



Epping Forest & Commons Committee

Date: MONDAY, 7 SEPTEMBER 2015
Time: 11.00 am
Venue: COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL

Members: Alderman Gordon Haines (Chairman)
George Abrahams (Deputy Chairman)
Deputy John Barker
Deputy Stanley Ginsburg
Alderman Sir Paul Judge
Deputy Catherine McGuinness
Sylvia Moys
Barbara Newman
Virginia Rounding
Philip Woodhouse
Alderman Ian Luder (Ex-Officio Member)
Graeme Smith (Ex-Officio Member)

For consideration of Business Relating to Epping Forest Only

Verderer Peter Adams
Verderer Michael Chapman DL
Verderer Richard Morris
Verderer Dr. Joanna Thomas

Enquiries: Natasha Dogra 0207 332 1434
Natasha.Dogra@cityoflondon.gov.uk

Lunch will be served in the Guildhall Club at 1pm

**John Barradell
Town Clerk and Chief Executive**

AGENDA

Agenda

Part 1 - Public Agenda

1. **APOLOGIES**

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

3. **MINUTES**

To agree the minutes of the previous meeting.

For Decision
(Pages 1 - 8)

4. **BUSINESS PLAN OUTCOME REPORT - QUARTER 1 2015/16**

Report of the Director of Open Spaces.

For Information
(Pages 9 - 18)

5. **EPPING FOREST & COMMONS COMMITTEE REPORTING**

Report of the Director of Open Spaces.

For Decision
(Pages 19 - 20)

6. **OPEN SPACES LEARNING PROGRAMME**

Report of the Director of Open Spaces.

For Information
(Pages 21 - 26)

Epping Forest

7. **SUPERINTENDENT'S UPDATE**

Report of the Superintendent of Epping Forest.

For Information
(Pages 27 - 36)

8. EPPING FOREST TRUSTEE'S ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2015

Report of the Chamberlain.

For Information
(Pages 37 - 66)

9. EPPING FOREST GATEWAYS - FINAL DESIGN & LOCATIONS

Report of the Superintendent of Epping Forest.

For Information
(Pages 67 - 70)

10. THE CONDITION OF EPPING FOREST SSSI

Report of the Superintendent of Epping Forest.

For Information
(Pages 71 - 78)

11. EPPING FOREST DIVISION RISK REGISTER

Report of the Superintendent of Epping Forest.

For Decision
(Pages 79 - 98)

12. EPPING FOREST DISTRICT COUNCIL GREEN BELT REVIEW STAGE 1 - UPDATE

Report of the Superintendent of Epping Forest.

For Decision
(Pages 99 - 112)

13. LBWF MINI HOLLAND PROJECT - LAND DEDICATION AT LEA BRIDGE ROAD

Report of the Superintendent of Epping Forest.

For Decision
(Pages 113 - 122)

Burnham Beeches, Stoke Common & City Commons

14. SUPERINTENDENT'S UPDATE

Report of the Superintendent of Burnham Beeches.

For Information
(Pages 123 - 126)

15. BURNHAM BEECHES AND STOKE COMMON TRUSTEE'S ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2015

Report of the Chamberlain.

For Information
(Pages 127 - 152)

16. CITY COMMONS TRUSTEE'S ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2015

Report of the Chamberlain.

For Information
(Pages 153 - 198)

17. GATEWAY 5 - AUTHORITY TO START WORK: KENLEY REVIVAL PROJECT

Report of the Director of Open Spaces.

For Decision
(Pages 199 - 220)

18. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE

19. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

Part 2 - Non-Public Agenda

20. EXCLUSION OF THE PUBLIC

MOTION: That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

For Decision

21. NON-PUBLIC MINUTES

To agree the minutes of the previous meeting.

For Decision
(Pages 221 - 222)

22. DEED OF EASEMENT - FOREST ACCESS CROSSOVERS

Report of the City Surveyor.

For Decision
(Pages 223 - 228)

23. REFRESHMENT FACILITIES - LEASE RENEWALS

Report of the Superintendent of Epping Forest.

For Decision
(Pages 229 - 234)

24. NON PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE

25. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED

Confidential Agenda Items - Members Only

26. SERVICE BASED REVIEW - STAFFING IMPACTS

Report of the Director of Open Spaces – to follow.

For Decision

This page is intentionally left blank

EPPING FOREST & COMMONS COMMITTEE **Monday, 6 July 2015**

Minutes of the meeting of the Epping Forest & Commons Committee held at
Committee Room - 2nd Floor West Wing, Guildhall on Monday, 6 July 2015 at 11.00
am

Present

Members:

Alderman Gordon Haines (Chairman)
George Abrahams (Deputy Chairman)
Deputy John Barker
Deputy Stanley Ginsburg
Alderman Sir Paul Judge
Deputy Catherine McGuinness
Barbara Newman
Virginia Rounding
Philip Woodhouse
Verderer Peter Adams
Verderer Michael Chapman DL
Verderer Richard Morris
Verderer Dr. Joanna Thomas
Alderman Ian Luder (Ex-Officio Member)

Officers:

Alistair MacLellan	Town Clerk's Department
Sue Baxter	Town Clerk's Department
Alison Elam	Chamberlain's Department
Alison Hurley	City Surveyor's Department
Sue Ireland	Director of Open Spaces
Paul Thomson	Superintendent of Epping Forest
Andy Barnard	Superintendent of Burnham Beeches, Stoke and City Commons
Esther Sumner	Open Spaces Department
Jo Hurst	Open Spaces Department
Keith French	Open Spaces Department
Hadyn Robson	Open Spaces Department

1. APOLOGIES

Apologies were received from Sylvia Moys and Graeme Smith.

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

Deputy Catherine McGuinness declared an interest in the Epping Forest Centenary Trust.

3. **MINUTES**

RESOLVED, that the minutes of the meeting held on 11 May 2015 were approved as a correct record, subject to Item 7 *Committee Appointments* being amended to read *any two* Verderers to be represented on the Epping Forest Reference Sub Committee.

4. **GRANT GIVING - REPORT OF CROSS-CUTTING SERVICE BASED REVIEW**

The Committee considered a report of the Deputy Town Clerk on grant giving by the City of London Corporation. The Chairman noted the resolution by the Open Spaces and City Gardens Committee that suggested the formation of a Working Party comprised of members from each of the open spaces committees and the Finance Grants Sub Committee.

A member noted that there could be sensitivity around merging distinct charities that arose from personal bequests. In response to further comments from members around benefits-in-kind for the Epping Forest Centenary Trust and Field Studies Council, the Director of Open Spaces noted that these will be matters that may be determined by the Working Party.

The Chairman noted that the Committee could mirror the resolution of the Open Spaces and City Gardens Committee in appointing its Chairman and Deputy Chairman to the Working Party, and canvass its members for the third vacancy.

RESOLVED, that

- Approval be given to a more structured approach to grant giving which was jointly governed by all Open Spaces and which was publicised and managed as part of the City Corporation's suite of grant programmes; and
- That the proposal by the Open Spaces and City Gardens Committee for a Working Party comprised of three members from each of the Open Spaces and City Gardens; Epping Forest and City Commons; and Hampstead Heath, Queen's Park and Highgate Wood Committees, one member of the West Ham Park Committee, one representative of the Finance Grants Sub Committee be created to report back to the Open Spaces and City Gardens Committee on 7 December 2015, be agreed.
- That the three Epping Forest & Commons Committee representatives to the Working Party be the Chairman, Deputy Chairman, and a third member of the Committee subject to expressions of interest outside of the meeting.

5. **EPPING FOREST & COMMONS COMMITTEE REPORTING**

The Committee considered a report of the Director of Open Spaces regarding Committee Reporting practices. The Chairman noted that the recommendations were clear and were designed to ensure Committee business was focused on key strategic matters rather than on operational detail that could be easily communicated outside of Committee meetings, or discussed at local meetings.

He added that a couple of reports on the current agenda could usefully form paragraphs within the Superintendents' updates. Members made a number of comments,

- A member was disappointed that a fundamentally different agenda format was not being proposed, namely 'For Information' items retained and simply taken as read at committee meetings.
- A member agreed to the proposal and suggested that the new approach be reviewed in one year.
- A member noted that the proposals risked lessening the level of member involvement in operational matters, and that often the item that encouraged member involvement was the Superintendents' updates.
- A Verderer agreed that the volume of business did mean that the Committee was often focusing too much on detail and not enough on strategic issues. He added that pictorial material was a great help to understanding written reports.
- A member supported the suggestion that 'For Information' items be included but taken as read.

The Chairman concluded discussion by requesting that the Director of Open Spaces incorporate members' comments into the proposed agenda of the next meeting.

RESOLVED, that

- The Committee note that in future the Superintendents would be submitting written updates to Committee, updating those reports by exception, and incorporating supporting pictorial material into those reports;
- The Committee note that the Superintendents' updates would be supplemented by newsletters and other forms of communication between Committee meetings;
- It be reaffirmed that reports should be submitted to Committee in the following circumstances,
 - Matters that fall outside those matters delegated to the Director of Open Spaces.
 - Where approval from the Committee is required by Standing Orders, Procurement Regulations, Financial Regulations, the Project Procedure or statutory requirement.
 - In cases where there is a proposed new policy or a change to an existing policy.
 - Where the Committee has asked to be kept informed and the use of the Superintendent's Update is not appropriate.

- Where the matter is of a nature such that the involvement of elected Members is prudent (i.e. political, media, sensitivity).

6. REVENUE OUTTURN 2014/15 - EPPING FOREST

The Committee received a joint report of the Chamberlain and Director of Open Spaces on the Revenue Outturn 2014/15 for Epping Forest. In response to a question, the Superintendent of Epping Forest replied that the variation at Chingford Golf Course was largely due to a fall in revenue from membership fees and public play.

A member took the opportunity to note that Oak Processionary Moth had arrived in the North London Open Spaces and that he had requested – as Chairman of the Open Spaces and City Gardens Committee - additional funding to deal with the issue, and that he would welcome the Committee's support. Members indicated that they were happy to support the proposal.

RECEIVED

7. SUPERINTENDENT'S UPDATE

The Committee received a report of the Superintendent of Epping Forest updating them on recent operational activity. In response to a question the Superintendent replied that additional work on failed plantings at the Higham Park Lake Large Raised Reservoir would not present an additional cost as it came under a care maintenance contract associated with the project. In response to further questions, he undertook to update members on the pay bands of litter pickers outside of the meeting, and that the recent rainfall has not presented any issues to dams within the Forest.

In response to a question, the Superintendent replied that trials of enforcement cameras were not capable of capturing the details of number plates effectively and so new equipment would be necessary.

In response to further comments, the Superintendent agreed to include the number of rough sleepers in future updates and that the EC Regulatory Fitness and Performance Programme related to a review by the European Union of the effectiveness of the current Special Area of Conservation designation.

