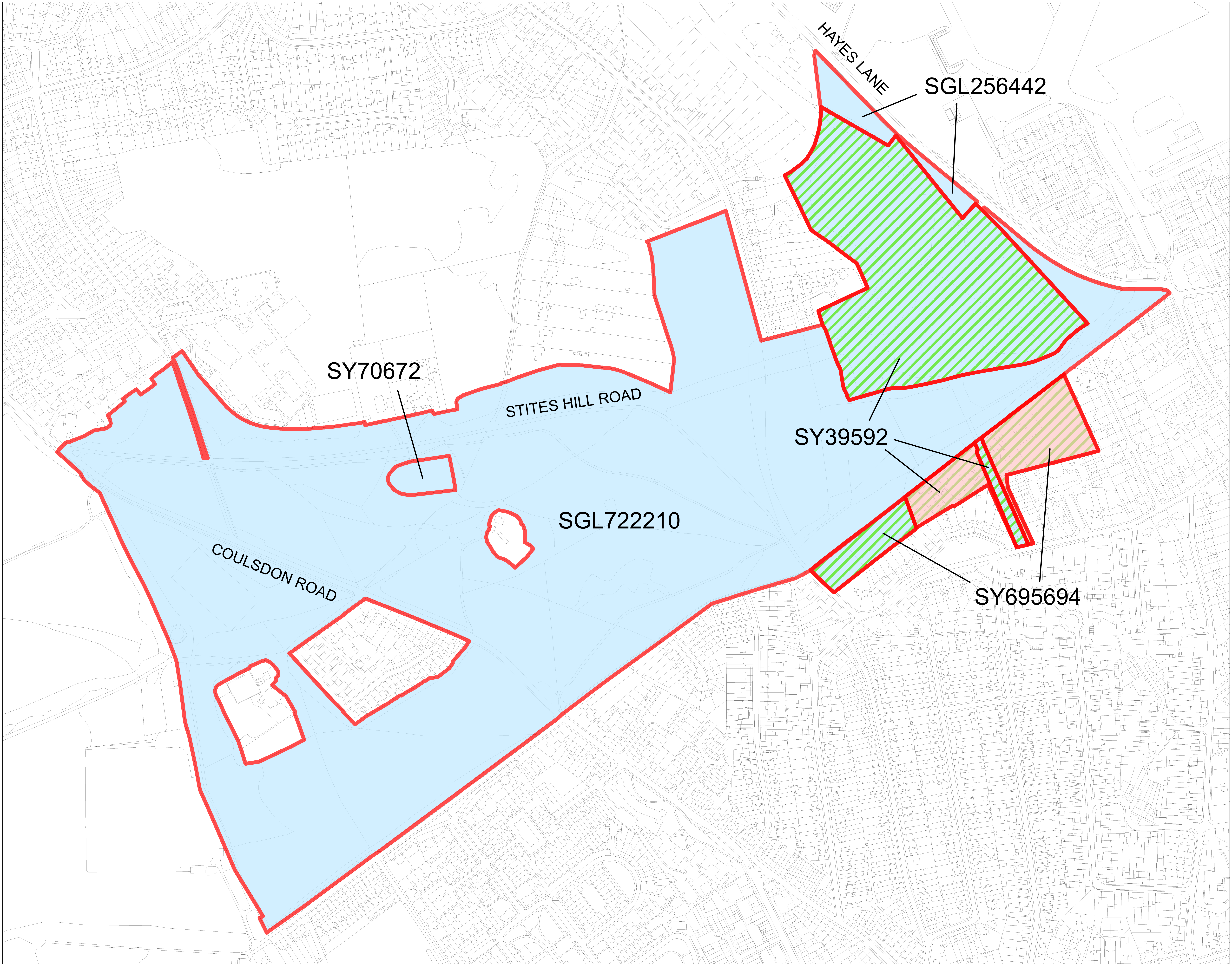
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Associated Charity	Site Name	Site Address	Registered Titles	Conclusion
Coulsdon and other Commons (Coulsdon Common)	Coulsdon 'Main Site'	Coulsdon Road, Coulsdon,	SGL722210	Charity land
Coulsdon and other Commons (Coulsdon Common)	Hayes Lane (Land on the West side of Hayes Lane, Coulsdon).	Hayes Lane, Coulsdon, Kenley	SGL256442	Charity land
Coulsdon and other Commons (Coulsdon Common)	Ninehams	Ninehams Road, Caterham CR3	SY695694	Split title: partly Charity land, partly Complementary land (indicative)
Coulsdon and other Commons (Coulsdon Common)	Stites Hall Road (Land lying to the South of Stites Hill Road, Coulsdon Common).	Stites Hall Road, Coulsdon,	SY70672	Charity land
Coulsdon and other Commons (includes shared office)	Merlewood (Merlewood and land on the North side of Ninehams Road).	Merlewood, Caterham CR3	SY39592	Split title: partly Charity land, partly Complementary land (indicative)
Coulsdon and other Commons (Farthing Downs & New Hill)	Farthing Downs (Original Site) (Land lying to the east of Downs Road).	Downs Road, Farthing Down, Coulsdon	SGL722967	Charity land
Coulsdon and other Commons (Farthing Downs & New Hill)	Woodplace (Land on the North East of Woodplace Farm, Woodplace Lane, Coulsdon).	Woodplace Lane, Farthing Down, Coulsdon	SGL663318	Charity land
Coulsdon and other Commons (Farthing Downs & New Hill)	Chaldon Way (Land on the north side of Drive Road, Coulsdon).	Chaldon Way, Farthing Down, Coulsdon	SY82782	Split title: partly Charity land, partly Complementary land (indicative)
Coulsdon and other Commons (Farthing Downs & New Hill)	Ditches Lane (Land lying to the east of Ditches Lane).	Ditches Lane, Farthing Down, Coulsdon CR5 1DA	SGL84220	Research on-going
Coulsdon and Other Commons (Kenley Common)	Kenley Common (Main Site)	Whyteleafe Hill, Whyteleafe, Surrey CR3	SGL722623	Charity land
Coulsdon and Other Commons (Kenley Common)	Gauntlet Crescent (Land on the east side of Gauntlett Crescent and Anson Close, Kenley).	Kenley CR8	SY728683	Charity land
Coulsdon and Other Commons (Kenley Common)	Former Aerodrome (Land forming part of Kenley Aerodrome Hayes Lane and Whyteleafe Hill, Kenley).	Kenley	SGL389383	Charity land
Coulsdon and Other Commons (Kenley Common)	Anson Close (Land lying to the east of Anson Close, Kenley).	Kenley CR8	SY728804	Charity land

Coulsdon and Other Commons (Kenley Common)	Kenley Cottage (Kenley Lane, Kenley Common).	Kenley Lane, Kenley CR8 5GQ	SGL11945	Charity land
Coulsdon and other Commons (Riddlesdown Common)	Riddlesdown Common	Godstone Road, Riddlesdown Common, Kenley CR8	SGL722167	Charity land
Coulsdon and other Commons (Riddlesdown Common)	Garston Lane	Riddlesdown Common, Kenley CR8	SGL159241	Charity land
Coulsdon and other Commons (Riddlesdown Common)	Godstone Road	Riddlesdown Common, Kenley CR8	SGL586630	Split title: partly Charity land, partly Complementary land (indicative)
Coulsdon and other Commons (Riddlesdown Common)	Riddlesdown Cottage (Land on the south-west side of Riddlesdown Road, Purley).	Riddlesdown Common, Purley CR8	SGL92533	Charity land



Key

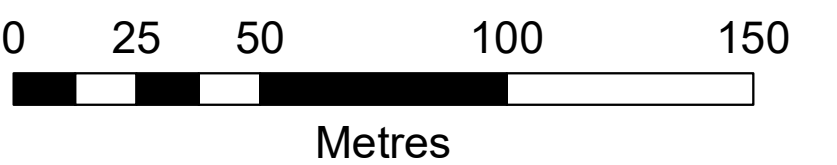
-  Charity land – Coulsdon Common (Coulsdon and other Commons charity).
- SGL722210 - Main Site
- SGL256442 - Land on the west side of Hayes Lane, Coulsdon.
- SY70672 - Land lying to the South of Stites Hill Road, Coulsdon Common.
-  Split title: Charity land
-  Split title: Complementary Land (City's Estate).
- SY39592 - Merlewood and land on the North side of Ninehams Road.
- SY695694 - Ninehams Road.



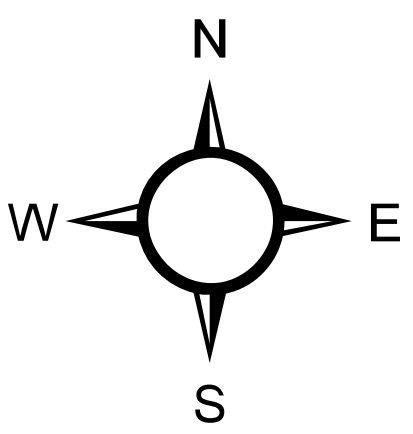
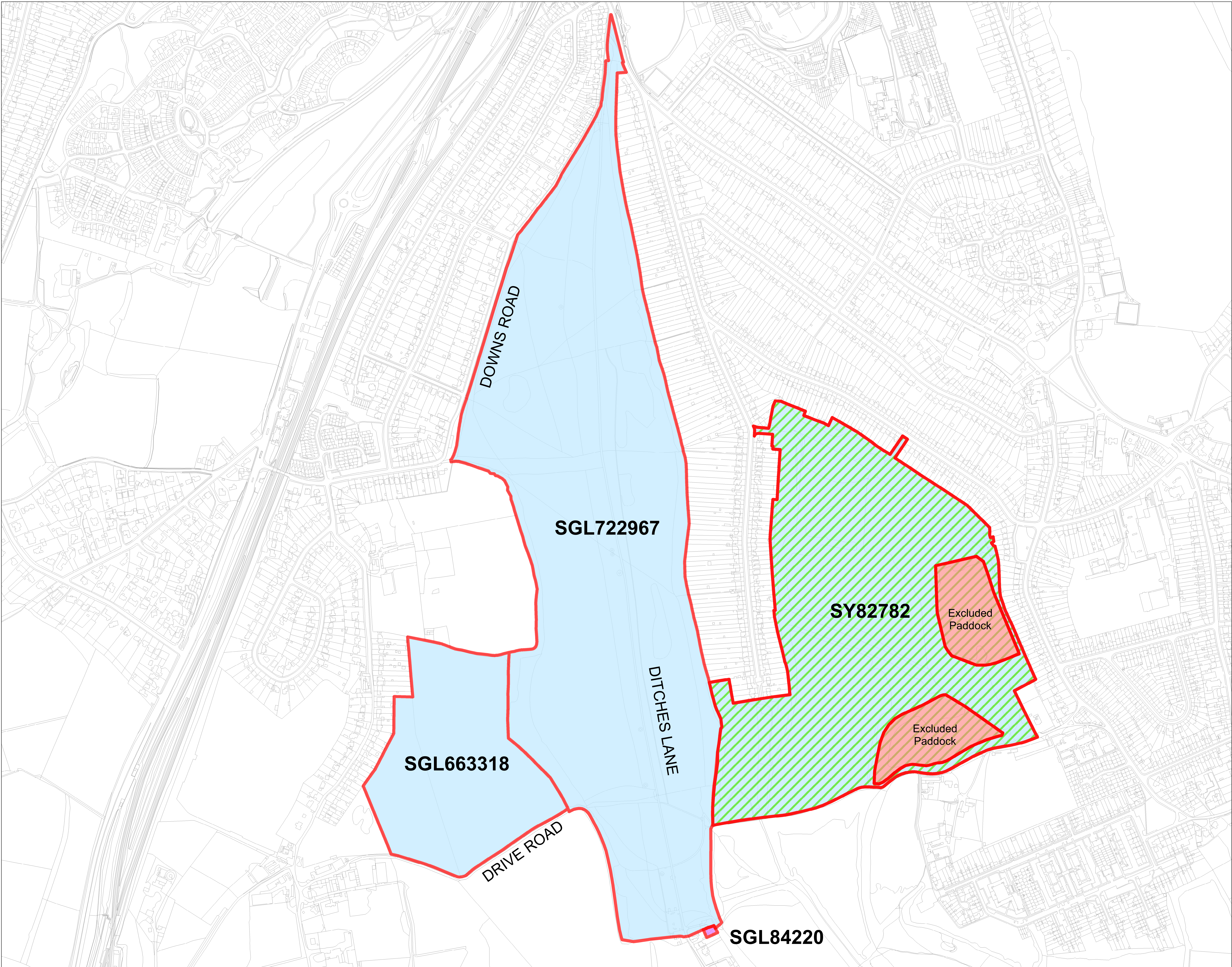
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Natural Environment Charity Review
Coulsdon Common

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Key

Charity land - Farthing Downs
(Coulston and other Commons charity)

SGL722967 - Farthing Downs (Land lying to
the east of Downs Road).