RECEIVED

8. PROVISIONAL ADDITIONAL WORKS PROGRAMME

The Committee considered a report of the City Surveyor on the Provisional Additional Works Programme 2016/17. In response to comments from a Verderer, the Superintendent of Epping Forest noted that the £20,000 for relining Eagle Pond related to the repair of wharfing opposite the dam, and that the Grotto required investment given its status as a Grade II listed structure that was at risk of further deterioration.

In response to queries from Members, the City Surveyor agreed to circulate a description of design and setting out fees outside of the meeting.

RECEIVED

9. **SEEKING DELEGATED AUTHORITY TO RESPOND TO THE EPPING FOREST DISTRICT COUNCIL GREEN BELT REVIEW STAGE 1**

The Committee considered a request for delegated authority to respond to Epping Forest District Council's Green Belt Review Stage 1. The Superintendent noted that his principal concern was that some sites close to the Forest were due to be evaluated for their potential for housing development.

A member noted that there was a risk the City of London Corporation would be promulgating conflicting messages given the Policy Chairman's recent statement in support of housing development across London. The Town Clerk noted that an officer-level Housing Steering Group consisting of Chief Officers had recently been convened to address issues such as this.

A Verderer expressed concern that Epping Forest District Council's housing targets were subject to further review, which meant it was difficult to evaluate how at-risk the Metropolitan Green Belt was from planned development.

Members noted reports such as this would benefit from an accompanying map of the local area in question.

RESOLVED, that

- Authority be delegated to the Town Clerk, in consultation with the Chairman and Deputy Chairman, to approve a response by the Superintendent of Epping Forest to the Epping Forest District Council Stage 1 Green Belt Review.

10. **EPPING FOREST FISHERIES MANAGEMENT UPDATE.**

The Committee considered an update report of the Superintendent of Epping Forest on Fisheries Management. In response to comments from a Verderer the Superintendent replied that the inclusion of Baldwin's Pond in the plan would be reviewed and that charging for fishing was a potential option to redress the loss of Environment Agency funding. In response to a further question he replied that the disabled angling plots were well used.

A Verderer raised concern that Baldwins Pond was referenced within the Strategy but was subject a scoping review that may see its loss. The Superintendent advised that the fishing strategy was agreed by Committee in 2011 prior to the scoping Review for Baldwins Pond.

RECEIVED

11. **EPPING FOREST: DEER MANAGEMENT OF THE SOUTH WEST ESSEX DEER HERD ON THE BUFFER LANDS AND EPPING FOREST**

The Committee considered a report of the Director of Epping Forest on Deer Management of the South West Essex Deer Herd on the Buffer Lands and Epping Forest. The Director of Open Spaces noted that the Fallow Cull target was 86 for 2015/16 as per the report, rather than 105 as in the infographic.

RESOLVED, that

- The cull minimum – in line with the Deer Management Plan - of 86 Fallow deer and an unlimited cull of Reeves Muntjac for the 2015/16 season be approved.
- Further meetings between major estate owners of land within the range of the South West Essex Deer Herd – mediated by the Deer Initiative – to encourage increased cooperation on the overall management of the Deer Herd, be approved.
- The adoption of a three-year licensing system in 2016 to help improve the management of infrastructure needed to support the cull be approved.

12. UPDATE ON THE EPPING FOREST VISITOR SURVEY

The Committee considered an update report of the Superintendent of Epping Forest on the Epping Forest Visitor Survey 2014. A Verderer commented that the visitor numbers to the High Beach Forest Centre had arguably not dropped given the centre had been closed for the early part of the year. The Superintendent agreed that a full report would be circulated to Members.

RESOLVED, that

- The publication of the Epping Forest Visitor Survey 2014 be approved.

13. LBWF MINI HOLLAND PROJECT - LAND DEDICATION AT LEA BRIDGE ROAD AND HOSPITAL ROAD

The Town Clerk noted that this report had been withdrawn.

14. WOODFORD GREEN WAYLEAVE

The Town Clerk noted that this report would feature in the non-public section of the agenda.

15. SUPERINTENDENT'S UPDATE

The Committee received an update report of the Superintendent of Burnham Beeches, Stoke and City Commons.

RECEIVED

16. REVENUE OUTTURN 2014/15 - BURNHAM BEECHES, STOKE COMMON & CITY COMMONS

The Committee received a joint report of the Chamberlain and the Director of Open Spaces on the revenue outturn for Burnham Beeches, Stoke Common and City Commons 2014/15.

RECEIVED

17. **MINUTES OF THE BURNHAM BEECHES CONSULTATION GROUP MEETING OF 6TH MAY 2015**

The Committee received the draft minutes of the Burnham Beeches Consultation Group meeting held on 6 May 2015.

RECEIVED

18. **RISK REGISTER**

The Committee received the Risk Register for Burnham Beeches, Stoke Common and City Commons. The Chairman noted that a risk register for Epping Forest would be submitted to a future meeting.

RECEIVED

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

There were no questions.

20. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There was no other business.

21. **EXCLUSION OF THE PUBLIC**

RESOLVED, that under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Act.

22. **NON-PUBLIC MINUTES**

RESOLVED, that the non-public minutes of the meeting held on 11 May 2015 be approved as a correct record.

23. **CHINGFORD GOLF COURSE**

The Committee considered a request for delegated authority regarding building repairs and the golf professional and booking services contract at Chingford Golf Course.

24. **WOODFORD GREEN WAYLEAVE**

The Committee considered a report of the Superintendent of Epping Forest regarding the grant of temporary access from Woodford New Road, Woodford.

25. **NON PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were no non-public questions.

26. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

Epping Forest Dinner

The Chairman took the opportunity to note that the inaugural Epping Forest Dinner was being held that evening at Guildhall.

The meeting ended at 12.45 pm

Chairman

Contact Officer: Alistair MacLellan / alistair.maclellan@cityoflondon.gov.uk

Agenda Item 4

Committee:	Date:
Open Spaces & City Gardens - For information	27 July 2015
West Ham Park - For information	27 July
Epping Forest & Commons - For information	7 September
Hampstead Heath, Highgate Wood & Queen's Park - For information	21 September
Subject: Business Plan outcome report - Quarter 1 2015/16	Public
Report of: Director of Open Spaces	For Information
Summary	
<p>This report presents the outcome of the first quarter of the 2015/16-17/18 business plan. It includes the departmental roadmap and the roadmaps for each of the division.</p> <p>Currently the Sports, Learning, and Lodges & Operational Property programmes are reporting as amber. All other programmes are green.</p> <p>It also reports on the Key Performance Indicators to date. There is still further work to be done in developing meaningful baskets of indicators for Finance and Developing Our Staff.</p> <p>Recommendation:</p> <p>Members are asked to note this report</p>	

Main Report

Background

1. The business plan was approved by the Open Spaces & City Gardens Committee on 20 April 2015. The revised business plan reflected our charitable objectives and our vision “to preserve and protect our world class green spaces for the benefit of our local communities and the environment.”

Roadmap progress

2. The departmental roadmaps and each of the divisional roadmaps are appended to this report. Overall it can be seen that each of the programmes has been making progress, although initiation has been slightly slower than anticipated.
3. As discussed at previously at the Open Spaces & City Gardens Committee meeting, further information on the progress of programmes will be provided by exception i.e. where a programme is amber or red.

Learning	Amber (steady state)	This project has been progressing well and a new operating model has been developed. It is being reported as amber as uncertainty about funding remains whilst the City Bridge Trust application is under consideration and as other funding opportunities not yet finalised.
Sports	Amber (steady state)	The amber rating reflects concern about resolution of management issues at one of the golf courses and the need to resolve a carry forward with respect to Wanstead Flats. There has been some slippage in timescales but the project lead is currently re-profiling the programme.
Lodges and operational property	Amber (improving)	Previously reporting as red due to delays in starting the project. Various work streams have now started and the City Surveyor and City Solicitor are both supporting the project.

4. Each Committee will be sent the Open Spaces Departmental Roadmap as well as the relevant divisional roadmap. Only the Open Spaces & City Gardens Committee will receive all of the roadmaps.

Key Performance Indicators

Preserving the ecology and biodiversity of our sites

5. The business plan proposed a new basket of indicators of 2015/16, including:
 - Sites with current management plan
 - Green flags awards
 - Green heritage awards
 - SSSI condition
 - London in Bloom awards
 - Heritage assets at risk
6. As reported at the end of 2014/15, all the sites except Epping Forest have a current management plan and Epping Forest have just commenced the public consultation which will shape their new management plan. Members should be aware however that the Hampstead Heath management plan is due to expire in 2017.
7. The results of green flag, green heritage and London in Bloom will be available later in the year.

Customer satisfaction

8. The “60 second survey” project has not yet started this year as further work is being undertaken to ensure that the surveys are useful to sites on the ground. It has however been established that Epping Forest will not participate this year to allow them to focus their customer interaction on their management plan consultation exercise. It is anticipated that this consultation will produce some useful information about Epping Forest users that will further enhance the Forest’s understanding of its users and their requirements. In addition to the “60 second survey”, there are a number of additional customer surveys being undertaken as part of the roadmap projects. Bringing together these various sources of information should greatly enhance the department’s understanding of our communities.

Finance

9. It was flagged in the business plan that further work needed to be undertaken to develop a useful financial KPI. The current KPI of income as a proportion of expenditure was originally kept in place but it was proposed that a basket of KPIs be developed, audit was suggested that these could include successful delivery of roadmap projects, net profit evaluation of events and net profit evaluation of commercial activity.
10. The Open Spaces & City Gardens Committee recommended in June that the previous indicator of income as a proportion of expenditure be removed as it was not helpful or illustrative.
11. The new indicators are still being developed. The Promoting Our Services programme has already started to consider a policy and framework for events and tools to aid understanding of costs. It is anticipated that this information should assist in the development of new KPIs.

Developing our staff

12. In addition to the previous target of spending 1.5% of direct employee costs on training, it was proposed that a further basket of indicators would be developed. As part of our work on Investors in People, further consideration is being given to identification and evaluation of training which it is hoped can be used to develop KPIs.

<u>Division</u>	<u>Year to date spend on training as % of employee costs</u>
Burnham Beeches, Stoke & City Commons	0.2%
City Gardens	0.7%
Cemetery & Crematorium	0.7%
Directorate	1.3%
Epping Forest	0.9%
Hampstead Heath, Highgate Wood & Queen’s Park	0.2%
West Ham Park	0.4%

Energy efficiency and sustainability

13. This work is now being led as part of the Energy Efficiency project which is progressing well.

Cemetery & Crematorium

14. The Cemetery & Crematorium has an additional set of KPIs. Performance during the first quarter has been strong.

Target 2015/16	Q1 performance
Maintain 23% market share of cremations	23.7%
Maintain 8% market share of burials	8.1%
Income compared to income target	Income of £807,165 during the first quarter (an increase of over £100,000 on Q1 2014/15)
Percentage cremations using the new fully abated cremator – target of 60%	Currently at 67.6%

Corporate & Strategic Implications

15. The delivery of the Open Spaces Business Plan 2015/16 – 17/18 will support the City of London’s strategic aim “to provide valued services to London and the nation” and the key policy priority of “maintaining the quality of our public services whilst reducing our expenditure and improving our efficiency”.