SGL663318 - Land on the north east
of Woodplace Farm.

Split Title: Charity land.

Split Title:
Complementary Land (City's Estate).

SY82782 - Chaldon Way (Land on the
north side of Drive Road)

Note: the split shown between Charity and
Complementary land is indicative.

TBC (Research ongoing)

SGL84220 - Ditches Lane (Land lying to the
east of Ditches Lane)



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Natural Environment Charity Review
Farthing Downs & New Hill

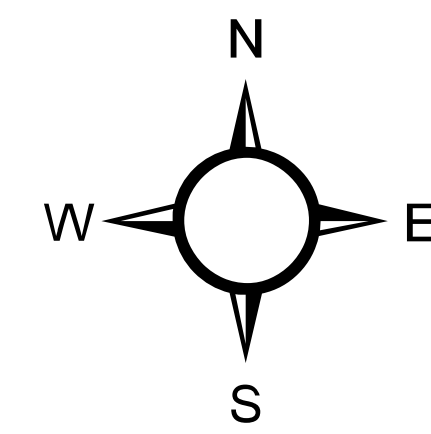
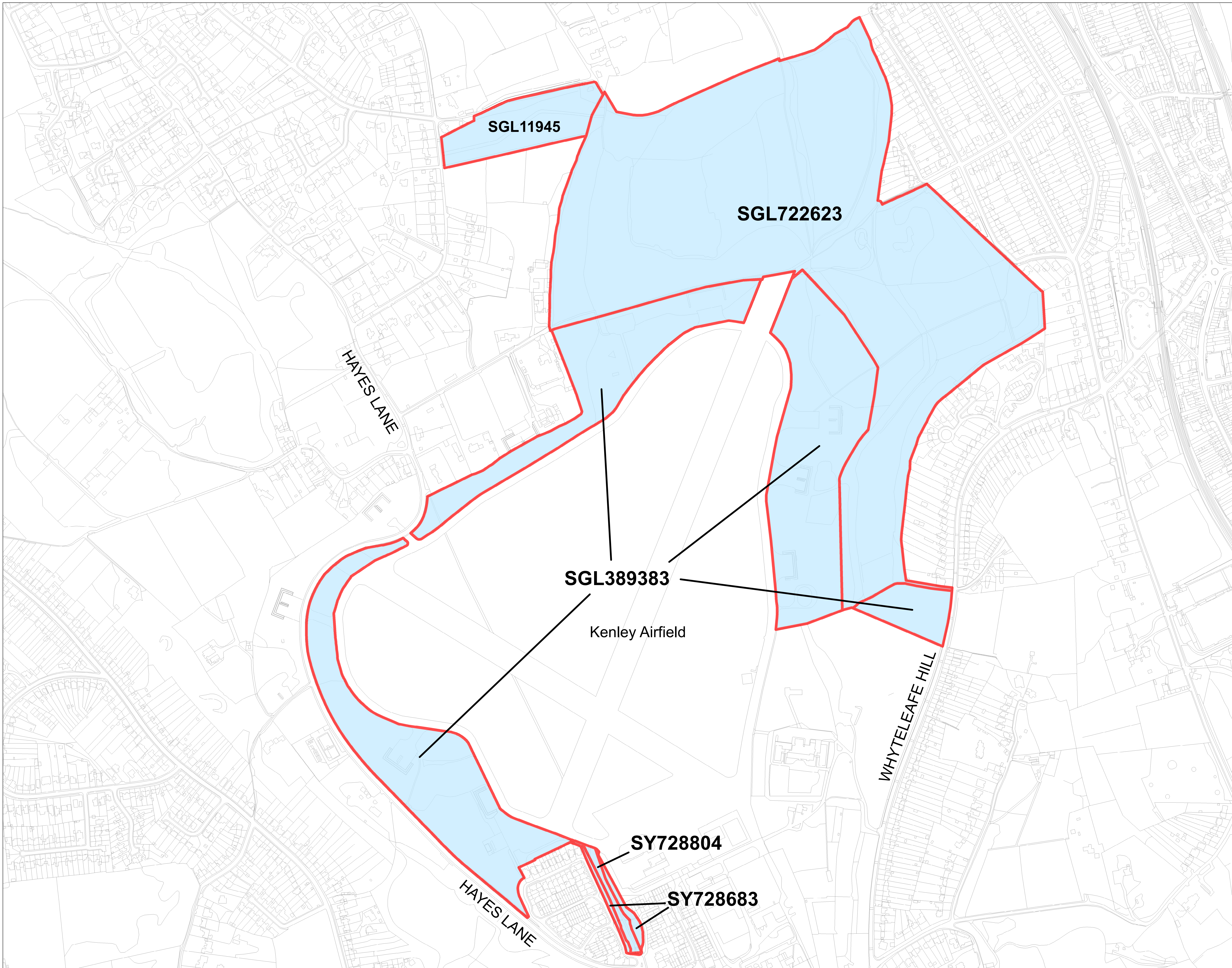
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Key

 Charity land - Kenley Common
(Coulsdon and other Commons charity)

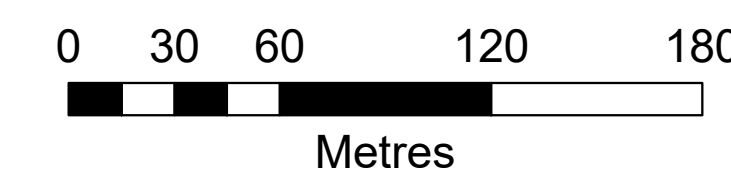
- SGL722623 - Kenley Common (Main Site)
- SY728683 - Gauntlett Crescent (Land on the east side of Gauntlett Crescent and Anson Close)
- SGL389383 - Former Aerodrome (Land forming part of Kenley Aerodrome Hayes Lane and Whyteleafe Hill)
- SY728804 - Anson Close (Land lying to the east of Anson Close)
- SGL11945 - Kenley Cottage



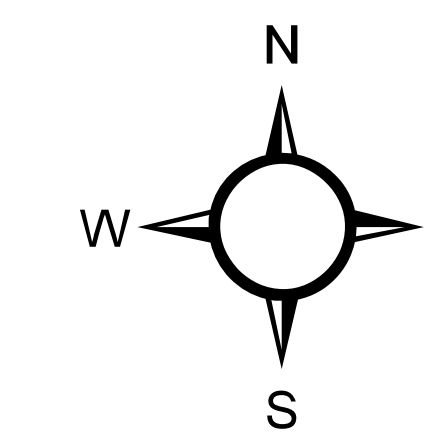
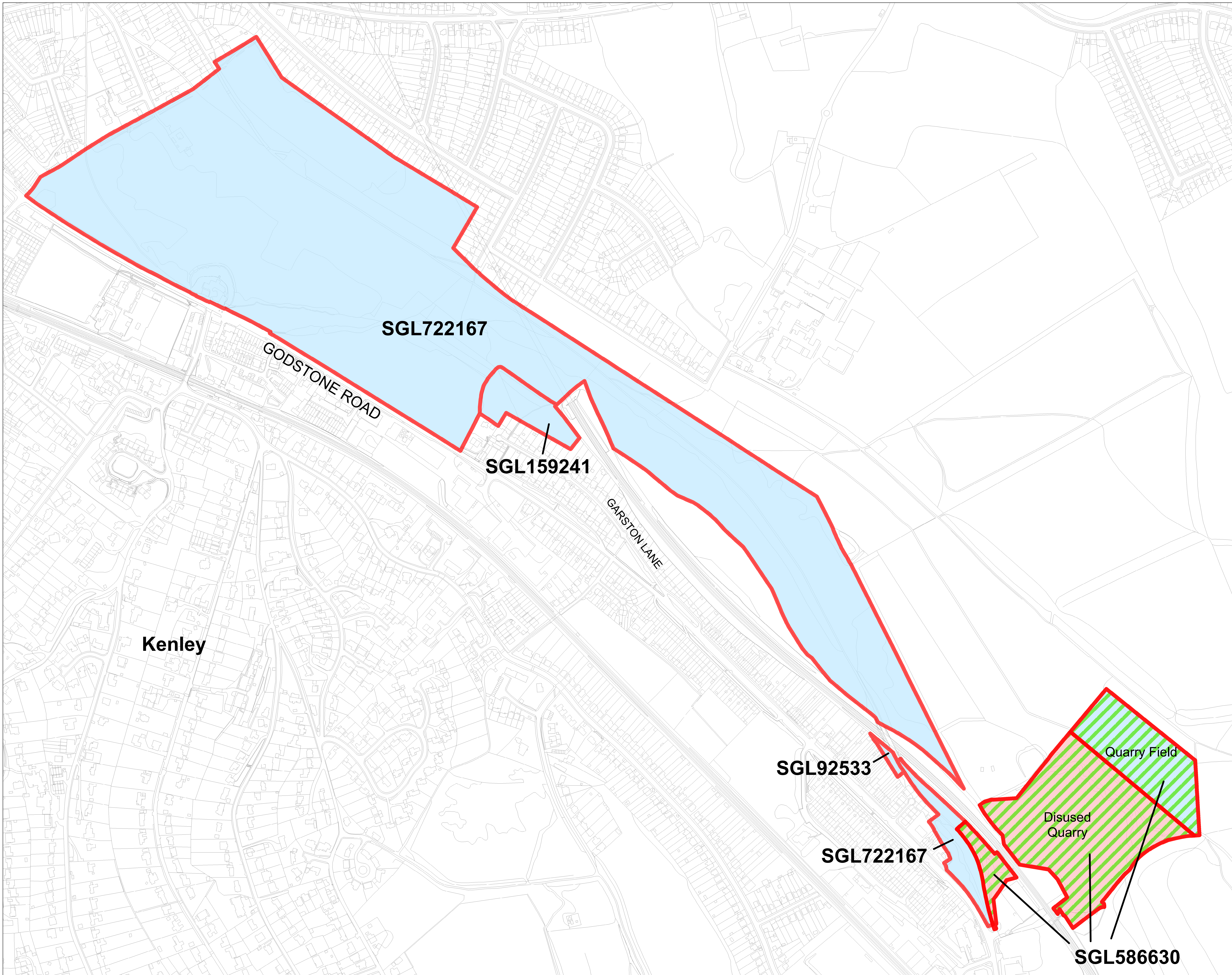
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Kenley Common


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Key

 Charity land - Riddlesdown
(Coulston and other Commons charity)

SGL722167 - Riddlesdown Common.

SGL159241 - Garston Lane.

SGL92533 - Riddlesdown Cottage (Land on the southwest side of Riddlesdown Road)

 Split title: Charity land.

 Split title: Complementary Land
(City's Estate).

SGL586630 - Godstone Road

Note: the split shown between Charity and
Complementary land is indicative.



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Riddlesdown

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City of London Corporation Committee Report

Committee(s): Epping Forest & Commons Committee – For Information	Dated: 17/07/2025
Subject: NECR Charity Assets Update for the West Wickham Common and Spring Park Wood Charity	Public report: For Information
This proposal: <ul style="list-style-type: none"> • delivers Corporate Plan 2024-29 outcomes • provides business enabling functions 	Leading Sustainable Environment
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	£NA
Report of:	Emily Brennan Director Natural Environment
Report author:	Jo Hurst Assistant Director Charity Development

Summary

This report is being brought for information as part of the commitment to keep Members up to date on the work of the review.

A key deliverable of the Natural Environment Charity Review is an audit of land assets owned by the City of London Corporation ('CoLC') in its capacity as charity trustee of each of the eight Natural Environment charities, ensuring that the information held on those assets in the CoLC's Asset Register is accurate and up to date. This report summarises the processes used to audit the land assets held by the CoLC as trustee of the West Wickham Common and Spring Park Wood charity.

Recommendation(s)

Having regard to the City of London Corporation's trustee responsibilities for the West Wickham Common and Spring Park Wood charity and in that case being satisfied that it is in the best interests of the charity and its beneficiaries, Members are asked to:

- Note the audit process undertaken for the charity land assets of the West Wickham Common and Spring Park Wood charity and the steps to maintain the Asset Register.

- Note the charity land assets of the West Wickham Common and Spring Park Wood charity included in the Appendix to this report.

Main Report

Background

1. The Natural Environment Charity Review is a wide-ranging review of the eight Natural Environment Charities across four main themes: Governance, Funding Model, Income Generation and Assets. This report summarises and updates on the Assets workstream, and the audit that has been carried out on the ownership of land assets (and the permanent buildings upon them) at West Wickham Common and Spring Park Wood (charity no. 232988).
2. Since the West Wickham Common and Spring Park Wood charity is unincorporated, it does not have its own legal personality which means that its property is held by its trustee, on the terms of the charity's governing documents. As the sole corporate trustee of the West Wickham Common and Spring Park Wood charity, the CoLC holds the charity's property, in its capacity as trustee, for the charity's specific charitable purposes (and subject to management in accordance with the governing documents of the charity and requirements of charity law). For the purposes of this report, the assets held subject to these arrangements are referred to as "charity land assets".
3. Assets that are managed in complement to the activities of the NE charities but owned by the CoLC in its non-trustee (City's Estate or City Fund) capacity are referred to as complementary land or assets. These are included in the Appendix, on an indicative basis, for information.

Current Position

4. The process used to audit the charity land assets of the NE charities involved Comptrollers and City Solicitors (C&CS), City Surveyors (CSD), Charity Review and Natural Environment Teams.
5. Although the land asset audit process did vary slightly from charity to charity (dependent on complexity and information available) the process flow was generally as follows:
 - a. CoLC's existing lists of land parcels, Land Registry title numbers and addresses, compiled by CSD, were provided and reviewed.
 - b. Copies of Land Registers for each title were obtained (either from existing records or the Land Registry) and the details noted and checked against existing information.
 - c. A library of the collated information was created, including copies of title information indexed by charity and individual land parcel (as relevant).

- d. Acquisition documentation (e.g. transfers and conveyances) were located (either from existing records or the Land Registry) and added to these libraries.
 - e. If acquisition documentation could not be located, or did not clearly identify the capacity in which the CoLC acquired the land, then further research was carried out. This included research in the CoLC's archives and on committee reports and minutes/resolutions that authorised or discussed that acquisition.
 - f. Following on from above, a Title Schedule (summarising the title and acquisition data and other research) was produced.
 - g. Summary documentation outlining the land assets for each charity was produced and circulated to relevant CoLC staff (including the NECR Steering Group) for review and comment.
 - h. To provide assurance that all registered charity land assets had been identified, a dataset of all property owned by companies in England and Wales was obtained from the Land Registry and interrogated using specialist software to identify land registered to the CoLC. The result was a list of titles by relevant county/district, which was cross-checked against the existing charity land asset information.
 - i. Final versions of the summary documentation for each charity were brought to the NECR Steering Group and will be used as the basis for updating the Asset Register where necessary.
6. Should any additional information come to light at a later date then the abovementioned principles will be applied as relevant, and the Asset Register updated following consultation with key officers from C&CS, CSD and NE.

Outcomes

- 7. The charity land assets for West Wickham Common and Spring Park Wood, are listed in the Appendix. Plans showing their location are also included. The general principle is that any permanent buildings located on those charity land assets will also be assets of the West Wickham Common and Spring Park Wood charity.
- 8. Land assets that are managed in complement to the activities of the NE charities but understood to have been held by the CoLC in its non-charity trustee capacities (City's Estate or City Fund), were also reviewed. These include operational sites, compounds and offices. As Members will be aware from the Complementary Land Policy and Land Use Appraisal Terms of Reference which came to your Committee earlier this year, such areas are now collectively referred to as 'Complementary Land' and separate workstreams on their governance, financial arrangements and use are underway.

9. The Complementary Land assets included in the Appendix to this report reflect the research carried out to date on those sites (and how they are held) which are managed in complement to, or used in support of the operations of, the West Wickham Common and Spring Park Wood charity. It is noted that research and analysis is on-going in relation to these sites, and any updates to this information will be presented to Members through reporting on the Complementary Land workstreams.
10. The CoLC's Land & Property Terrier database will function as the Land Asset Register for the NE charity land assets. That database, as well as other corporate data systems relevant to management of the CoLC's assets (including Horizon GIS mapping systems), will be updated as necessary to reflect the outcomes of the charity land asset audit process, ensuring consistent access to up-to-date information.

Key Data

11. A list of the charity land assets for West Wickham Common and Spring Park Wood (which also includes an indicative list of Complementary Land assets for information) is included as an appendix to this report.

Corporate & Strategic Implications

Strategic implications – These workstreams support Corporate Plan 2024-2029 particularly in Leading Sustainable Environment and Dynamic Economic Growth.

Financial implications – Future governance, use and management of complementary land will have financial implications for the associated charities that is outside of the scope of this report and will be covered in other workstreams.

Resource implications - Future governance, use and management of complementary land will have resource implications for the associated charities that is outside of the scope of this report and will be covered in other workstreams.

Legal implications – These are partly covered in body of report. The sites listed as charity land assets of the West Wickham Common and Spring Park Wood charity are those sites held by the CoLC under the Corporation of London (Open Spaces) Act 1878 (and the charity's other governing documents). It is noted that the CoLC has various duties and obligations as trustee of the West Wickham Common and Spring Park Wood charity, including: to only act in the best interests of the charity; and otherwise to meet its obligations to hold the charity's relevant property in perpetuity, and subject to management in accordance with the governing documents of the charity and requirements of charity law. The continued maintenance of an up-to-date Asset Register assists the CoLC to demonstrate compliance with its obligations.

Risk implications - Risks are captured and monitored as part of the wider NECR and within the risk registers maintained by department. This project is not considered to present further risks not already considered.

Equalities implications – None

Climate implications - The Natural Environment Charities and their associated complementary land and assets are essential to achieving corporate Carbon Action Strategy goals and other environmental objectives.

Security implications - None

Conclusion

12. An audit of the charity land assets of the West Wickham and Spring Park Wood charity has been carried out. Processes and conclusions are included in this report for information.

Appendices

- Appendix 1 – West Wickham and Spring Park Wood Charity Land Assets

Jo Hurst

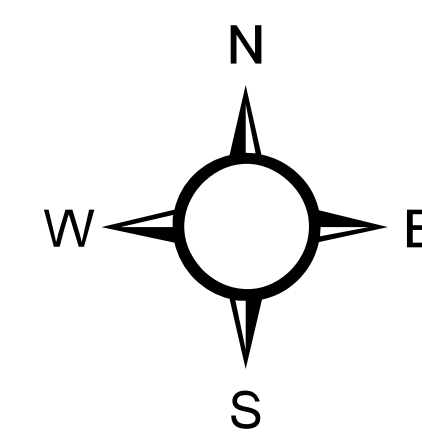
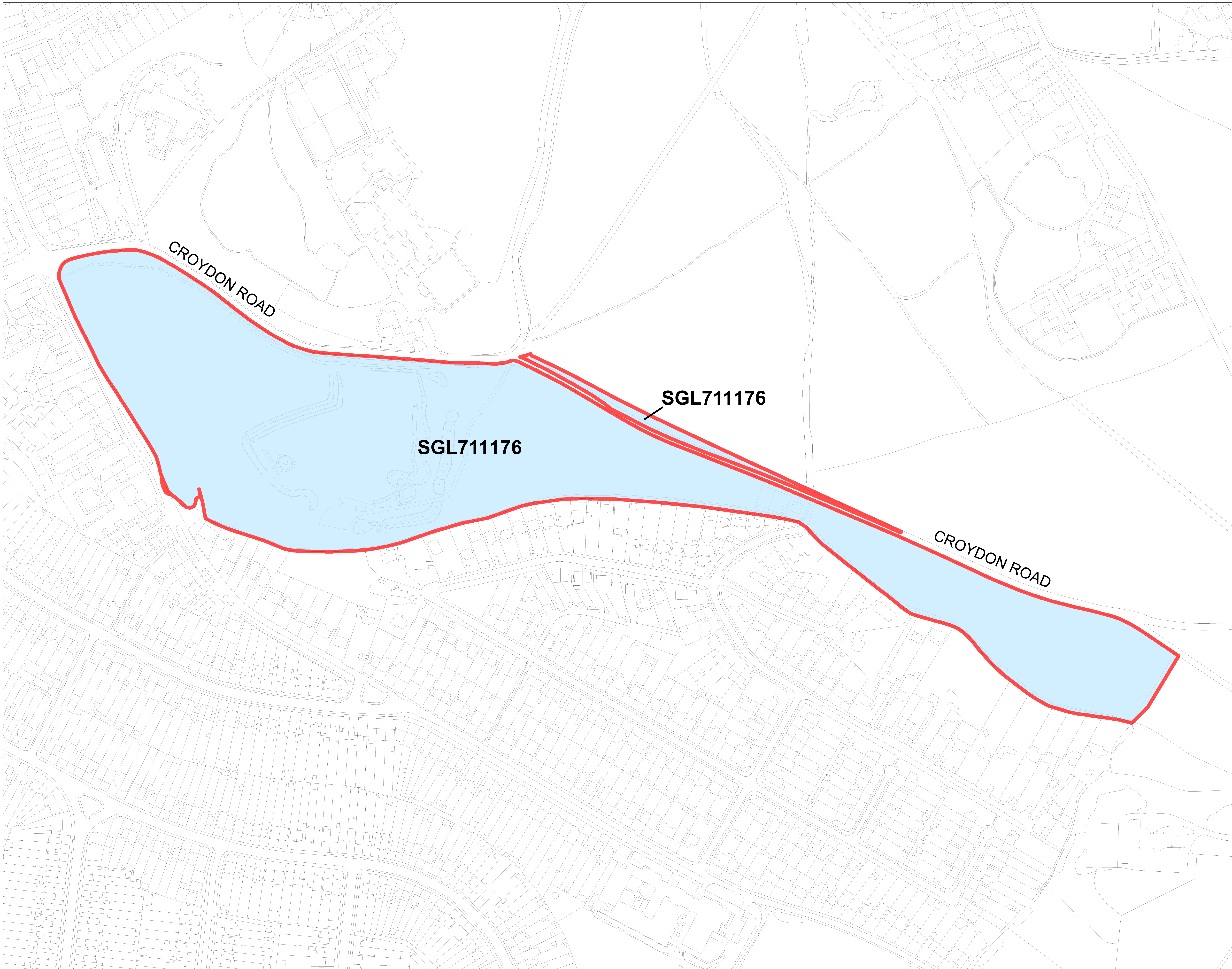
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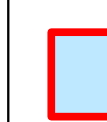
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Associated Charity	Site Name	Site Address	Registered Titles	Conclusion
West Wickham Common and Spring Park Wood	West Wickham Common	Croydon Road, West Wickham BR4 9DS	SGL711176	Charity land
West Wickham Common and Spring Park Wood	Spring Park	Addington Road, Spring Park BR4 9BF	SGL722950	Charity land
Coulsdon & otther Commons and West Wickham Common and Spring Park Wood (includes shared office)	Merlewood (Merlewood and land on the North side of Ninehams Road).	Merlewood , Caterham CR3	SY39592	Split title: partly Charity land, partly Complementary land (indicative)

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Key

 Charity land – West Wickham Common (West Wickham Common and Spring Park Wood charity).

SGL711176 - Land on the north side of Croydon Road and Land at West Wickham Common.