Conclusion

16. All the roadmap projects have now started, although this process has taken slightly longer than originally anticipated. The programme approach is driving a renewed focus on outcomes for our sites and communities which will assist the department in delivering both our vision and each of our charitable objectives.

Appendices

1. Open Spaces Departmental Roadmap
2. Burnham Beeches & City Commons
3. Cemetery & Crematorium
4. City Gardens & West Ham Park
5. Epping Forest
6. Hampstead Heath, Highgate Wood & Queen’s Park

Background Papers:

- Open Spaces Business Plan 2015/16-17/18

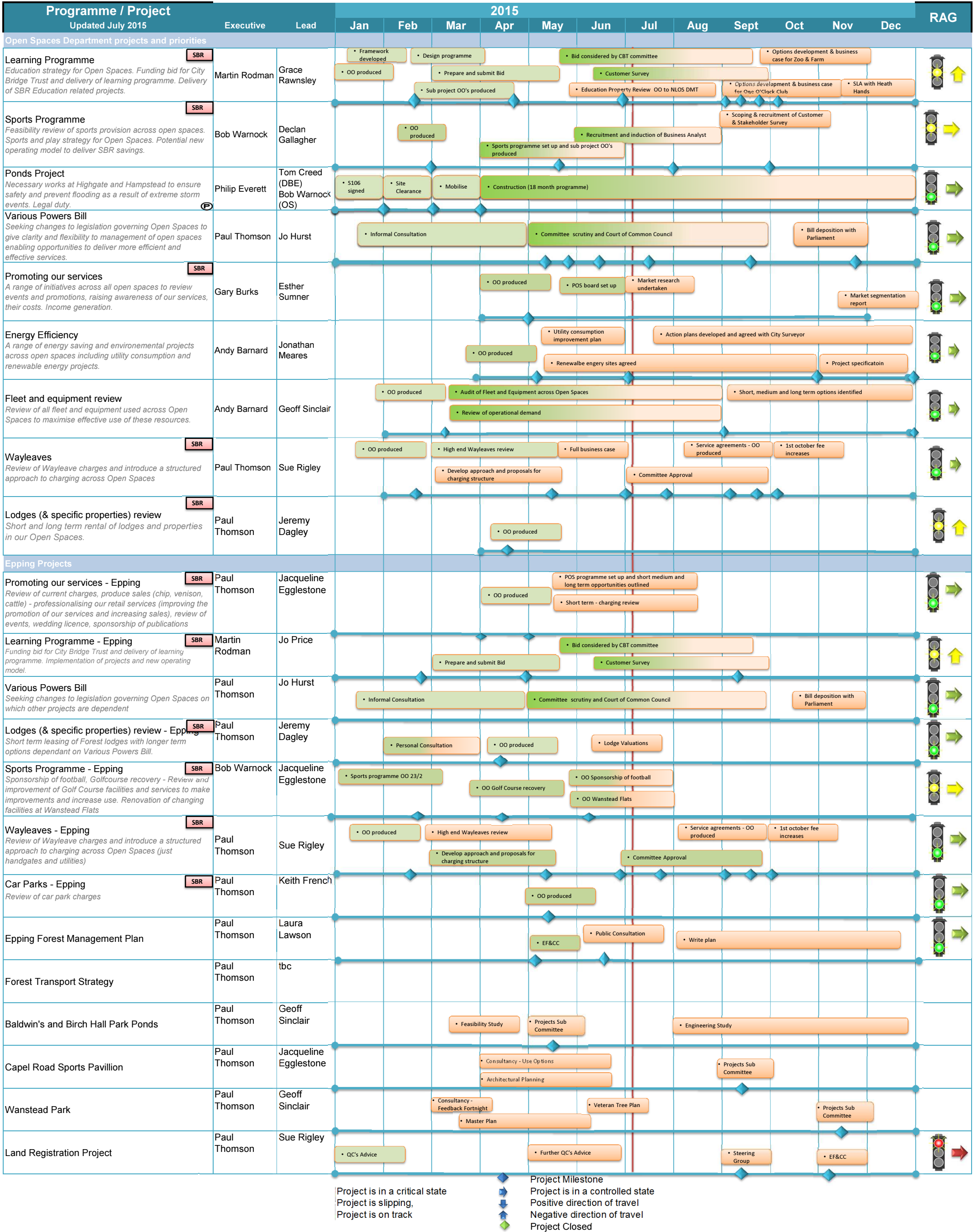
Esther Sumner
Business Manager

T: 020 7332 3517

E: esther.sumner@cityoflondon.gov.uk

This page is intentionally left blank

Epping Forest Roadmap



Project Milestone
 Project is in a critical state
 Project is slipping,
 Project is on track
 Positive direction of travel
 Negative direction of travel
 Project Closed

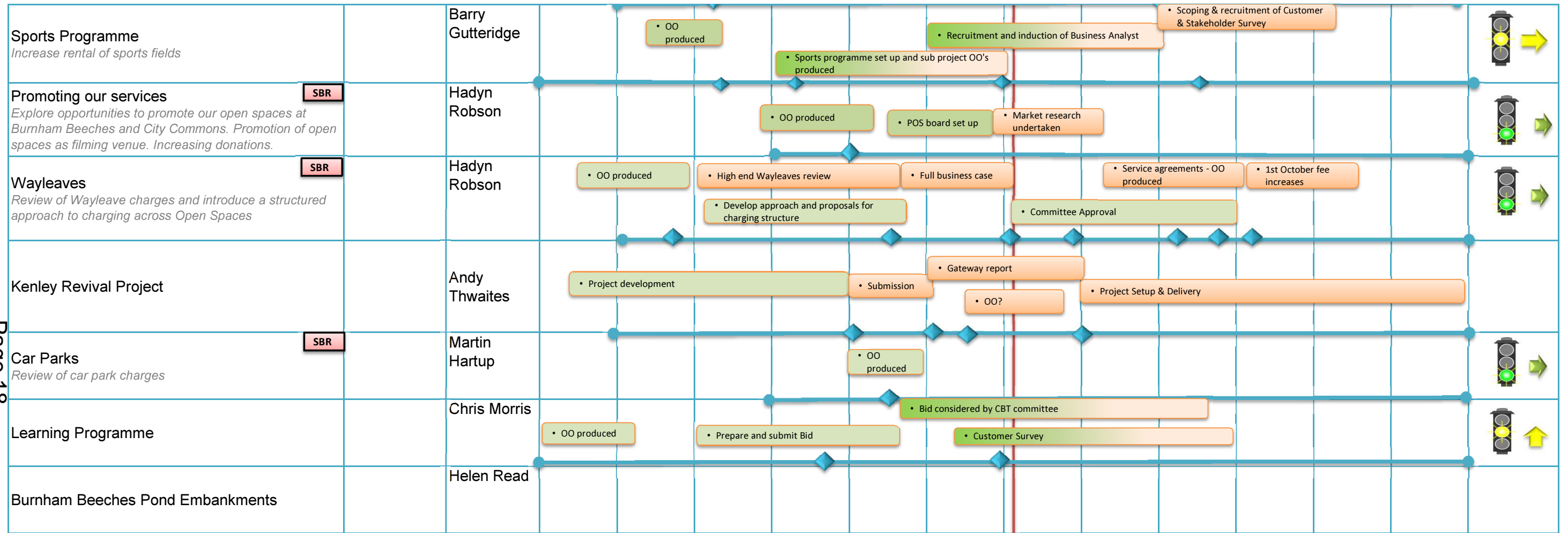
This page is intentionally left blank

Burnham Beeches and City Commons Roadmap

Programme / Project			2015												RAG	
Updated July 2015			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec		
Open Spaces Department projects and priorities																
Learning Programme <i>Education strategy for Open Spaces. Funding bid for City Bridge Trust and delivery of learning programme. Delivery of SBR Education related projects.</i>	SBR	Martin Rodman	Grace Rawnsley	• Framework developed • OO produced	• Design programme • Sub project OO's produced	• Prepare and submit Bid			• Bid considered by CBT committee			• Options development & business case for Zoo & Farm			• SLA with Heath Hands	
									• Customer Survey	• Education Property Review OO to NLOS DMT	• Options development & business case for One O'Clock Club					
Sports Programme <i>Feasibility review of sports provision across open spaces. Sports and play strategy for Open Spaces. Potential new operating model to deliver SBR savings.</i>	SBR	Bob Warnock	Declan Gallagher		• OO produced						• Scoping & recruitment of Customer & Stakeholder Survey					
								• Sports programme set up and sub project OO's produced	• Recruitment and induction of Business Analyst							
Ponds Project <i>Necessary works at Highgate and Hampstead to ensure safety and prevent flooding as a result of extreme storm events. Legal duty.</i>		Philip Everett	Tom Creed (DBE) Bob Warnock (OS)	• S106 signed	• Site Clearance	• Mobilise	• Construction (18 month programme)									
Various Powers Bill <i>Seeking changes to legislation governing Open Spaces to give clarity and flexibility to management of open spaces enabling opportunities to deliver more efficient and effective services.</i>		Paul Thomson	Jo Hurst	• Informal Consultation			• Committee scrutiny and Court of Common Council					• Bill deposition with Parliament				
Promoting our services <i>A range of initiatives across all open spaces to review events and promotions, raising awareness of our services, their costs. Income generation.</i>	SBR	Gary Burks	Esther Sumner			• OO produced		• POS board set up	• Market research undertaken					• Market segmentation report		
Energy Efficiency <i>A range of energy saving and environmental projects across open spaces including utility consumption and renewable energy projects.</i>		Andy Barnard	Jonathan Meares			• OO produced		• Utility consumption improvement plan	• Action plans developed and agreed with City Surveyor					• Project specification		
									• Renewable energy sites agreed							
Fleet and equipment review <i>Review of all fleet and equipment used across Open Spaces to maximise effective use of these resources.</i>		Andy Barnard	Geoff Sinclair	• OO produced	• Audit of Fleet and Equipment across Open Spaces					• Short, medium and long term options identified						
									• Review of operational demand							
Wayleaves <i>Review of Wayleave charges and introduce a structured approach to charging across Open Spaces</i>	SBR	Paul Thomson	Sue Rigley	• OO produced	• High end Wayleaves review	• Full business case			• Service agreements - OO produced		• 1st October fee increases					
						• Develop approach and proposals for charging structure	• Committee Approval									
Lodges (& specific properties) review <i>Short and long term rental of lodges and properties in our Open Spaces.</i>	SBR	Paul Thomson	Jeremy Dagley			• OO produced										
Burnham Beeches and City Commons																
Energy Efficiency <i>A range of energy saving and environmental projects across open spaces.....Solar power, sustainability improvement opportunities</i>			Allan Cameron			• OO produced		• Utility consumption improvement plan	• Action plans developed and agreed with City Surveyor					• Project specification		
									• Renewable energy sites agreed							
Fleet and equipment review <i>Opportunities to share equipment and vehicles with other Open Spaces divisions and local agencies/authorities. Opportunities for contracting out to reduce equipment and fleet.</i>			Martin Hartup	• OO produced	• Audit of Fleet and Equipment across Open Spaces					• Short, medium and long term options identified						
								• Review of operational demand								

Burnham Beeches and City Commons Roadmap

Page 18



- Project is in a critical state
- Project is slipping,
- Project is on track
- Project Milestone
- Project is in a controlled state
- Positive direction of travel
- Negative direction of travel
- Project Closed

Committee(s):	Date(s):
Epping Forest & Commons - For decision	7 September 2015
Subject: Epping Forest & Commons Committee Reporting	Public
Report of: Director of Open Spaces	For Decision
Summary	
<p>There was significant discussion at the last Committee in relation to proposed changes to the agenda and how to ensure that best use is made of the Committee's time. This report follows from that discussion, and responds in particular to Members' desire to receive pictorial presentations and to contribute in detail to strategic matters.</p>	
Recommendations	
<p>It is recommended that:</p> <ul style="list-style-type: none"> • Minor, non-controversial or procedural items be marked with a star to indicate that discussion is not anticipated, inviting the Committee to agree or receive the item without discussion if no Members wish to raise any issues. 	