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West Wickham Common

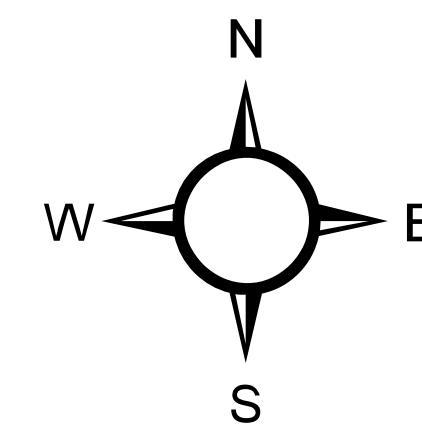
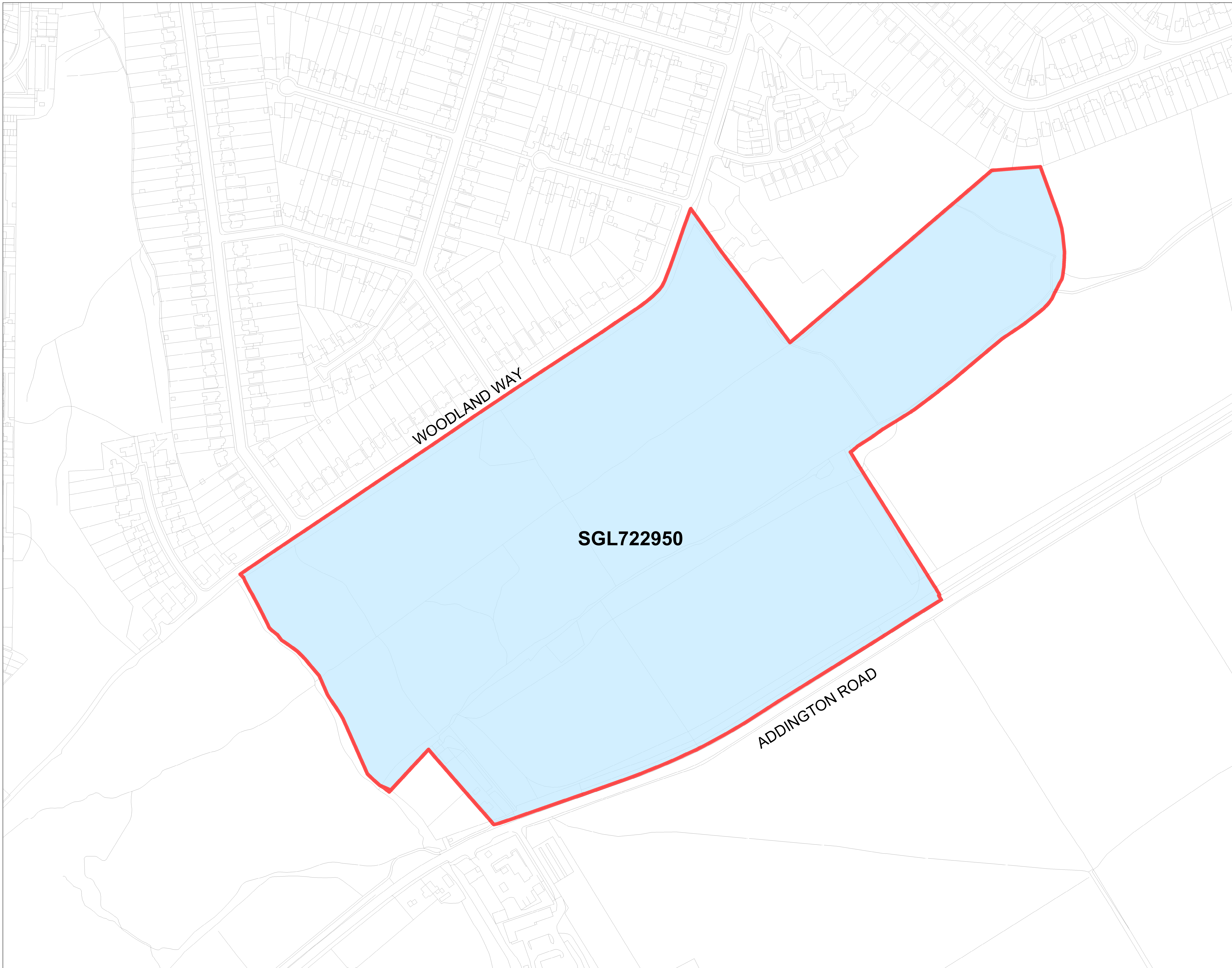
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Key

-  Charity land – Spring Park Wood (West Wickham Common and Spring Park Wood charity).



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City of London Corporation Committee Report

Committees: Epping Forest and Commons	Dated: 17/07/2025
Subject: Assistant Director Epping Forest Update Report May-June 2025 (SEF 15/25)	Public For Information
This proposal: <ul style="list-style-type: none"> • delivers Corporate Plan 2024-29 outcomes • provides statutory duties • provides business enabling functions 	Diverse Engaged Communities Leading Sustainable Environment Vibrant Thriving Destination Flourishing Public Spaces
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:	Katie Stewart, Environment Executive Director
Report author:	Jacqueline Eggleston, Assistant Director, Epping Forest and Geoff Sinclair, Assistant Director, The Commons

Summary

This report presents updates on business activity delivered in Epping Forest for the period May to June 2025. The activities are delivered against the objectives outlined in the Epping Forest Management Strategy (charitable objectives), Epping Forest Business Plan and the Natural Environment Strategies.

Recommendation

Members are asked to:

- Note the report.

Main Report

Current Position

1. Appendix A provides updates on service delivery in Epping Forest and its buffer lands in the period May – June 2025. Information for this period should be read in conjunction with separate reports on financial activity, risk management and high-level business planning to provide an overview of progress made against Charity, Corporate and Natural Environment objectives.

Of particular note;

2. Works on the new surfaced path 'The Gloucester Ride' linking Connaught Water and the Visitor Centre has commenced and will complete the Brambly Hedge Trail.
3. Volunteers Week was celebrated with a number of events focussed on recognising the important contribution made by our volunteers.
4. Officers have been attending local events and festivals with a 'roadshow' information stall, showcasing the new 'cow locator card' which links to a live tracking of where the cattle are present in the Forest.
5. Recruitment efforts continue to fill remaining vacancies.

Proposals

6. Completion of the Gloucester Ride and tendering for the spur path to link with Bury Road will be commenced.
7. Woodland Management Plans to be tendered.
8. Summer events programme including outdoor theatre and roadshows to be delivered.
9. Roll out of new out of hours phone service and new visitor mobile phone data gathering service.

Key Data

10. April/May (April/May 2024)

- Total fly tips: 108 (118)
- Total fires/barbeques: 20/11 (3 / 7)
- Grazing days: 1063 Forest / 6172 Buffer (520 / 929)
- Visitor Centre: 15,407 (10,325)
- 8 filming licences: Total of £3,599 (7 / £149,483.50)
- 17 fitness licences: Total of £3,270 (17 / £2,953)
- 12 utilities licences: Total of £32 (6 / £0)
- Dog incidents: 7 (8)

Conclusion

11. Considerable progress against Natural Environment Strategy Objectives and Epping Forest management plan objectives have been delivered during the reporting period.

Appendices

Appendix A – Progress against key objectives / actions (categorised by Natural Environment Strategy). Further detail of how the activities align to these objectives is shown in the Epping Forest Business Plan.

Jacqueline Eggleston

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Assistant Director's Update Appendix A

Updates on actions taken to deliver Epping Forest charity objectives and Natural Environment strategies for the period May-June 2025.

1. A Welcoming Destination for all (Access and Recreation)

1.1 Estate Improvements

1.2 The Gloucester Ride new surfaced path is being installed at Chingford linking the visitor centre to Connaught Water. This path was included in the SAMMS strategy agreement and has been funded from SAMMS payments. A new method of 'no dig' has been used and proved successful. An archaeological consultancy oversaw the excavation due to the location being an archaeological priority zone. A further phase is out for tender currently, which will link the path to Bury Road.



1.3 Play area works at Wanstead Park are in progress with the space due to reopen Friday 27 June.

1.4 The Grotto vegetation clearance was completed to high standards with the benefit of new equipment, ready for conservation work to start.



1.5 Connaught Water boardwalk repairs – 2 days spent repairing the structure and surfacing to maintain safe access.

1.6 Car park improvements – Claypit Hill, Rushey Plain, Rushey Plain Turnaround, Honey Lane have all been regraded and levelled. The team is working alongside the City Surveyors contractors at Rushey Plain, Claypit Hill and Genesis Slade where new tar mac entrances have been installed. Connaught Water, Bury Road and Barn Hoppitt car parks have been cleaned and re-lined.

1.7 The team have undertaken grounds maintenance at car parks and visitor attractions to tie in with the programme of events.

2. Keepers and Enforcement

2.1 Essex Police have finished their camera survey of Ambresbury Banks and have found no further quad/e-bike/enduro bikes being cycled over the southern part of the ramps and no further digging.

2.2 The Inspector of Monuments visited Ambresbury Banks and will be working with the Heritage Crime Officer to work with Essex Police to do seek a prosecution. Our signage is being altered to specify that damaging it is an offence. Minor tree removal works have commenced allowing brash to be used as dead hedging as a physical deterrent to using the desire lines over the banks.

2.3 The Conservation Team are considering next steps for the jumps that have been built at Rifle Butts as solitary bees or wasps may be nesting in mounds. Keepers have been engaging with young people using the mounds and signs erected to say the ramps will be removed.

2.4 Keepers supported a Keep Britain Tidy week event in partnership with London Borough of Waltham Forest. Lots of families attended to join in with the litter picking.



2.5 Jubilee Pond is attracting complaints due to the littering. The Keeper team and volunteers have attended in waders to remove a lot of the rubbish and are continuing to monitor the site, engaging with local retailers and with the users generating the litter.



2.6 Complaints have been received from residents in Epping regarding rats surrounding their property on Epping Forest land. Keepers have engaged pest control and are in communication with the property management company, noting that while the Forest is habitat for rats as well as other animals, they do require a food source which is generally supplied from the residential areas.

3. Access

3.1 Officers have worked with Public Rights of Way officers but there is no short-term solution to the degraded footpath that links Theydon Bois to the Oak Trail. It has therefore been decided to cease publicising this route which is reliant on connections out of our officer's control.

3.2 The Beech Trail is also no longer to be proactively promoted due to the level of visitor impact at Kates Cellar, Loughton Brook and Loughton Camp where the trail crosses.

4. A beautiful Forest, sustaining an internationally and nationally important mosaic of wildlife habitats (Nature Conservation and Resilience)

- 4.1 The Arborist team spent a day with Epping Forest Conservation Volunteers to share knowledge – further sessions are planned with Higham's Park Snedders and Epping Forest Heritage Trust.
- 4.2 Woodland Management Plans (WMP) –Consultants have been contacted to help write the WMP which is expected to take from 18-24 months. A representative from the Forestry Commission is due to visit to discuss the WMP and available grants.
- 4.3 Cattle have returned to the Forest. Keepers have supported with this task and volunteers and keepers have been trained in animal welfare checks to support the grazing team with regular checks.
- 4.4 The grassland team are on top of works which include fire break cutting, amenity mowing and cut and collect. The lack of rain has severely reduced the grass growth, resulting in some repeat monthly cuts not being required. Lack of grass growth is impacting silage & hay yields; North Farm reported an average reduction of 30% and Woodredon North 50% due to low rainfall in Spring and high temperatures in June. Despite this, 180 bales extra have been cut from newly sown herbal lays at Copped Hall, it is hoped that further cutting at Copped Hall later in the summer will provide sufficient winter feed to make up for a shortfall on already established hay fields.



Slow worm recorded as part of the reptile transect surveys

- 4.5 Moth trapping surveys led by the Assistant Conservation Officer has commenced to undertake a census of species present at The Warren orchard.

4.6 Countryside Stewardship Scheme (CSS) monitoring surveys for positive indicator plant species are underway.

4.7 CSS work on Ambresbury Banks and Purlieu Bank was undertaken in June to continue our work to protect these heritage features. Representatives from the London Bat Group visited Epping Forest to discuss potential collaboration on bat monitoring surveys for 2025 onwards.

5. Carbon Action Strategy/ Carbon Removals Project

5.1 Wildfire management training took place in June with keepers, grassland officers and arborists bringing the total to 70 trained officers across the Natural Environment teams.

5.2 Proposed leaky dam locations have been assessed by the hydrological consultant and agreed as suitable, final reports are expected end of June 2025. Consents will be required before the project can commence, approximate timeline proposed is for installation to start end of August 2025 and run to March 2027.