Main Report

Background

1. Some alterations to the way in which information is presented to Members were discussed at the June meeting of your Committee. At that time, some Members were concerned that more fundamental changes were not considered while others were keen to see the continuation of traditional practices, such as the pictorial presentations from the Superintendents. Officers have now given further consideration to the feedback from Members.

Proposals

Superintendent's Updates

2. As Members were particularly supportive of the use of images by the Superintendents, it is now proposed that where appropriate, the Superintendents supplement elements of their written reports as appropriate with projected images. It is hoped that this will strike an appropriate balance between providing Members (and others who access committee papers) with sufficient detailed written information and some additional helpful illustration and additional verbal comment by the Superintendent at the meeting.

Use of starred items

3. Members will recall that the number of “for information” reports will be kept under careful review to ensure that best use is made of the Committee’s time in considering these items and the substantial amount of officer time that goes into preparing such reports. In particular, greater use will be made of the Superintendent’s update and other communication mediums to keep Members up to date with issues.
4. Additionally, a new structure for the agenda will be introduced which will include “starred items”. These items will cover issues that require a report to Members, but where the matter is relatively minor, non-controversial or procedural. A starred item will indicate that discussion is not anticipated, inviting the Committee to agree or receive the item without discussion. The marking of an item with a star will not however preclude discussion, and any Member will be able to propose discussion of a particular item or raise questions within the Committee.
5. It is hoped that this approach will help guide Members towards the most important items on the agenda and ensure that the Committee has sufficient time to provide guidance on strategic and significant matters. This approach is already utilised by the Board of Governors of the Guildhall School of Music & Drama and is commonly used within the private sector.

Introduction of strategic items

6. Officers noted the value placed by Members on their ability to discuss issues of detail as well as the desire to ensure the Committee provided strategic direction for Epping Forest, Burnham Beeches and City Commons. It is therefore proposed that one key issue per agenda is highlighted more fully to Members through a detailed presentation in advance of the report. Officers anticipate that such issues may include Kenley HLF bid and the strategic review of wayleaves.

Implications

7. The changes proposed in this report should result in better use of Member and officer time which will enable the Epping Forest, Burnham Beeches and various City Commons charities to operate more effectively.

Conclusion

8. It is anticipated that these small changes in the presentation of information to the Committee should substantially enhance the amount of time that Members are able to devote to considering key strategic matters. It is also anticipated that more regular communication outside of the Committee process will ensure that Members are kept better informed of activities and issues.

Esther Sumner

Business Manager, Open Spaces

T: 0207 332 3517 | E: esther.sumner@cityoflondon.gov.uk

Committees	Dates:
Epping Forest and Commons Committee Hampstead Heath, Highgate Wood & Queen's Park Committee West Ham Park Committee Open Spaces Committee	7 September 2015 21 September 2015 12 October 2015 12 October 2015
Subject: Open Spaces Learning Programme	Public
Report of: Sue Ireland, Director of Open Spaces	For Information

Summary

A wide variety of learning services are offered across the Open Spaces Department to further our departmental objective of enriching the lives of Londoners. The Open Spaces Committee, at its October 2014 meeting, agreed the development of a departmental education strategy. This report describes the learning framework, which will be used to deliver learning outcomes across the open spaces.

The current learning provision lacks coordination, consistent and robust evaluation, and strategic focus, which has resulted in a disparate offer and challenges in securing external funding. In response to these challenges, a new outcomes-based approach to developing and delivering learning activities (education, play, volunteering, and research) has been developed with a strategic focus on engaging with deprived communities bordering the City's open spaces. The new learning framework and programme aims to develop a robust evidence base for the impact of learning activities; to enable more effective fundraising, involve volunteers in the creation and management of learning activities, and work with new and existing partners; all to the furtherance of our charitable objectives of "recreation and enjoyment" for the public.

The delivery of this programme will require a new operating model involving some realignment of staff roles and responsibilities at some Open Spaces, however the full extent of these changes will depend on the result of a funding application to the City Bridge Trust and other funding arrangements.

Recommendation

It is recommended that:-

- Members note the development of the learning framework and the progress made.

Main Report

Background

1. The City of London Open Spaces provides a range of formal learning services including national curriculum focused school sessions, research opportunities and informal learning services such as walks and talks, facilitated play, learning events and workshops, volunteer opportunities and work experience.
2. The provision of learning services is not directly reflected in the founding statutory duties of the relevant Acts of Parliament that govern our Charities, which are to protect open spaces and preserve the natural aspect to provide for the 'recreation and enjoyment of the public'. However the learning programme contributes both directly to protection through the development of public understanding and appreciation and to recreation and enjoyment by developing understanding, confidence, involvement, wellbeing and a tangible connection to open spaces. Learning also contributes to the departmental business plan objectives to 'enrich the lives of Londoners by providing a high quality and engaging educational and volunteering opportunities'. Furthermore, the provision of learning on the City's open spaces directly contributes to the aims of the City's Education Policy to enrich the lives of London's children through the use of our cultural, open spaces and recreational assets.
3. Learning provision across the open spaces varies significantly with large, well developed programmes for schools and families at Epping Forest and Hampstead Heath and smaller programmes at other sites. Similarly, varying levels and structures of volunteering occur across the department with some managed by friends groups and some internally coordinated. These services have been developed and managed on individual sites without the benefit of coordination across the department in a single consistent and measurable programme.
4. Learning services are funded primarily through grants or local risk budgets, and increasingly through charging for activities. Between 2011-15 a significant proportion of learning activities across the department were funded through a four year grant from the City Bridge Trust. Additional funding through the Heritage Lottery Fund supported programmes at Epping Forest, as well as partnership projects on Hampstead Heath. The introduction of a new charging model at Hampstead Heath has allowed the schools programme to contribute to the cost of freelance field teachers. However, learning activities are still largely dependent on achieving external funding to meet the cost of operation.
5. In October 2014, a report was presented to the Open Spaces Committee highlighting the need to develop a new coordinated learning programme and strategy for the department. The report provided a review of the current education activities across the department, the effect of recent external funding on the continuing development of education and the costs of education and implications of the service based review. In particular, the report suggested that learning

activities should continue to be funded through external sources to reduce impacts on the Open Spaces Charitable Trust budgets and contribute to departmental savings. As a result, in order to fund the new learning programme, the report proposed the submission of an application for funding to the City Bridge Trust.

Current Position

6. In January 2015, the department began developing an application for support from the City Bridge Trust to fund learning activities. As part of the application process, a new learning framework was developed to inform the prioritisation and strategic direction of learning services. An evaluation of current learning activities highlighted a lack of robust and consistent measurement, as well as a lack of evidence demonstrating the success of those learning activities. Each division monitors output data through participation and satisfaction levels to varying degrees. However, with the notable exception of the Discovering Epping Forest (DEF) Project, the current evaluation techniques employed do not measure the impact that activities have on participants or the outcomes achieved. As a result, the success of our current learning activities cannot be assessed accurately against the new learning framework.
7. Current trends in the fundraising sector tend towards projects that are able to demonstrate measurable outcomes directly attributable to the activities provided – specifically the impact of the learning experience. Due to the lack of coordinated evidence of the impact that learning activities have on participants, it is increasingly challenging to secure external funding for learning activities.
8. In order to respond to these challenges, a new learning programme and an associated operating model are being prepared to ensure that the department is able to continue to provide demonstrable learning outcomes, achieve measurable impact in our local communities, and be well positioned to apply for future external funding.

Progress

9. The Director of Open Spaces and the Open Spaces Senior Leadership Team have prepared a learning framework for the department which focuses on five high level learning impact areas of understanding, confidence, involvement, wellbeing and connection. This is attached as Appendix 1.
10. Each impact area has been developed into a set of measurable outcomes which will be monitored across all learning activities. Measuring these outcomes and impact areas will provide a more robust analysis of the success of learning activities. Furthermore, the evidence base provided by this outcomes-based approach will allow more strategic decision making and prioritisation, as well as a greater ability to access and secure external funding for activities in the future.

11. The outcomes-based learning programme will have a new strategic focus on engaging with deprived communities surrounding our open spaces. The City's open spaces border some of the most deprived communities in London with the poorest access to green spaces. A variety of opportunities including family events, school sessions and play activities will be provided to help overcome the barriers for accessing green spaces in these communities.
12. To better direct and report on the successful delivery of the strategic impact framework, the learning programme will be managed as a coordinated programme of activities encompassing formal education opportunities, organised play activities, volunteering, and research.
13. Experience from previous projects has demonstrated that engaging volunteers in the delivery of learning opportunities has many benefits including: increasing confidence; involvement and wellbeing of the volunteers; creating robust legacies for learning activities beyond the end of projects; increasing the employability of volunteers and building community support for learning activities. As a result, developing teams of volunteers in the creation and delivery of learning activities will be a priority in the future. The learning programme will also seek to work closely with existing and new partners to develop more successful learning projects and activities.

Corporate & Strategic Implications

14. The learning programme will be the main mechanism for delivering the departmental objective of 'enriching the lives of Londoners by providing a high quality and engaging educational and volunteering opportunities'. The achievement of our strategic outcomes will also contribute to our charitable objectives of "recreation and enjoyment".
15. The learning programme supports the aims of the City of London Education Policy vision to 'use its outstanding cultural, heritage, open and recreational assets to enrich the education of children both in City schools and across London'.

Implications

16. **Financial Implications** - A new modular approach to delivering learning has been developed. The whole programme is costed at approximately £400,000 per annum, with the overall cost reducing over time as income streams are developed. An application to support part of these costs was submitted to the City Bridge Trust in June 2015 for consideration. Additional funding mechanisms are also being explored.
17. The learning programme will help contribute to departmental savings identified as part of the corporate Service Based Review process. Due to the non-statutory nature of learning activities, they will be provided through externally fundraised income, reducing the impact on the Open Spaces Charitable Trust budgets. The department is exploring a range of funding opportunities, to ensure the delivery of the learning programme in the future.

18. Human Resources Implications – The full implications of a new operating model for learning remain dependent on the outcome of external funding. The model is expected to impact on the roles and responsibilities of some staff that currently deliver learning activities; details are provided in a separate report to this meeting.

Conclusion

19. In order to capitalise on fundraising opportunities for non-statutory learning provision, a new centrally coordinated outcomes-based approach will be adopted by the Open Spaces Department. This approach will allow the development of a robust body of evidence regarding the impact of learning activities across five strategic impact areas; understanding, confidence, involvement, wellbeing, and connection. To achieve this change in the delivery of learning activities, learning will be coordinated as a single programme, which will focus on delivering to deprived communities close to our open spaces, through the involvement of volunteers and partners in the development of future activities.

Appendices

- Appendix 1 – Strategic Impact Framework for Learning

Background Papers

Open Spaces Education Strategy – 13th October 2014 (Open Spaces Committee)

Grace Rawnsley

Education Projects Development Manager, Open Spaces

T: 020 7332 3523

E: grace.rawnsley@cityoflondon.gov.uk

Appendix 1 – Strategic Impact Framework for Learning

What we are trying to do				
Make a positive impact on the communities, who use, or border, our green spaces through learning activities				
By positive impact we mean...				
Understanding	Confidence	Involvement	Wellbeing	Connection
People understand and value the importance of our green spaces	People are confident to use our green spaces, as part of our activities or independently	People take positive action for, and get involved with, our green spaces	People have restorative and meaningful experiences in our open spaces	People develop a sense of place with our open spaces, and pass this down through generations

Committee(s):	Date(s):
Epping Forest & Commons	07 September 2015
Subject: Superintendent's Update for June and July 2015	Public
Report of: Superintendent of Epping Forest SEF 39/15	For Information
Summary	
<p>This purpose of this report is to summarise the Epping Forest Division's activities across June and July 2015.</p> <p>Of particular note is the launch of the public consultation on the Epping Forest Management Plan and staff attendance at local events to promote the consultation; fly tipping levels that have increased by 35% compared to the previous year; responses to major consultations including the EU REFIT study on Special Areas of Conservation and the Stage 1 Report of the Epping Forest District Council's Green Belt Review.</p>	
Recommendation	
Members are asked to note this report.	

Staff

1. The Principal Litter Picker has retired from his post after 44yrs of service. A replacement is already in post as part of a reconfigured seven day a week litter collection service. The Forest Centres Officer (Lifelong Learning) has resigned and options for replacement are being evaluated.
2. A temporary contract for a Wayleaves Support Officer began on 3 August to support the Wayleaves revaluation and Oracle® data-cleansing analysis.
3. A new starter in the new post of Grazing & Landscape Projects Officer, replacing the previous Estates Management Officer role, was recruited and starts on 1 September 2015. The successful candidate has *Boviguard*[™] (invisible) fencing and considerable conservation grazing experience.
4. Following an internal promotion after the retirement of the Senior Support Services Officer a new Support Services Officer will start in post on 7 September 2015.
5. A new Herdsperson, started work for our contract partner Wildlife and Countryside Services on 6 July.

Volunteering

6. June and July 2015 saw 924 and 910 volunteer hours recorded across the Forest – this is down by about 10% on the same time last year, but as many volunteers provide their data in long arrears the numbers are likely to be more similar than this indicates.

Major Projects

Higham Park Lake Large Raised Reservoir.

7. The successful desilting works and the thinning of trees to the north of the Lake have prompted a positive reassessment of the Highams Park Lake Site of Special Scientific Interest unit by Natural England. Trials of the new draw down valve into the River Ching have been successfully completed and has prompted a review of the current silt curtain technology.

Baldwins and Birch Hall Park Ponds.

8. Consultant investigations into the leaks at both ponds have been completed and scoping work by the Built Environment Team continues on the options for managing the leaking dams at both locations. The BE team are looking at hosting a workshop with the key stakeholders to confirm the future directions.

Land Registration Project

9. The Queens Counsel commissioned for legal advice on encroachments remains gravely ill and alternative arrangements are being made to secure advice for the Working Party.

Grazing Expansion Scheme.

10. The first cattle had gone out to the Copped Hall and Warlies Park buffer lands in May 2015. At the beginning of June there were 132 cattle in total (35 Longhorns and 97 Red Polls), eight of the old, original Longhorn cattle herd having been sold in May following assessments as to their suitability for Forest grazing. By early June cattle were spread between the sites of Copped Hall Deer Park (23 Longhorns), fields around the Warren House (8 Longhorns), Warlies Park (51 Red Poll) with the rest remaining at the Great Gregories barns (46 Red Poll, 4 Longhorns) as some of these cows were still expecting calves. A proportion of the cattle at Warlies and Copped Hall were trained for the *Boviguard*TM fence ready for putting out on the Forest. The number trained in June was limited by the availability of new collars provided by the French manufacturer, the receipt of which was delayed.
11. By mid-June the first cattle, four Longhorns, were put out onto the Forest at the Warren Wood Slope. These were within a new invisible fence area allowing this Forest grassland site to be grazed for the first time since commoners' cattle freely grazed the Forest in the early 1990s. These were followed shortly by four young Longhorn cattle at the northern heathland site of Deershelter Plain, also behind an invisible fence. By the end of July 5 new-born calves (4 of which were Longhorns) had been added to the numbers at Great Gregories.

12. In addition to the cattle movements, modification work was undertaken on the *Boviguard*TM network during this period as a result of the new signal generators not providing a strong or consistent enough signal along the new longer loops despite successful trials in 2014. This work resulted in delays to cattle going out onto both Chingford and Fairmead grasslands. The first four Redpoll cattle went out to Chingford Plain in mid-July, but a fault in their collars required the removal of these cows before the end of the month. They have subsequently been replaced by four Longhorns that began grazing at Chingford in the first week of August.
13. The Grazing Auditor, Dr Peter Dennis (Reader at the University of Aberystwyth), made a 3-day visit to Epping Forest to observe the cattle grazing and examine the state of the grasslands and heathlands. He was accompanied by the Head of Conservation and the Biodiversity Officer and held full discussions on each area visited and on the overall direction of the monitoring programme. He has begun compiling a report but will also be re-visiting in late October because of this year's later start to grazing. His visit coincided with fieldwork by two separate MSc students looking at the impacts of grazing and the management of the wood-pasture vegetation.

Wanstead Park – Conceptual Options and Cost Plan.

14. Consultants LDA Design are completing revisions to the Conceptual Options and Cost Plan which will be discussed by the Wanstead Park Steering Group in August 2015. Work is also beginning on preparations for the abstraction licence renewal in 2016 which now forms part of a national application scheme.

Heronry Pond Concrete Repairs

15. Water levels in Heronry Pond are being lowered to facilitate the repair of damaged concrete section in the pond's current lining. There are currently downstream implications for the cascade lakes of Perch Pond and Ornamental Water where water levels continue to fall. Work started on 17 August to control populations of the Invasive Non-Native (INN Floating Pennywort (*Hydracotyle ranunculoides*). Around 100 fish, mainly young Bream died at Perch Pond during hot weather in early July, this may be related to spawning exertion and oxygen depletion due to warm weather, reduced inflow and possibly the growth of Floating Pennywort.

Consultations

Iron Age Hill fort survey

16. In preparation for the management plans for Ambresbury Banks and Loughton Camp, a questionnaire was available for Forest visitors to help understand what they value about these two sites. The survey ran between 1 May and 14 June 2015 and was available through the City of London website and via paper forms at our visitor centres. Additionally volunteers surveyed visitors in the Forest; with over 30% of responses via this method this was a valuable contribution. The results of the survey will form a statement of significance of community value that will feed into both conservation management plans.

Epping Forest – The next 10 years

17. The consultation went live on the 20 June. This was a five days later than anticipated due to a major IT sever incident at The Warren. Subject to response levels the consultation will close on the 20 September 2015.
18. Officers have attended numerous local events to promote the consultation. These include; Chingford Village Festival, Waltham Abbey Town Show, Epping Town Show, Theydon Bois Donkey Derby, Highams Park Day, Fairlop Fair, City of London Festival and Paws at the View and Music in the Park. Leaflets are available in all Forest Centres and have been distributed at over 13 City of London run events such as guided walks, bushcraft events, craft workshops, family learning events, open air theatre, angling days and football tournaments. 729 users are registered on the system with 122 having provided responses to date.
19. We will continue to promote the consultation and distribute reminder emails to members throughout the remaining consultation period.

Forest Services

Licences

20. A total of 48 licences were issued across the two months being reported, yielding an income of £1,2907 inc. VAT. 52 licences were issued during the same period in 2014. The Director's delegated powers were used to approve this year's Music in the Park event and the forthcoming Newham Fireworks in November.

Fly tipping

21. Fly tips for the first seven months of the year totalled 367(1.7/day), compared to 272(1.3/day) for the equivalent period in 2014. This represents a 35% increase on the number of fly tips for the previous year. There have been a considerable number of cannabis factory-related fly tips recently, which include plant pots, compost, harvested plant stems, fertilizer containers and various equipment for growing the controlled drug-

Rough Sleepers

22. Enforcement action on illegal camps is continuing at a similar rate to last year, with 24 camps cleared so far this year. A very large, well concealed camp of seven large tents, close to the tube line on Leyton Flats was discovered on 06-00hrs on 6th August containing between 15 to 20 people. A joint operation with the Metropolitan Police, TRIO and staff from London Borough of Redbridge was utilised to deal with this large camp. Several occupants were given advice on hostels and welfare issues and were then advised that they had to vacate the site. This camp is located in an area due to be cleared shortly with a mulching machine as one of the fire breaks identified for Leyton Flats.

Enforcement Activity

23. A sentence for fly tipping of 200 hours of community service and £910 costs was successfully appealed by the defendant at Chelmsford Crown

Court, it was reduced to 100 hours community service but the costs were not altered. No warning letters or prosecutions have been issued in this two month period.

24. Woodridden Hill was temporarily closed by Forest keepers to allow a heavy lifting truck to remove an abandoned BMW. The vehicle which had no known owner and had left the road and had become trapped low down on the hill beyond the reach of conventional vehicles.