5.3 Feasibility studies are commencing into the future potential of pine marten and beaver introduction.

5.4 The following ecological monitoring surveys at the Copped Hall arable reversion project are well underway: Bird transect surveys, bird and bat static detector surveys, reptile surveys, butterfly surveys, and earthworm surveys. The bird and bat static detector surveys were undertaken in collaboration with Imperial College, London.

5.5 Tree moisture stress monitors are being trialled to monitor tree response to leaky dams.

5.6 Officers are working with consultants to scope options post 2027 for the Carbon Removals Project for nature recovery.

6. An Inspiring space benefitting peoples' health and providing opportunities for recreation and enjoyment

6.1 The Epping Forest Engagement team are once again taking the 'Epping Forest Roadshow' to local events this summer. So far they have attended the Swaines Green May Fayre (10 May) and the Highams Park Festival (18 May). They have engaged with a wide range of the local of community stakeholders and are promoting the benefits of the Habitat Restoration Programme work which is taking place in the Forest close to the location of the event. They are also promoting volunteering opportunities within Epping Forest.

6.2 Cow locator cards have been produced and are now available at the Warren Office and the Epping Forest Visitor Centre and are also being distributed by staff to visitors as appropriate. These cards contain a QR code that links to the up-to-date cow locations - [Nofence grazing map](#).

- 6.3 Engagement with the Operation Waxen campaign has proved successful. Communications have been strategically delivered throughout the operation, culminating in a highly impactful video of Epping Forest staff catching a fly-tipper in the act, and making them clean up their tipped rubbish. This post has been viewed over 100,300 times and has 1,200 likes on Facebook. The Instagram post has received over 1,500 likes. The last 5 x #FightTheFlyTip posts on Facebook have seen an active reach of over 35,000 and engagement with the social media campaign has been at 16% on Facebook and 27% on Instagram, comparing extremely favourably against industry standards of 2-4%.
- 6.4 On 6 June the London Fire Brigade hosted a media event on Wanstead Flats to promote responsible land management to prevent wildfires, acknowledging the excellent work of the City of London at Epping Forest. The Chair of Epping Forest and Commons Committee, Caroline Haines, gave interviews to the BBC News and to the Financial Times. This was a great opportunity for us to promote our wildfire prevention messaging.
- 6.5 The Open Air Theatre season commenced on 14 June with a sold-out performance of Wind in the Willows.
- 6.6 The football season concluded successfully hosting over 2000 matches across Wanstead Flats welcoming over 32,000 visitors. The Inner-City World Cup event took place at start of June. The event attracts over 2000 visitors across the weekend with teams made up from multicultural inner-city communities representing their country of origin. This year saw Honduras crowned Men's Champions and Dominican Republic crowned Women's Champions.
- 6.7 Chingford Golf course is very busy and remains number one for online bookings in the county. Additional buggies have had to be hired in to meet demand.

7. A range of special heritage landscapes which are protected and celebrated (Culture, Heritage and Learning)

- 7.1 The contractor has been appointed to start work on phase two of the Grotto restoration. This phase is designed to remove the Grotto from the Historic England At Risk Register. The works starting at the end of June will continue until the end of 2025.

8. Education

- 8.1 Between April and June the Field Studies Council, in partnership with the City of London, engaged with 79 schools and over 5,900 students at the Epping Forest Field Centre in High Beach. In addition over 50 parents and children attended Eco Adventure family events during the Easter holidays and May half term. The Field Studies Centre hosted a Spring Open Day on 5 April and welcomed over 180 visitors.

8.2 The City of London learning team engaged with 790 students throughout April and May.

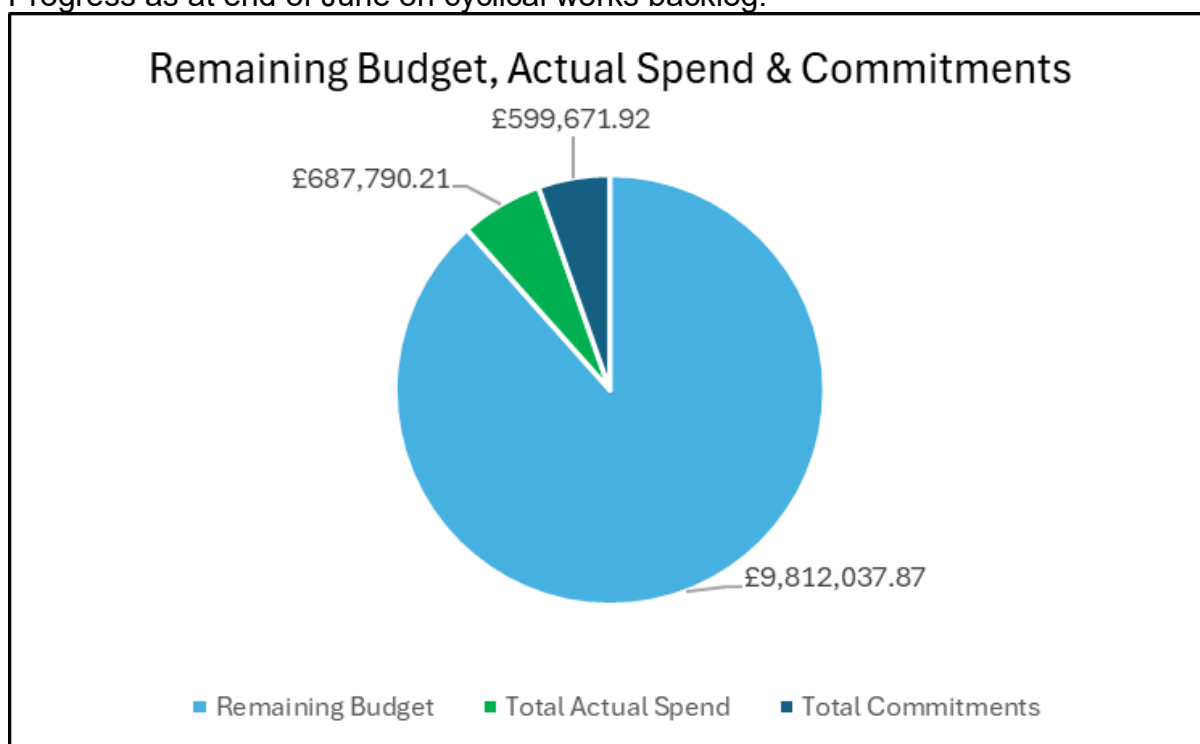
9. A resilient environment, where challenges are embraced and opportunities explored – (Community Engagement)

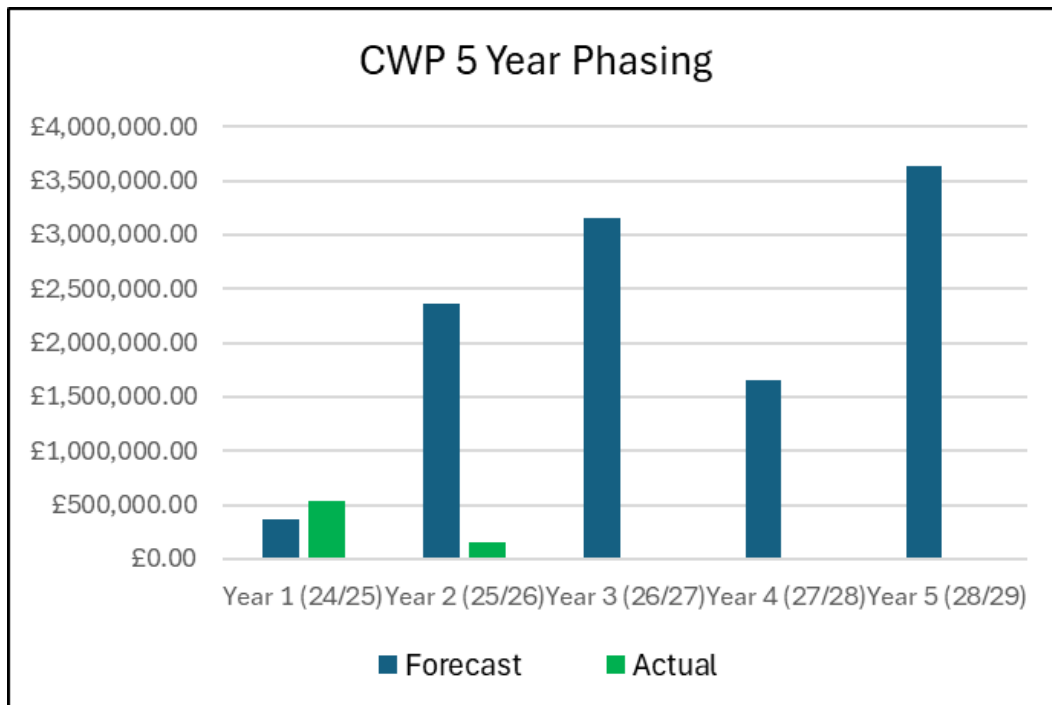
9.1 After a few years of successful trading the two holiday lets have been changed to shorthold tenancy arrangements. Whilst the holiday lets still provided a small profit, the AST income will provide a much larger profit as overheads have risen so significantly on servicing the holiday lets since their inception.

9.2 The furniture from the properties will be auctioned as a fundraiser for the Epping Forest Charity.

10. Cyclical Works Programme.

10.1 Progress as at end of June on cyclical works backlog.





11. Staff News

11.1 In total, 9 new members of the workforce have been recruited in this period.

11.2 New starters appointed and having commenced work this period include:

- Retail Supervisor (p/t)
- Arborist
- Forest Keeper
- Forest Keeper (p/t)
- Conservation Herd Manager
- Estate Worker
- Assistant Estate Worker
- Visitor Experience Assistant (p/t)
- Weddings and Venue Hire Coordinator.

11.3 Appointments made but yet to start in roles:

- 2 x Forest Keeper (p/t)
- Enforcement Officer
- 2 x Assistant Countryside Manager

11.4 Advertised and in progress:

- 4 x Assistant Forest Keepers
- Health and Safety Apprentice
- Access and Development Manager
- Arborist

12. Volunteers

12.1 The annual City of London Corporation volunteer celebration event took place at the Guildhall in May. A long-serving, knowledgeable Volunteer represented Epping Forest as a speaker showcasing his years of dedication as a Volunteer Warden.



12.2 During Volunteer's Week, the first Volunteering Partnership Forum was held, followed by an Epping Forest Volunteer Reception Garden Party at The Warren. Both events were well received by the attendees.

12.3 Ahead of Volunteers' Week two of our most dedicated Epping Forest Volunteers from the Highams Park Snedders and from the Epping Forest Conservation Volunteers, were invited to a Garden Party at Buckingham Palace by the Ranger of Epping Forest, HRH The Duke of Gloucester, in recognition of their outstanding contribution as volunteers for the woodland.



12.4 Historic England led a train the trainer course to our volunteers as part of the Lidar project which is due to commence in coming months. 20 individuals signed

up to volunteer from West Essex Archaeological Group in addition to interest from Chingford Historical Society and Loughton District Historical Society.

- 12.5 Two youth volunteering sessions were held in May half term including a youth conservation session led in partnership with Highams Park Snedders and a youth litter pick.
- 12.6 Topgolf Chigwell attended an Epping Forest led corporate volunteering litter pick at High Beach with nine attendees.
- 12.7 A 'Top Picks' litter picking event took place at Woodriven Hill on 21 May supported by five volunteers.
- 12.8 Ecological monitoring volunteers have now been fully briefed and trained in butterfly and reptile transect surveys. Surveys are now completed fortnightly by approximately 40 volunteers and a few officers. Training has commenced for grassland condition assessment surveys.

13. Staff Training (whole teams)

- 13.1 Officers visited Coulsdon Common, along with representatives from Banstead Common, to benchmark skylark conservation approaches; assessing both the electric fencing deployed at Farthing Downs and wider visitor engagement strategy.
- 13.2 Officers visited Burnham Beeches for a tour to discuss Conservation Management Plans and SAMMS work.
- 13.3 Officers from across the Natural Environment Open Spaces visited the Knepp Estate for a tour of their rewilding/landscape recovery work following hosting the Knepp's freelance ecologists at Epping Forest.
- 13.4 All staff are now up to date with mandatory DSE training.
- 13.5 Budget managers have started specific budget management training.
- 13.6 Officers attended the international conference on the biodiversity of pollarded trees.