Heritage; Landscape and Nature Conservation

Basic Payment Scheme (BPS)

25. This scheme replaces the Single Payment Scheme and provides funding from DEFRA to maintain land in Good Agricultural and Environmental Condition. The move from SPS to BPS saw significant changes to the entry requirements and other rules. As a result the two divisions of Epping Forest and Burnham Beeches, Stoke & City Commons worked closely together over the course of a year leading up to the application deadline of 15 June, to understand the scheme changes and support each other in the preparation of applications which were successfully submitted.

EC Regulatory Fitness and Performance Programme (REFIT)

26. The European Commission is undertaking a programme of policy evaluation for regulatory frameworks to ascertain if they are fit for purpose. During June and July the Commission undertook a public consultation on the EU Birds and Habitats Directives, which govern the protection of the *Natura* 2000 site network. In Epping Forest this relates to the Special Area of Conservation (SAC) designation and its beech woodland and heathland habitats. The Head of Conservation worked with the, Conservation Officer at Burnham Beeches to submit a response on behalf of the Open Spaces Department. The response highlighted the difficulties with the prime notification for Atlantic Beech wood, which failed to adequately reflect the wood-pasture habitat type and its invertebrate fauna. Recommendations were made on the need for Buffer Zones around SACs (and other *Natura* 2000 sites) and more training for Local Planning Authorities expected to act as 'competent authorities' for the SAC.

Birch Hall Park Conservation Statement

27. Epping Forest officers have supported colleagues in the Heritage Estate section of City Surveyor's to prepare documents to tender for the preparation of a conservation statement for Birch Hall Park (Deer Sanctuary).

SSSI condition – liaison with Natural England

28. The Conservation Section has been in close liaison with Natural England throughout the summer to review the favourable condition status of the SSSI and discuss the work required for areas that remain in unfavourable or recovering condition. One of these areas is the Leyton Flats compartment, the acid grasslands of which have been subject to a detailed grassland survey this summer. In addition a full aquatic vegetation survey

of Hollow Ponds, the first for over 15 years, was completed. Both botanical surveys have quantified the distributions of key indicator species to help inform future management and closer condition monitoring.

29. Further interaction with Natural England and other conservation bodies took place during the summer in relation to habitat management. In particular, the Head of Conservation attended workshops at Wyre Forest National Nature Reserve in the West Midlands to provide advice on Wood-Pasture restoration including a presentation on invisible fencing. (see also the Heart of England Forest officers visit reported below).
30. Another important conservation project made progress during this period. The new PhD student, supported by Natural England, Windsor and ourselves in a partnership with Cardiff University, visited Epping Forest twice with her supervisor Professor Lynne Boddy. Directed by the Head of Conservation and Biodiversity Officer samples of Beech branches and trunks were collected for analysis to examine the fungal communities involved in heart-wood decay. The sampling trips were very successful and were ably assisted by the Senior Conservation Officer and arborists from the Hornbeam Team.

Town and Country Planning

31. Land at Woodside, Thornwood – despite our objections and those of the local authority officers, the Planning Inspector granted on appeal a change of use of land for the stationing of caravans for residential purposes for 1 no. gypsy pitch together with the formation of additional hard standing, the provision of a stable block and a utility/dayroom ancillary to that use.
32. Full details awaited on a pre-application submitted by Oaklands School, Loughton for 34 car parking spaces and drop-off area on land adjacent to Warren Hill which is believed to be on covenanted Yellow Land
33. The Head of Conservation attended a Green Belt Review meeting at Epping Forest District Council (EFDC) in June and this is the subject of a separate Committee report. In addition, he participated in a 'duty to cooperate' Sustainable Development Forum hosted by EFDC and attended by 6 other local authorities from north London, Hertfordshire and Essex focusing on housing allocations amongst local authorities adjoining EFDC but also considering wider duty-to-cooperate/Local Plan issues.
34. In addition there was a meeting of the M25/A10 officers' group which considered the latest update on the Northern Gateway Access package (NGAP) study being conducted by consultants on behalf of the London Borough of Enfield.
35. Finally, another strategic planning matter arose during this period which was the opening consultation by Her Majesty's Planning Inspectorate (HMPI) into the large expansion plans proposed for the North London Heat & Power plant at the EcoPark at Edmonton in the London Borough of Enfield. The Head of Conservation attended a workshop hosted by HMPI examining the key issues on which consultation was being carried out and for which preliminary environmental impact assessments had been completed.

Land Management

36. Open Spaces Wayleaves Review – 1000+ letters to Motorgate and Handgate accounts for 1st October billing were sent out on 7 & 11 August respectively. Handgate Wayleaves fees to be doubled in price and Motorgate Wayleaves fees to be structured based upon Council Tax banding which is intended to reflect the value of access rights over open space land to the third party property that it serves.
37. The temporary access to the Arboretum residential development across Forest Land at Bury Lane has been extended until the end of November.
38. Negotiations are continuing with Kier Conservation regarding construction access via the Woodford Green Wayleave that serves the White House Estate.
39. The Deputy Chairman and Superintendent met with the site agent for Albany Stud to discuss the relocation of the consented development outside the covenanted land at Albany Stud.

Operations

40. The Arborist teams have dealt with a large Oak tree that fell on three gardens at Armstrong Avenue, Woodford Green and a willow that fell near Roebuck Green, Buckhurst Hill. Staff have undertaken an investigation into the failure of the tree at Armstrong Avenue and it appears that the reason for the failure would not have been spotted though the Visual Tree Assessment process. Works on trees identified in the hazardous tree survey have continued including the felling of the significant English Oak at the corner of Brook Road and the Red Oak at Knighton Wood, both of which were significantly decayed. The winter program of wood-pasture restoration has commenced with work started at Walthamstow Forest and Rushey Plain. As part of continuing works to improve the Warren yard operations a restructure of the yard has been completed. Most central area site lines have been cleared..
41. The grassland team have been working through their annual cutting program with key areas such as the greens on Woodford and Buckhurst Hill cut. A contract cutting program has also been let to local farmer Tom Smith and depending on it being satisfactorily implemented it can be extended for three years. Contract teams have also started replacing the derelict fencing at Fernhills and started on a program of scrub clearance. The Senior Management Team hosted a fact finding visit from the Heart of England National Forest staff and trustees. This proved very stimulating with a good insight into income generation approaches and the two organisations are collaborating on joint visit to the New Forest. South Korean Parks and Open Spaces managers were hosted for a morning visit and presentation about Epping Forest and its management. It was very heart-warming to see the exclamations of delight made by the visitors on first seeing Connaught Water.

Visitor Services

Green Flag and Green Heritage

42. Epping Forest has again secured Green Flag and Green Heritage certification for 13 successive years respectively in awards announced during Love Parks Week 2015. Epping Forest participated in Love Parks Week 2015 through an active social media campaign. Traditional lawn games, including croquet, were also provided at The Temple to further promote Wanstead Park.

Weddings

43. Our first two weddings were held this summer at The Queen Elizabeth Hunting Lodge and were a great success. We have obtained the official wedding photographs and these will provide the images for the future publicity.

Events

44. The Illyria series of outdoor theatre shows were again a sell-out success and Music in the Park at Wanstead received around 3,500 visitors. The City of London Festival event at the View was well received and had a large turn-out despite the rain. Many of the visitors asked for more similar types of event.
45. The 'Curiosity Cabinet' – a small new display room at The View – was opened to the public on 21 July. Repairs to the display cases (donated by the Museum London previously), a picture rail and a new cabinet were funded by a donation from the City of London Historical Society and created by a skilled young carpenter, Ben Lamb, with links with the Worshipful Company of Carpenters. The first display is of archaeological finds from the site of Gifford's Wood. Visitor Services will organise a rolling programme of displays of objects from the Epping Forest museum collection in the future. The ceremonial ribbon was cut by Alderman Gordon Haines for the City of London and Malcolm Dick for the City of London Historical Society.
46. The museum collection was promoted on 15 May with a twilight opening of The View, Museums at Night drop-in Drink' as part of the nationwide Museums at Night campaign to encourage new audiences to collections. The temporary display of 'objet trouvé' or discarded natural objects that have an aesthetic value from the Forest gave a common theme to a diverse range of museum objects from a Roman brooch, old Victorian bottles to a gilt Buddhist deity statuette found in the undergrowth at Whipps Cross. The event inspired exchange of Forest stories and experiences from the 20+ attendees and twitter engagement too.

Communication and Information

47. Forest Focus – will be seasonal and include events. The Visitor Services team are working on a new format for Forest Focus. The publication will be distributed quarterly and we hope to increase sign-up to the online version of newsletter (via Mailchimp).

48. A new publication of the Official Epping Forest Map is in its final stages of development.
49. Social media – There were 4,126 tweets in July (3,919 in June). An average of 6.5 tweets directly sent per day which includes retweets and social engagement. As at 6th August, Twitter followers have continued to grow reaching 3,897.
50. The Public Relations Officer and staff at Epping dealt successfully with claims on social media that a cyclist has been injured by wire stretched across Forest rides; the imagery was related to a motorcycle incident in Hungary. Excellent additional publicity has been achieved in Time Out with reference to the work of Conservation Arborist Team Leader Gavin Bodenham. The Head of Conservation's popular Nature Notes series again appeared in the one of the June editions of The Epping Forest Guardian newspapers.

Family Learning Events

51. On Sunday 5 July in Queen Elizabeth's Hunting Lodge, 88 visitors to our Family Learning Event (FLE) enjoyed learning about cows in Epping Forest past and present. They found out about the history of grazing here, the reasons cattle were reintroduced, the species the grazing helps, the breeds of cattle that can be seen on Forest land today, and about our special underground fencing system. Adults and children alike took part in a quiz based on a cow-themed display. They followed a trail of hoof prints to the mooing cow in The View, answering cow-related questions as they went.
52. Wednesday 24 June 2015 7pm-9pm saw another fully-booked craft taster workshop for adults in the Community Room at The View. Participants were given a demonstration on 'Floral Design' and each created an arrangement to take home. There were plenty of brightly coloured carnations and foliage with different shapes and textures, for the learners to experiment with.

Wanstead Flats Football

53. The summer has been extremely busy with the Flats hosting 18 school sports days, 8 football tournaments of various sizes, including a large national competition in partnership with Khalsa Football Federation, the British Sikh Singh Sabha and a commercial corporate tournament that saw corporate teams from 8 countries taking part. We hosted our own football tournament that saw 135 teams of all ages competing to celebrate 125 years of football at the Flats.
54. Parkrun on Saturday morning goes from strength to strength with a new record attendance of 151 in May and an average of over 135 people per run over the summer, the Family Archery Club saw 58 people attend over 10 weeks and is now on a summer break.

Major incidents

55. None.

Paul Thomson
Superintendent of Epping Forest

T: 0208 532 1010

Email: paul.thomson@cityoflondon.gov.uk

Committee(s)	Dated:
Epping Forest and Commons	07092015
Subject: Epping Forest Trustee's Annual report and Financial Statements for the Year Ended 31 March 2015	Public
Report of: The Chamberlain	For Information

Summary

The Trustee's Annual Report and Financial Statements for the Year Ended 31 March 2015 for Epping Forest are presented in the format required by the Charity Commission.

Recommendation

It is recommended that the Trustee's Annual Report and Financial Statements be noted

Main Report

1. The Trustee's Annual Report and Financial Statements, in the format that is required by the Charity Commission, are presented for information. The draft accounts were circulated to your Chairman and Deputy Chairman. Subsequently the accounts have been signed on behalf of the Trust by the Chairman and Deputy Chairman of the Finance Committee and have been audited.
2. Following the review of the charities for which the City is responsible a report to your Committee on 10th May 2010 detailed key reports that should be presented to your Committee in future. The Trustees Annual Report and Financial Statements was one of these reports. Information from these statements will form the Annual return to the Charity Commission.
3. Much of the information contained within the Annual Report and Financial Statements has already been presented to your Committee via budget and outturn reports.

Appendices

- Appendix 1 – Report and Financial Statements for the year ending 31st March 2015

Derek Cobbing

Chamberlains Department

T: 020 7332 3519

E: derek.cobbing@cityoflondon.gov.uk

This page is intentionally left blank

EPPING FOREST
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2015

Charity Number: 232990

EPPING FOREST

Trustee's Annual Report and Financial Statements for the year ended 31 March 2015

Contents	Page
Trustee's Annual Report	2-7
Independent Auditor's Report	8-9
Statement of Financial Activities	10
Balance Sheet	11
Cash Flow Statement	12
Notes to the Financial Statements	13-26

EPPING FOREST

Trustee's Annual Report for the year ended 31 March 2015

1. Reference and Administration Details

Charity Name:	Epping Forest
Registered Charity Number:	232990
Principal Address:	Guildhall, London EC2P 2EJ
Trustee:	The Mayor and Commonalty and Citizens of the City of London
Chief Executive:	The Town Clerk of the City of London Corporation
Treasurer:	The Chamberlain of London
Solicitor:	The Comptroller and City Solicitor
Banker:	Lloyds TSB Bank plc City Office, PO Box 72 Bailey Drive Gillingham, Kent ME8 OLS
Auditor:	Moore Stephens LLP 150 Aldersgate Street London EC1A 4AB

2. Structure, Governance and Management

The governing document

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

Trustee Selection methods

The Mayor and Commonalty and Citizens of London known as the City of London Corporation is the Trustee of Epping Forest. Elected Aldermen and Members of the City of London Corporation are appointed to the Epping Forest and Commons Committee, together with four Verderers - locally elected by Epping Forest Commoners - governing Epping Forest for the Court of Common Council of the City of London Corporation.

Policies and procedures for the appointment, induction and training of Trustee

The City of London Corporation makes available to its Members seminars and briefings on various aspects of the City's activities, including those concerning Epping Forest, as it considers necessary to enable the Members to efficiently carry out their duties.

EPPING FOREST

Trustee's Annual Report for the year ended 31 March 2015

2. Structure, Governance and Management (continued)

Organisational structure and decision making process

The committee governing the charity's activities is noted above. The committee is ultimately responsible to the Court of Common Council of the City of London. The decision making processes of the Court of Common Council are set out in the Standing Orders and Financial Regulations governing all the Court of Common Council's activities.

The Standing Orders and Financial Regulations are available from the Town Clerk at the registered address.

Details of related parties and wider networks

Details of any related party transactions are disclosed in Note 16 of the notes to the Financial Statements.

Risk identification

The Trustee is committed to a programme of risk management as an element of its strategy to preserve the charity's assets, enhance productivity for service users and members of the public and protect the employees.

In order to embed sound practice a Risk Management Group has been established in the City of London Corporation to ensure that risk management policies are applied, that there is an ongoing review of risk management activity and that appropriate advice and support is provided to Members and officers.

The City of London Corporation has approved a strategic risk register for all of its activities. This register helps to formalise existing processes and procedures and enables the City of London Corporation to further embed risk management throughout the organisation.

A key risk register has been prepared for this charity which has been reviewed by the committee acting on behalf of the Trustee. It identifies the potential impact of key risks and the measures which are in place to mitigate such risks.

3. Objectives and Activities for the Public Benefit

The Trustee has due regard to the Charity Commission's public benefit guidance when setting objectives and planning activities.

The purpose of the charity is the preservation of Epping Forest in perpetuity by the City of London Corporation as the Conservators of Epping Forest, as an Open Space for the recreation and enjoyment of the public. The Open Space consists of the lands known as Epping Forest including Wanstead Park and Highams Park in Essex. Various buffer lands have been acquired by the City Corporation around the edges of Epping Forest.

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

EPPING FOREST

Trustee's Annual Report for the year ended 31 March 2015

4. Achievements and Performance

Key Targets for 2014/15 and review of achievement

The key targets for 2014/15 together with their outcomes were:

- **Forest Transport Strategy** - New section of surfaced ride to be constructed to allow alternative route for horse-riders around cattle grid at Forest Side. *Completed late 2014.*
- **Grazing Strategy** - out-wintering facility to be completed before October 2014. Additional wooden fencing and gates to be completed at 2 extra sites to allow grazing to be extended to south and west of main grazing area. Grazing by conservation herd to be expanded to allow free-range extensive and naturalistic grazing of the wood-pasture habitats, including at least 3 sites that have not been grazed for many decades. *Out-wintering facility at Great Gregories, plus additional fencing and gates completed in March 2015. Using this new infrastructure the grazing can be expanded through 2015.*
- **Land Registration** - definitive boundary map to be prepared on GIS database in the next year. Also completing final phase of the work looking at fewer than 20 difficult cases and outstanding highways dedication issues. *This has proved to be a complex issue, and although a great deal of work has been completed, the timescales have had to be extended into 2015/16.*
- **Highams Park** - Planning permission to be secured and work to be completed on strengthening dam. Conservation Management Plan to be approved and adopted. *All complete to timescale and budget.*
- **Management Plan** - Pre-consultation document - full consultation to be carried out through summer 2014 and report published. *Pre-consultation document has now been approved by Epping Forest and Commons Committee ready for the public phase 1 consultation through summer 2015.*
- **Management Plan** - Development - Continue to develop topic areas with external reviews of learning and education, children's play, car park provision and wayleave management. This will set a series of goals for short, medium and long term. *Some further work has been completed, but majority of updates to take place following phase 1 public consultation as outlined above.*
- **Wanstead Park** - Build on English Heritage's Strategic Assessment to secure funding for a Conservation Management Plan. *A Conceptual Options document has been developed and was made available for public comment during 'Feedback Fortnight' in February/March 2015 - this will form the basis for further plans for the Park.*

All of the above achievements enhanced the Open Space for the benefit of the public.

EPPING FOREST

Trustee's Annual Report for the year ended 31 March 2015

5. Financial Review

Review of financial position

Investment income of £5,158 (2013/14 £6,617) was earned during the year. Other income received included £13,483 from donations (2013/14 £9,197), £681,898 from grants (2013/14 £1,391,238), £469,307 from sales, fees and charges (2013/14 £645,842), £362,907 from rents (2013/14 £338,259) and £10,500 from contributions (2013/14 £nil). The contribution towards the running costs of the charity amounted to £5,993,753 (2013/14 £4,822,716). This cost was met by the City of London Corporation's City's Cash.

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

Reserves Policy

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

The charity has designated a number of unrestricted funds the details of which are set out in Note 14 to the financial statements.

Investment Policy

The charity's investments are held in units of the City of London Charities Pool. The investment policy of the Charities Pool is to provide a real increase in annual income in the long term whilst preserving the value of the capital base. The annual report and financial statements of the Charities Pool are available from the Chamberlain of London.

The majority of the surplus funds are invested with the Charities Pool administered by the City of London Corporation and the interest is received from the Chamberlain of London on balances held on behalf of the Trust. The investments are managed by Artemis Investment Management LLP and the performance of the fund is measured against the fund manager benchmark (FTSE All Share Index). In addition the performance of the Fund is also measured against its peer group using the WM Charity Universe (ex-property).

As at 31 March 2015 the fund achieved a return of 10.5% compared to the FTSE All Share Index Return of 6.6%. The WM Charity Universe return was 12.3% and the fund slightly underperformed this by 1.8%.

Going Concern

The Trustee considers the Trust to be a going concern. Please see Note 1(b) to the Financial Statements.

EPPING FOREST

Trustee's Annual Report for the year ended 31 March 2015

6. Plans for Future Periods

The targets for 2015/16 and beyond are:

The following projects are shown in the 2015/16 Epping Forest Roadmap.

- **Promoting Our Services** – a review of current charges for produce (woodchip, venison and beef for example) combined with improvements to our retail services and the promotion of Epping Forest for events such as weddings.
- **City of London (Open Spaces) Bill** – developing a comprehensive suite of improvements and updates to the Epping Forest Act (and Management Acts of other City of London Open Spaces) under the three broad headings on Land Management, Revenue Generation and Enforcement. These changes are intended to enhance and clarify the City of London's protection of the Forest physically and financially. Deposition due in November 2015, with Parliamentary Process estimated at two sessions (two years).
- **Lodge Review** – utilisation of surplus property for domestic or commercial rent. Planning to be completed in the 2015/16 financial year but tenancies may not start until approval of the City of London (Open Spaces) Bill above.
- **Sports Programme** – a financial initiative focussed around sports provision within Epping Forest, including football sponsorship, improvements to facilities and Golf Course recovery.
- **Wayleaves** – a review of wayleave charges across Epping Forest Land to incorporate ten years on inflation since last revision. Standardisation of wayleave contracts is also to be included.
- **Management Plans** – continuation of the phase one consultation prior to drafting of the completed plan, setting out priorities for management of Epping Forest and Buffer Lands for ten years from 2017.

7. The Financial Statements

The financial statements consist of the following and include comparative figures for the previous year.

- **Statement of Financial Activities** showing all resources available and all expenditure incurred and reconciling all changes in the funds of the charity.
- **Balance Sheet** setting out the assets and liabilities of the charity.
- **Cash Flow Statement** showing the cash inflows and outflows of the charity for the year.
- **Notes to the Financial Statements** describing the accounting policies adopted and explaining information contained in the financial statements.

The financial statements have been prepared in accordance with statutory requirements and the Statement of Recommended Practice *Accounting and Reporting by Charities (Revised 2005)*.