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City of London Corporation Committee Report

Committee: Epping Forest and Commons Committee	Dated: 17/07/2025
Subject: Epping Forest Risk Management	Public report: For Information
This proposal: <ul style="list-style-type: none"> • delivers Corporate Plan 2024-29 outcomes • provides business enabling functions 	Corporate Plan Outcomes: Diverse engaged communities; Vibrant thriving destination; Providing excellent services; Flourishing public spaces; Leading sustainable environment Business enabling functions: Risk Management
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:	Katie Stewart, Executive Director Environment
Report author:	Joanne Hill, Environment Department

Summary

This report provides an overview of the risk management processes in place, including risk governance and the format and frequency of reporting, for the Epping Forest charity (charity number 232990) for which your Committee is responsible.

The report provides Members with assurance that these processes align with the Corporate Risk Management Framework and meet the requirements of the Charities Act 2011. A summary of the current Epping Forest risk register is also included within the report and at Appendix 1.

Recommendation

Members are asked to:

- Note the report.

Main Report

Background

Corporate Risk Management Framework

1. The City of London's Risk Management Framework covers the elements involved in identifying, analysing and mitigating risks across the organisation. It incorporates the Risk Management Policy; the Risk Management Strategy 2024-29; and Risk Management Guidance and Training.
2. The Risk Management Policy outlines the City Corporation's overarching approach and requirements in risk management. It covers risk application, roles and responsibilities; the risk management process; risk management governance and reporting.
3. The Risk Management Strategy 2024-2029 sets the strategic direction for corporate risk management and outlines the activities that will be undertaken to achieve our four strategic objectives. The Strategy supports and aligns with organisational ambitions including our Corporate Plan 2024-2029.
4. To support delivery of the Risk Management Strategy 2024-2029, a Corporate Risk Appetite Statement has recently been approved by Court of Common Council. This Statement details the City Corporation's approach to taking risk across nine themes and will be used to aid strategic decision making. Initially, this will be applied to Corporate-level risks only, but will, in time, be rolled out to risks at all levels, including charity risks. Further details will be reported to your Committee as they become available.

Risk governance and reporting

5. Chief Officers are accountable for their department's risks and the handling of these, including what is put onto their risk registers. They may delegate responsibility for the oversight and management of this to officers within their area.
6. Members monitor and oversee the City Corporation's Risk Management Strategy and arrangements. They play an essential role in scrutinising risk management and its effectiveness. This is distinct from operational decision-making on risks/officer actions to identify and manage risk but works in tandem with this to ensure sound and appropriate risk management.
7. The City of London's Risk Management Framework requires each Chief Officer to report regularly to Committees on the risks faced by their department. This enables Members to fulfil their risk management oversight and scrutiny functions.

Natural Environment charities

8. The Corporate Risk Management Policy and process is applied throughout the Environment Department, including the Natural Environment Division where it is adapted as appropriate to also ensure compliance with the requirements of the Charities Act 2011.
9. For each natural environment charity, the responsible Management Committee retains oversight of risk, with officers under their relevant delegated authority in the operational management of the charity having day-to-day responsibility for managing and controlling risk.
10. Risks are regularly reviewed by the relevant Assistant Director or Head Ranger and their management team, with updates recorded in the corporate risk management information system. Risks are assessed on a likelihood-impact basis, and the resultant score is associated with a traffic light colour. For reference, the City of London's Risk Matrix is provided at Appendix 2.
11. New and emerging risks are identified through several channels, including:
 - Directly by management teams as part of the regular review process.
 - In response to suggestions made by the Charity Management Committee.
 - In response to ongoing review of progress made against Business Plan objectives and performance measures.
 - In response to emerging events and changing circumstances which have the potential to impact on the delivery of charity objects.
12. 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. These risks are to be reviewed annually.
13. Your Committee, on behalf of the City Corporation as Trustee, reviews risks faced by the Epping Forest charity on a quarterly basis to gain assurance that risks are being effectively identified and managed. This reporting frequency aligns with the City of London's Risk Management Framework and exceeds the requirements of the Charity Commission.
14. Detailed risk registers are presented, for decision, every six months. The two interim quarterly reports present summary risk registers for information, with individual risks being reported in detail by exception.

Current Position

15. The Executive Director Environment assures your Committee that all risks held by the Epping Forest charity continue to be managed in compliance with the Corporate Risk Management Framework and the Charities Act 2011.
16. The Epping Forest Risk Register currently contains four RED, nine AMBER, and one GREEN risk, owned and managed by the Assistant Director, Epping Forest and her management team. A summary of the risks is provided below, and at Appendix 1. Risks are listed with their current score and direction of travel over the past year.
 - **ENV-NE-EF 017: Tree event or failure**
Current risk score: RED 24, decreasing
 - **ENV-NE-EF 018: Deterioration of Wanstead Park Reservoirs**
Current risk score: RED 24, constant
 - **ENV-NE-EF 006: Failure of raised reservoirs**
Current risk score: RED 16, decreasing
 - **ENV-NE-EF 008: Negative impacts from pests and diseases**
Current risk score: RED 16, constant
 - **ENV-NE-EF 004: Decline in condition of built assets and infrastructure**
Current risk score: AMBER 12, decreasing
 - **ENV-NE-EF 010: Negative impacts of development and encroachment**
Current risk score: AMBER 12, constant
 - **ENV-NE-EF 015: Impacts of anti-social behaviour on staff and site** *Current risk score: AMBER 12, decreasing*
 - **ENV-NE-EF 016: Budget pressures**
Current risk score: AMBER 12, constant
 - **ENV-NE-EF 019: Decline in condition of heritage assets**
Current risk score: AMBER 12, constant *(added to register in August 2024)*
 - **ENV-NE-EF 020: Security of site, staff and the public**
Current risk score: AMBER 12, constant *(added to register in August 2024)*
 - **ENV-NE-EF 003: Risk for health and safety**
Current risk score: AMBER 8, decreasing
 - **ENV-NE-EF 005: Declining Site of Special Scientific Interest (SSSI)/Special Area of Conservation (SAC) condition**
Current risk score: AMBER 8, constant
 - **ENV-NE-EF 009: Adverse impacts of extreme weather and climate change**
Current risk score: AMBER 8, constant
 - **ENV-NE-EF 013: Recruitment of suitable staff and workforce planning**
Current risk score: GREEN 2, decreasing

Corporate and Strategic Implications

17. 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.
18. The risk management processes in place in the Environment Department comply with the Corporate Risk Management Framework and, in the case of the natural environment charities, with the requirements of the Charities Act 2011.
19. The processes also support the delivery of the Corporate Plan, our Departmental high-level Business Plan, charity business plans and relevant Corporate Strategies, including, but not limited to, the Climate Action; Cultural; Sport and Physical Activity; and Volunteering Strategies.
20. Risks which could have a serious impact on the achievement of charity objects, business and strategic objectives are proactively identified, assessed and managed to minimise their likelihood and/or impact.

Conclusion

21. 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 – Epping Forest Summary Risk Register
- Appendix 2 – City of London Corporation Risk Matrix

Contact

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







Epping Forest Summary Risk Register











24 June 2025



Risk score indicator key.

		
RED	AMBER	GREEN

Risk code	Risk title	Current risk score	Current risk score indicator	Risk Approach *	Target risk score	Target risk score indicator	Direction of travel (over the past year)
ENV-NE-EF 017	Tree event or failure	24		Reduce	8		Decreasing
ENV-NE-EF 018	Deterioration of Wanstead Park Reservoirs	24		Reduce	8		Constant
ENV-NE-EF 006	Failure of raised reservoirs	16		Reduce	8		Decreasing
ENV-NE-EF 008	Negative impacts from pests and diseases	16		Reduce	12		Constant
ENV-NE-EF 004	Decline in condition of built assets and infrastructure	12		Reduce	8		Decreasing
ENV-NE-EF 010	Negative impacts of development and encroachment	12		Accept	12		Constant
ENV-NE-EF 015	Impacts of anti-social behaviour on staff and site	12		Accept	12		Decreasing
ENV-NE-EF 016	Budget pressures	12		Reduce	8		Constant
ENV-NE-EF 019	Decline in condition of heritage assets	12		Reduce	8		Constant – <i>New risk added August 2024</i>

Risk code	Risk title	Current risk score	Current risk score indicator	Risk Approach *	Target risk score	Target risk score indicator	Direction of travel (over the past year)
ENV-NE-EF 020	Security of site, staff and the public	12		Reduce	8		Constant – <i>New risk added August 2024</i>
ENV-NE-EF 003	Risk for health and safety	8		Accept	8		Decreasing
ENV-NE-EF 005	Declining Site of Special Scientific Interest (SSSI)/Special Area of Conservation (SAC) Condition	8		Accept	8		Constant
ENV-NE-EF 009	Adverse impacts of extreme weather and climate change	8		Accept	8		Constant
ENV-NE-EF 013	Recruitment of suitable staff and workforce planning	2		Accept	2		Decreasing

N.B. Risks with an identical current and target score are those which we have mitigated to the lowest level possible at present. However, we continue to undertake a range of actions to maintain them at their current score, keep them under continual review, and seek opportunities to reduce the level of risk.

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 Manager for further information.

May 2021

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City of London Corporation Committee Report

Committee(s): Epping Forest & Commons Committee – For Information	Dated: 17/07/2025
Subject: NECR Charity Assets Update for the Epping Forest Charity	Public report: For Information
This proposal: <ul style="list-style-type: none"> • delivers Corporate Plan 2024-29 outcomes • provides business enabling functions 	Leading Sustainable Environment
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	£NA
Report of:	Emily Brennan Director Natural Environment
Report author:	Jo Hurst Assistant Director Charity Development

Summary

This report is being brought for information as part of the commitment to keep Members up to date on the work of the review.

A key deliverable of the Natural Environment Charity Review is an audit of land assets owned by the City of London Corporation ('CoLC') in its capacity as charity trustee of each of the eight Natural Environment charities, ensuring that the information held on those assets in the CoLC's Asset Register is accurate and up to date. This report summarises the processes used to audit the land assets held by the CoLC as Conservators of Epping Forest and trustee of the Epping Forest Charity.

Recommendation(s)

Having regard to the City of London Corporation's responsibilities as Conservators of Epping Forest and trustee of the Epping Forest charity and in that case being satisfied that it is in the best interests of the charity and its beneficiaries, Members are asked to:

- Note the audit process undertaken for the charity land assets of the Epping Forest charity and the steps to maintain the Asset Register.
- Note the charity land assets of the Epping Forest charity included in the Appendix to this report.

Main Report

Background

1. The Natural Environment Charity Review is a wide-ranging review of the eight Natural Environment Charities across four main themes: Governance, Funding Model, Income Generation and Assets. This report summarises and updates on the Assets workstream, and the audit that has been carried out on the ownership of land assets (and the permanent buildings upon them) at Epping Forest (charity no. 202990).
2. The City Corporation holds Epping Forest in its capacity as Conservators and sole corporate trustee of the Epping Forest charity, under the terms of the Epping Forest Acts 1878 and 1880 (and the Epping Forest charity's other governing documents). Since the Epping Forest charity is unincorporated, it does not have its own legal personality, which means that its property is held by its trustee, on the terms of the charity's governing documents. As the sole corporate trustee of the Epping Forest charity, the CoLC holds the charity's property, in its capacity as trustee, for the charity's specific charitable purposes (and subject to management in accordance with the governing documents of the charity and requirements of charity law). For the purposes of this report, the assets held subject to these arrangements are referred to as "charity land assets".
3. Assets that are managed in complement to the activities of the NE charities but owned by the CoLC in its non-trustee (City's Estate or City Fund) capacity are referred to as complementary land or assets. This umbrella term includes land areas known as Buffer Land and Pink Land, as well as other areas held similarly. These are included in the Appendix, on an indicative basis, for information.

Current Position

4. The process used to audit the charity land assets of the NE charities involved Comptrollers and City Solicitors (C&CS), City Surveyors (CSD), Charity Review and Natural Environment Teams.
5. Although the land asset audit process did vary slightly from charity to charity (dependent on complexity and information available) the process flow was generally as follows:
 - a. CoLC's existing lists of land parcels, Land Registry title numbers and addresses, compiled by CSD, were provided and reviewed.
 - b. Copies of Land Registers for each title were obtained (either from existing records or the Land Registry) and the details noted and checked against existing information.
 - c. A library of the collated information was created, including copies of title information indexed by charity and individual land parcel (as relevant).

- d. Acquisition documentation (e.g. transfers and conveyances) were located (either from existing records or the Land Registry) and added to these libraries.
 - e. If acquisition documentation could not be located, or did not clearly identify the capacity in which the CoLC acquired the land, then further research was carried out. This included research in the CoLC's archives and on committee reports and minutes/resolutions that authorised or discussed that acquisition.
 - f. Following on from above, a Title Schedule (summarising the title and acquisition data and other research) was produced.
 - g. Summary documentation outlining the land assets for each charity was produced and circulated to relevant CoLC staff (including the NECR Steering Group) for review and comment.
 - h. To provide assurance that all registered charity land assets had been identified, a dataset of all property owned by companies in England and Wales was obtained from the Land Registry and interrogated using specialist software to identify land registered to the CoLC. The result was a list of titles by relevant county/district, which was cross-checked against the existing charity land asset information.
 - i. Updated versions of the summary documentation relating to the Epping Forest charity were brought to the NECR Steering Group and will be used as the basis for updating the Asset Register where necessary.
6. Should any additional information come to light at a later date then the abovementioned principles will be applied as relevant, and the Asset Register updated following consultation with key officers from C&CS, CSD and NE.

Outcomes

- 7. The charity land assets for Epping Forest are listed in the Appendix. A plan showing their location is also included. The general principle is that any permanent buildings located on those charity land assets will also be assets of the Epping Forest charity. It is noted that there is one title that remains under investigation, due to complexities around the history of highway projects that may have impacted upon it.
- 8. Land assets that are managed in complement to the activities of the NE charities but understood to have been held by the CoLC in its non-charity trustee capacities (City's Estate or City Fund), were also reviewed. These include operational sites, compounds, lodges, offices, paddocks, and tenanted farmland. As Members will be aware from the Complementary Land Policy and Land Use Appraisal Terms of Reference which came to your Committee earlier this year, such areas are now collectively referred to as 'Complementary Land' and

separate workstreams on their governance, financial arrangements and use are underway. For Epping Forest this includes Buffer Land, Pink Land and other areas held similarly.

9. The Complementary Land assets included in the Appendix to this report (and the associated plan) reflect the research carried out to date on those sites (and how they are held) which are managed in complement to, or used in support of the operations of, Epping Forest. It is noted that research and analysis is on-going in relation to these sites, and any updates to this information will be presented to Members through reporting on the Complementary Land workstreams.
10. The CoLC's Land & Property Terrier database will function as the Land Asset Register for the NE charity land assets. That database, as well as other corporate data systems relevant to management of the CoLC's assets (including Horizon GIS mapping systems), will be updated as necessary to reflect the outcomes of the charity land asset audit process, ensuring consistent access to up-to-date information.
11. Most registered charities are subject to restrictions on disposing of their land by virtue of sections 117 to 129 in Part 7 of the Charities Act 2011 (as varied). To reflect these limitations on disposals of charity land, there is a prescribed form of restriction that must be entered in the title register of such land ("Charities Act restriction"). Applications will be made to the Land Registry where necessary to ensure that Charities Act restrictions are registered on the Land Registry titles for charity land assets at Epping Forest.

Key Data

12. A list of the charity land assets for Epping Forest (which also includes an indicative list of Complementary Land assets for information) is included as an Appendix to this report.

Corporate & Strategic Implications

Strategic implications – These workstreams support Corporate Plan 2024-2029 particularly in Leading Sustainable Environment and Dynamic Economic Growth.

Financial implications – Future governance, use and management of complementary land will have financial implications for the associated charities that is outside of the scope of this report and will be covered in other workstreams.

Resource implications - Future governance, use and management of complementary land will have resource implications for the associated charities that is outside of the scope of this report and will be covered in other workstreams.

Legal implications – These are partly covered in body of report. The sites listed as Forest in the Appendix are held by the CoLC as Conservators and sole corporate trustee of the Epping Forest charity under the terms of the Epping Forest Acts 1878 and 1880 (and the Epping Forest charity's other governing documents). It is noted that the CoLC has various duties and obligations as Conservators of Epping Forest and trustee of the Epping Forest charity, including: to only act in the best interests of the charity; and otherwise to meet its obligations to hold the charity's relevant property in perpetuity, and subject to management in

accordance with the governing documents of the charity and requirements of charity law. The continued maintenance of an up-to-date Asset Register assists the CoLC to demonstrate compliance with its obligations.

Risk implications - Risks are captured and monitored as part of the wider NECR and within the risk registers maintained by department. This project is not considered to present further risks not already considered.

Equalities implications – None

Climate implications - The Natural Environment Charities and their associated complementary land and assets are essential to achieving corporate Carbon Action Strategy goals and other environmental objectives.

Security implications - None

Conclusion

13. An audit of the charity land assets of the Epping Forest charity has been carried out. Processes and conclusions are included in this report for information.

Appendices

- Appendix 1 – Epping Forest Charity Land Assets

Jo Hurst

Assistant Director – Charity Development

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Associated Charity	Site Name	Site Address	Registered Titles	Conclusion
Epping Forest		1,2 Forest Side, Epping, Essex CM16	11606	Forest (Charity)
Epping Forest		Land at Yardley Lane, Waltham Abbey, London E4	AGL227139	Forest (Charity)
Epping Forest		Land at Whitehall Road, Chingford, London E4	AGL227257	Forest (Charity)
Epping Forest		Land on the north side of Yardley Lane, Chingford, London E4	EX16657	Forest (Charity)
Epping Forest		Land at Chingford, London, E4	AGL227358	Forest (Charity)
Epping Forest		Land at Forest Glade, Woodford, London IG8	AGL227425	Forest (Charity)
Epping Forest		Land at Beacontree Avenue, London, E11	AGL227496	Forest (Charity)
Epping Forest		Land at Harrow Green, London, E11	AGL227608	Forest (Charity)
Epping Forest		Knotts Green, Lea Bridge Road, London E10	AGL227612	Forest (Charity)
Epping Forest		Land at Lea Bridge Road, London, E17	AGL264760	Forest (Charity)
Epping Forest		Leyton Green, Leyton Green Road, London E10	AGL264765	Forest (Charity)
Epping Forest		Land at Mulberry Close, Waltham Abbey, London E4	AGL291337	Forest (Charity)
Epping Forest		Land at Chingford Road, London, E4	AGL448574	Forest (Charity)
Epping Forest		Oak Hill and Hale End Road, Woodford Green, London IG8	AGL450159	Forest (Charity)
Epping Forest		Land at Folly Lane, Chingford, London E4	AGL450425	Forest (Charity)
Epping Forest		Land at Wanstead, London,	BGL79739	Forest (Charity)
Epping Forest		Land lying to the north of Capel Road, London,	BGL79758	Forest (Charity)
Epping Forest		Land at Chigwell Road, Woodford Green, London IG8	BGL79895	Forest (Charity)
Epping Forest		Land on east side of Aldersbrook Riding School, Empress Avenue, London E12	BGL87665	Forest (Charity)

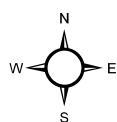
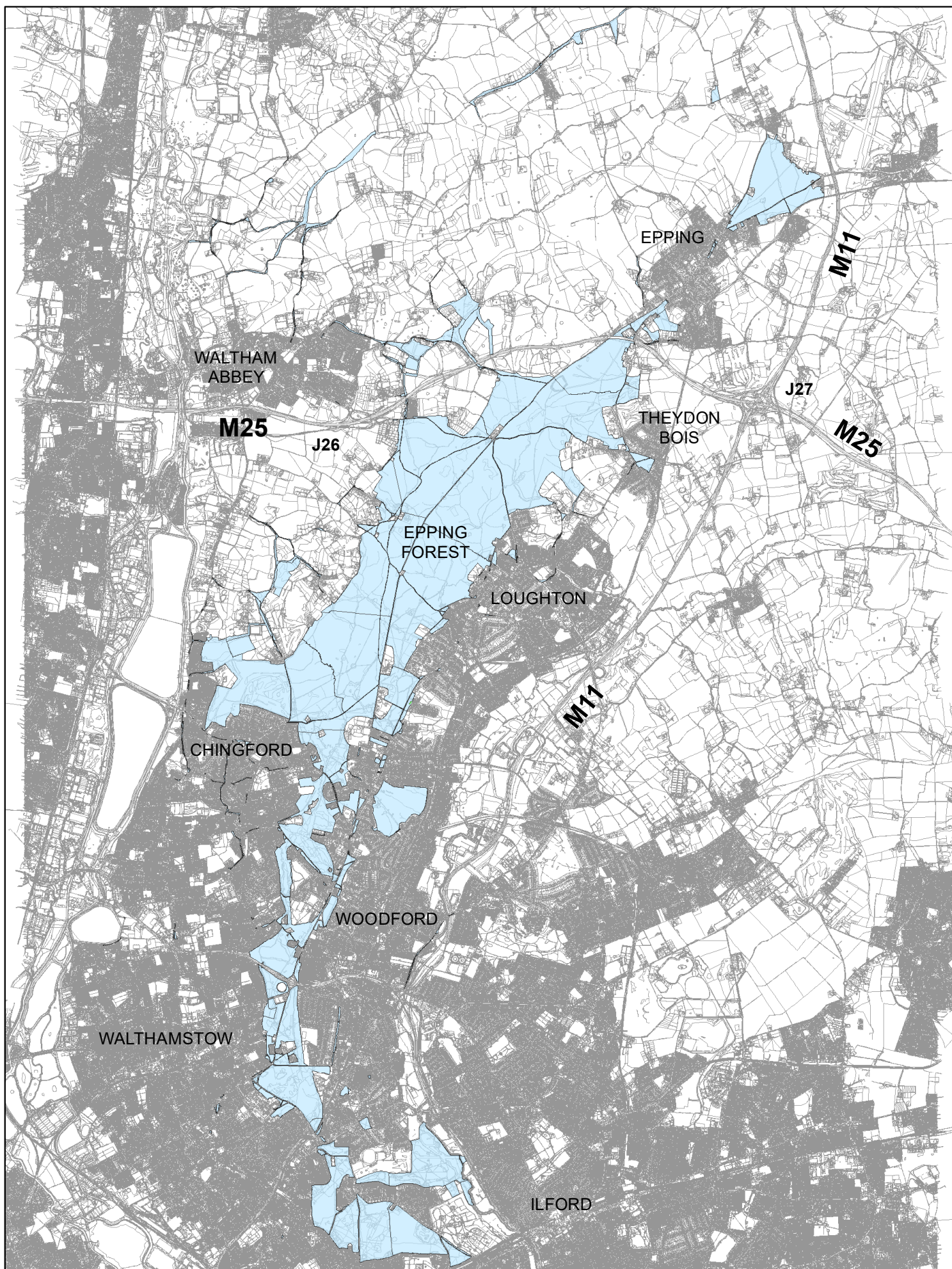
Epping Forest	Nightingale Green, Nightingale Lane, London E11	BGL91973	Forest (Charity)
Epping Forest	Land lying north of Tamworth Avenue, Highhams Park, Woodford Green IG8	EGL33401	Forest (Charity)
Epping Forest	Land at Knotts Green, Livingstone College, London E10	EGL335919	Forest (Charity)
Epping Forest	Land on the south side of Forest Road, Walthamstow, London E17	EGL37882	Forest (Charity)
Epping Forest	Land east of Woodland Way, Woodford, London IG8	EX1310	Forest (Charity)
Epping Forest	Land on north-east side of Forest Way, Woodford Green, London IG8	EX17606	Forest (Charity)
Epping Forest	Land on the north-east side of Monkams Lane, Buckhurst Hill, Woodford Green IG8	EX21342	Forest (Charity)
Epping Forest	Land on north-east and south side of Western Road, Epping, CM16	EX267797	Forest (Charity)
Epping Forest	Land on north side of Ivy Chimneys Road, Epping, CM16	EX46707	Forest (Charity)
Epping Forest	Land lying south-west side of Woodside, Thornwood, Epping CM16	EX512621	Forest (Charity)
Epping Forest	Land lying to the south of Blind Lane, Sewardstonebury, London E4	EX575850	Forest (Charity)
Epping Forest	Land on north side of Crown Hill, Waltham Abbey, Essex EN9	EX605309	Forest (Charity)
Epping Forest	Land lying to the south of Princes Road, Buckhurst Hill, Essex IG9	EX8130	Forest (Charity)
Epping Forest	Land at Epping Long Green, Epping Green, Epping CM16	EX861010	Forest (Charity)
Epping Forest	Land lying to the west of Forest Edge, Buckhurst Hill, Essex IG9	EX861921	Forest (Charity)
Epping Forest	Land lying to the southwest of Woodside, Thornwood, Epping CM16	EX861299	Forest (Charity)
Epping Forest	Land at Epping Green, Epping, Essex	EX861352	Forest (Charity)
Epping Forest	Land lying to the north of Upland Road, Epping, Essex CM16	EX861360	Forest (Charity)
Epping Forest	Land at Church Hill, Epping, Essex CM16	EX861361	Forest (Charity)
Epping Forest	Land at Aimes Green, Waltham Abbey, Essex EN9	EX861363	Forest (Charity)

Epping Forest	Land at Holyfield, Waltham Abbey, Essex EN9	EX861376	Forest (Charity)
Epping Forest	Land at Galleyhill, Waltham Abbey, Essex EN9	EX861391	Forest (Charity)
Epping Forest	Land at Pick Hill and Sergeants Green, Waltham Abbey, Essex EN9	EX861398	Forest (Charity)
Epping Forest	Land at Copped Hall Green, Long Street, Waltham Abbey EN9	EX861438	Forest (Charity)
Epping Forest	Land at High Road, Epping, Essex CM16	EX861444	Forest (Charity)
Epping Forest	Land at Crown Hill, Waltham Abbey, Essex	EX861533	Forest (Charity)
Epping Forest	Land at Goldings Hill, Loughton, Essex IG10	EX861558	Forest (Charity)
Epping Forest	Land lying to the east of Epping New Road, Loughton, Essex	EX861567	Forest (Charity)
Epping Forest	Land lying to the west of Epping New Road, Loughton, Essex	EX861571	Forest (Charity)
Epping Forest	Land lying to the south-east of Epping New Road, 761, Essex	EX861596	Forest (Charity)
Epping Forest	Land at Pynest Green Lane, Waltham Abbey, Essex EN9	EX861618	Forest (Charity)
Epping Forest	Land at Bury Road, Sewardstonebury, London E4	EX861633	Forest (Charity)
Epping Forest	Land on the west side of Epping New Road, Buckhurst Hill, Essex	EX861761	Forest (Charity)
Epping Forest	Land at Bury Lane, Epping, Essex CM16	EX861827	Forest (Charity)
Epping Forest	Land at Hornbeam Lane, Chingford, London E4	EX861850	Forest (Charity)
Epping Forest	Land at Pyrles Lane, Loughton, Essex IG10	EX862230	Forest (Charity)
Epping Forest	Land lying to south of Sewardstone Road, London, E4	EX873347	Forest (Charity)
Epping Forest	Land on the east side of The Limes, Sewardstone Road, London E4	EX873403	Forest (Charity)
Epping Forest	Land at Trapps Hill and Kings Green, Loughton, Essex IG10	EX882807	Forest (Charity)
Epping Forest	Land at Daws Hill, London, E4	EX882829	Forest (Charity)

Epping Forest		Land on the north side of Honey Lane, Waltham Abbey, Essex EN9	EX882838	Forest (Charity)
Epping Forest		Land lying to the south-west of Chingford Lane, Woodford Green, London IG8	EX88616	Forest (Charity)
Epping Forest		Land on south side of Yardley Lane, Chingford, London E4	EX9212	Forest (Charity)
Epping Forest		Land on the south side of Gilwell Lane, Sewardstonebury, London E4	EX270125	Forest (Charity)
Epping Forest		Land on the north-east side of Whipps Cross Road, Leytonstone, London E11	AGL608073	Forest (Charity)
Epping Forest		Land at Monkams Lane, Woodford, Woodford Green IG8	AGL608451	Forest (Charity)
Epping Forest		Land on southside of Horseshoe Hill, Waltham Abbey, Essex EN9	EX888668	Forest (Charity)
Epping Forest		Land lying to the east of Woodford Road and northwest of Cambridge Road, Leytonstone, London E11	NGL19260	Forest (Charity). Research on impact of highway projects on-going.
Epping Forest	The Warren	Epping New Road, Loughton IG9 5UE	EX901104	Complementary (indicative)
Epping Forest	Deer Sanctuary	Birch Hall Farm, Theydon Bois, Epping CM16 7DR	EX863823, EX352091	Complementary (indicative)
Epping Forest	Theydon Bois Golf Course 'New Nine'	Theydon Road, Theydon Bois, Epping CM16 4EH	EX648450	Complementary (indicative)
Epping Forest	Loughton Golf Course	Loughton, Epping	EX863807	Complementary (indicative)
Epping Forest	Woodredon Estate, Upshire	Waltham Abbey, Epping EN9	EX58985	Complementary (indicative)
Epping Forest	Warlies Park Estate, Upshire	Waltham Abbey, Epping EN9	EX170298, EX864750	Complementary (indicative)
Epping Forest	Monkhams Hall	Waltham Abbey, Epping	EX863835	Complementary (indicative)
Epping Forest	Galleyhill Wood	Waltham Abbey, Epping	EX863871	Complementary (indicative)
Epping Forest	Great Gregories Farm, Epping	Theydon Bois, Epping CM16 4EJ	EX398473	Complementary (indicative)
Epping Forest	North Farm, Loughton	Loughton, Epping IG10	EX433530, EX445792 (includes other land which is Forest Land)	SPLIT TITLE: Forest and Complementary (indicative)

Epping Forest	Copped Hall Park	Copped Hall, Epping CM16	EX464064 (includes other land which is Forest land)	SPLIT TITLE: Forest and Complementary (indicative)
Epping Forest	Copped Hall Estate Road / Griffins Wood	Copped Hall, Epping CM16	EX831002	Complementary (indicative)
Epping Forest	The Ridge and Estate Drive, Copped Hall Park	Epping CM16	EX831002	Complementary (indicative)
Epping Forest	Raveners Farm MOST OF THIS SITE HAS BEEN SOLD	Copthall Green, Waltham Abbey, Epping EN9 3SZ	EX464064	Complementary (indicative)
Epping Forest	Coopersale, Epping	Coopersale, Epping CM16	EX342833	Complementary (indicative)
Epping Forest	Patmores, High Beech	Loughton, Epping	EX512170 (includes other land which is Forest Land)	SPLIT TITLE: Forest and Complementary (indicative)
Epping Forest	Yeats Field	Waltham Abbey, Epping	EX170751	Complementary (indicative)
Epping Forest	Swaines Green	Epping	EX751897	Complementary (indicative)

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Epping Forest (Charity) Land

Key

Epping Forest (Charity) Land

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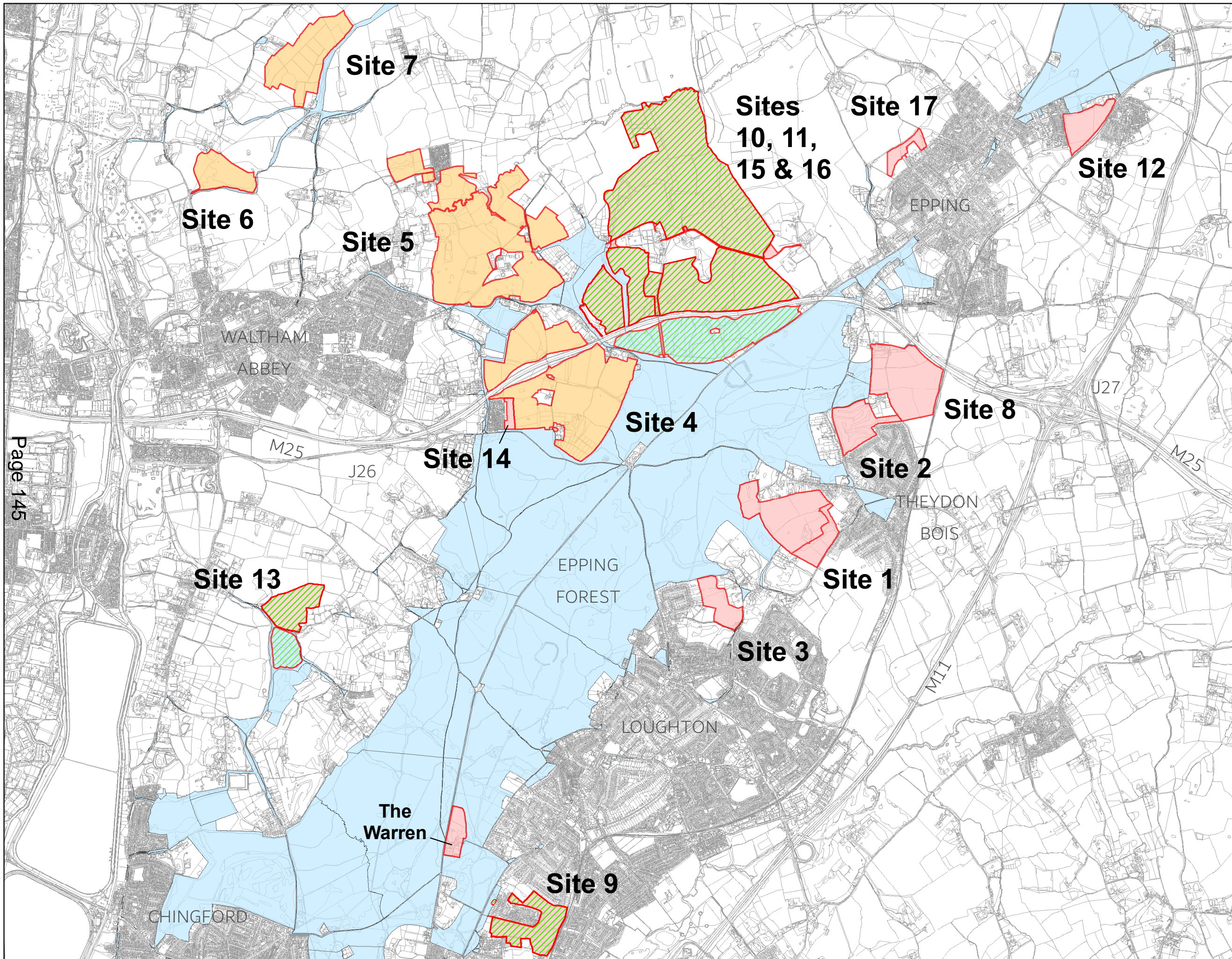
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Epping Forest and Complementary Land

Key

- Forest (Charity) Land
- Complementary land (City's Estate)
- Complementary land (City Fund)
- Split Titles (Forest (Charity) land and Complementary land)

Note: The split between Forest and Complementary land is shown on an indicative basis.

- Site No.1 Deer Sanctuary EX663823 & EX352091
- Site No.2 Theydon Bois Golf Course 'New Nine' EX646450
- Site No.3 Loughton Golf Course EX663807
- Site No.4 Woodredon Estate, Uphire EX58955
- Site No.5 Warles Park Estate, Uphire EX170296 & EX664759
- Site No.6 Monkham Hall EX663835
- Site No.7 Galleyhill Wood EX663871
- Site No.8 Great Gregories Farm, Epping EX395473
- Site No.9 North Farm, Loughton EX433530 (Split Title) & EX445792 (Access)
- Site No.10 - Copped Hall Park Inc. Site No.11 - Ravensers Farm EX464064 (Split Title: potential past disposals under research)
- Site No.15 - The Ridge and Estate Drive, Copped Hall Park and Site No.16 - Copped Hall Estate Road/ Griffons Wood EX631002
- Note: Land to the South of the M25 currently shown as Forest land, research ongoing.
- Site No.12 Coopersale, Epping EX342833
- Site No.13 Patmores, High Beech EX512170 (Split Title)
- Site No.14 Yeats Field EX170751
- Site No.17 Swaines Green EX751897
- The Warren EX901104

Note: This plan does not show the full extent of Epping Forest.

Boundaries have been checked for completeness but accuracy levels are commensurate with the scale shown. All detail should therefore be treated as indicative only.

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