EPPING FOREST
Trustee's Annual Report for the year ended 31 March 2015

8. Statement of Trustee's Responsibilities

The Trustee is responsible for preparing the Trustee's Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustee is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enables the Trustee to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the charity's governing documents. The Trustee is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

9. Adopted and signed for on behalf of the Trustee on 21 July 2015.

R.A.H. Chadwick
Chairman of Finance Committee
Guildhall, London

J.P. Mayhew
Deputy Chairman of
Finance Committee
Guildhall, London

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF EPPING FOREST

We have audited the financial statements of Epping Forest for the year ended 31 March 2015 which are set out on pages 10 to 26. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's trustee, as a body, in accordance with Chapter 3 of Part 8 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustee those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its trustee as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditor

As explained more fully in the Trustee's Responsibilities Statement set out on page 7, the trustee is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed as auditor under section 144 the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustee's Annual Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2015, and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF EPPING FOREST CHARITY (CONTINUED)

Matters on which we are required to report by exception

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

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

Moore Stephens LLP

Statutory Auditor

150 Aldersgate Street
London
EC1A 4AB

Moore Stephens LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

EPHING FOREST

Statement of Financial Activities for the year ended 31 March 2015

	Notes	Unrestricted Funds			2014/15 £	2013/14 £
		General Fund	Designated Funds	Restricted Fund		
		£	£	£		
Incoming resources						
Incoming resources from generated funds						
Voluntary income		404,513	124,368	177,000	705,881	1,400,435
Investment income		5,158	-	-	5,158	6,617
Grant from City of London Corporation		4,543,517	1,450,236	-	5,993,753	4,822,716
Incoming resources from charitable activities		832,214	-	-	832,214	984,101
Total incoming resources	4	5,785,402	1,574,604	177,000	7,537,006	7,213,869
Resources expended						
Charitable activities		5,399,321	134,812	188,495	5,722,628	6,502,389
Governance costs		394,179	-	-	394,179	409,256
Total resources expended	5	5,793,500	134,812	188,495	6,116,807	6,911,645
Net (outgoing)/incoming resources before transfers		(8,098)	1,439,792	(11,495)	1,420,199	302,224
Transfer (from)/to designated funds		8,098	(8,098)	-	-	-
Net incoming/(outgoing) resources before other recognised gains		-	1,431,694	(11,495)	1,420,199	302,224
Other recognised gains						
Net gain on investment assets	10	-	602	-	602	637
Net movement in funds		-	1,432,296	(11,495)	1,420,801	302,861
Reconciliation of funds						
Total funds brought forward	14	-	6,760,750	13,333	6,774,083	6,471,222
Total funds carried forward	14	-	8,193,046	1,838	8,194,884	6,774,083

All operations are continuing.

EPPING FOREST

Balance Sheet as at 31 March 2015

	Notes	2015	2014
		£	£
Fixed Assets			
Heritage Assets	8	385,636	386,597
Tangible Fixed Assets	9	7,004,300	5,493,488
Investments - 1,202 Charities Pool Units	10	9,929	9,327
		<u>7,399,865</u>	<u>5,889,412</u>
Current Assets			
Stocks		23,829	26,247
Debtors	11	443,877	442,202
Cash at bank and in hand		1,346,087	826,163
		<u>1,813,793</u>	<u>1,294,612</u>
Creditors: Amounts falling due within one year	12	<u>(973,024)</u>	<u>(367,191)</u>
Net Current Assets		<u>840,769</u>	<u>927,421</u>
Total Assets less Current Liabilities		8,240,634	6,816,833
Creditors: Amounts falling due after more than one year	13	<u>(45,750)</u>	<u>(42,750)</u>
Net Assets		<u><u>8,194,884</u></u>	<u><u>6,774,083</u></u>
The funds of the charity			
<i>Unrestricted income funds</i>			
Designated Funds	14	8,193,046	6,760,750
Restricted Funds	14	1,838	13,333
Total charity funds		<u><u>8,194,884</u></u>	<u><u>6,774,083</u></u>

Approved and signed for and on behalf of the Trustee

The notes at pages 13 to 26 form part of these accounts.

Dr Peter Kane
Chamberlain of London
21 July 2015

EPPING FOREST

Cash Flow Statement for the year ended 31 March 2015

	Notes	2014/15	2013/14
		£	£
Net cash inflow from operating activities	1	2,159,370	435,526
Returns on investments and servicing of finance	2	5,158	6,617
Capital expenditure		(1,644,604)	(787,651)
Increase/(decrease) in cash in the year		519,924	(345,508)

Notes to the Cash Flow Statement

Note 1: Reconciliation of net incoming resources to net cash inflow from operating activities

	£	£
Net incoming resources before other recognised gains	1,420,199	302,224
Depreciation	362,372	326,078
Impairment	(227,619)	-
Investment income	(5,158)	(6,617)
Decrease/(increase) in stocks	2,418	6,522
(Increase)/decrease in debtors	(22,534)	(93,636)
Increase/(decrease) in creditors	605,833	(121,513)
Increase/(decrease) in long term creditors	3,000	-
Provisions	20,859	22,468
Net cash inflow from operating activities	2,159,370	435,526

Note 2: Returns on investments and servicing of finance

Investment income received	5,158	6,617
----------------------------	--------------	--------------

Note 3: Analysis of changes in net funds

	1 April 2014	Cash Flow	1 April 2015
	£	£	£
Cash at bank and in hand	826,163	519,924	1,346,087
Change in net funds	826,163	519,924	1,346,087

Note 4: Reconciliation of net cash flow to movement in net funds

	2015	2014
	£	£
Increase/(decrease) in cash in the year	519,924	(345,508)
Net funds balance brought forward	826,163	1,171,671
Net funds balance carried forward	1,346,087	826,163

EPPING FOREST

Notes to the Financial Statements for the year ended 31 March 2015

1. Accounting Policies

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

(a) Basis of Preparation

The financial statements have been prepared in accordance with the Charities Act 2011 and Statement of Recommended Practice *Accounting and Reporting by Charities (Revised 2005)* and under the historical cost accounting rules (except for investments recorded at valuation), and in accordance with applicable United Kingdom accounting standards.

Activity is accounted for in the year that it takes place on an accruals basis, not simply when cash payments are made or received. In particular, where revenue and expenditure have been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where debts may not be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.

(b) Going Concern

The governing documents place an obligation on the City of London Corporation to preserve the open spaces for the benefit of the public. The City of London Corporation is committed to fulfilling this obligation which is reflected through its proactive management of, and ongoing funding for, the services and activities required. The funding is provided from the City of London Corporation's City's Cash, which annually receives considerable income from its managed funds and property investments. Each year a medium term financial forecast is updated for City's Cash. The latest forecast for the period to 2018/19, anticipates that adequate funds will be available to enable the Trust to continue to fulfil its obligations. On this basis, the Trustee considers the Trust to be a going concern for the foreseeable future.

(c) Fixed Assets

Heritage Land and Associated Buildings

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

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

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

EPPING FOREST
Notes to the Financial Statements for the year ended 31 March 2015

1. Accounting Policies (continued)

(c) Fixed Assets (continued)

Tangible Fixed Assets

These are included at historic cost less depreciation on a straight line basis to write off their costs over their estimated useful lives and less any provision for impairment. Land is not depreciated and other fixed assets are depreciated from the year following that of their acquisition. Typical asset lives are as follows:

	Years
Operational buildings	30 to 50
Landscaping/Conservation	up to 50
Improvements and refurbishments to buildings	up to 30
Equipment	5 to 15
Infrastructure	up to 20
Heavy vehicles and plant	7

(d) Recognition

Expenditure on the acquisition, creation or enhancement of property, plant and equipment is capitalised provided that the expenditure is material (generally in excess of £50,000) and the asset yields benefits to the City of London, and the services it provides, for a period of more than one year. This excludes expenditure on routine repairs and maintenance of fixed assets which is charged directly within service costs.

(e) Investments

Investments are pooled with those from other small City of London charities. Underlying Listed Company investments are valued at The Stock Exchange Trading System price at 31 March 2015. Other investments are valued annually at the middle market price at the close of business on 31 March 2015. Gains and losses for the year on investments held as fixed assets are included in the Statement of Financial Activities.

The unrealised gain on investments at the balance sheet date is included in the Trust's funds. The net gain on investments shown in the Statement of Financial Activities represents the difference in the market value of investments between 1 April 2014 and 31 March 2015.

(f) Incoming Resources

Recognition of incoming resources

All incoming resources are included in the Statement of Financial Activities gross without deduction of expenses in the financial year in which they are entitled to be received.

Voluntary income

Voluntary income comprises public donations and government grants.

Volunteers

No amounts are included in the Statement of Financial Activities for services donated by volunteers, as this cannot be quantified.

EPPING FOREST

Notes to the Financial Statements for the year ended 31 March 2015

1. Accounting Policies (continued)

(f) Incoming Resources (continued)

Grants received

Grants are included in the Statement of Financial Activities in the financial year in which they are entitled to be received.

Grant from City of London Corporation

The City of London Corporation's City's Cash meets the deficit on running expenses of the charity and also provides grant funding for certain capital works.

Rental income

Rental income is included in the Charity's incoming resources for the year and amounts due but not received at the year end are included in debtors.

(g) Resources Expended

Allocation of costs between different activities

The City of London Corporation charges staff costs to the charitable activity and governance costs on a time spent basis. Associated office accommodation is charged out proportionately to the square footage used. All other costs are charged to the charitable activity.

(h) Stocks

Stocks are stated at the lower of cost and net realisable value.

(i) Pension Costs

The City of London's Pension Scheme is a funded defined benefits scheme. City of London Corporation staff are eligible for membership of the pension scheme and may be employed in relation to the activities of any of the City Corporation's three main funds, or any combination of them (i.e. City Fund, City's Cash and Bridge House Estates). As the charity is unable to identify its share of the Pension Scheme assets and liabilities, this scheme is accounted for as a defined contribution scheme in the accounts.

(j) Fund Accounting

The Trust may, at the Trustee's discretion, set aside funds, which would otherwise form part of general funds, for particular purposes. These funds are known as designated funds. The purposes of these funds are described in Note 14 to the accounts. Restricted funds are those received by Epping Forest to be used only for the purpose set out in the conditions of the grant. The purposes of these funds are described in Note 14 to the accounts.

(k) Governance Costs

The nature of costs allocated to Governance is detailed in Note 6.

2. Tax Status of the Charity

Epping Forest is a registered charity and as such, its income and gains are exempt from income tax to the extent that they are applied to its charitable objectives.

EPPING FOREST
Notes to the Financial Statements for the year ended 31 March 2015

3. Indemnity Insurance

The City of London Corporation takes out indemnity insurance in respect of all of its activities. The charity does not contribute to the cost of that insurance.

4. Incoming Resources

Incoming resources are comprised as follows:

	Unrestricted Funds		Restricted Funds	2014/15	2013/14
	General Fund	Designated Funds			
	£	£			
Incoming resources from generated funds					
Voluntary income - Grants	380,530	124,368	177,000	681,898	1,391,238
Voluntary income - Donations	13,483	-	-	13,483	9,197
Contributions	10,500	-	-	10,500	-
Investment income - Interest	5,158	-	-	5,158	6,617
	409,671	124,368	177,000	711,039	1,407,052
Revenue and capital grants from City of London Corporation	4,543,517	1,450,236	-	5,993,753	4,822,716
	4,953,188	1,574,604	177,000	6,704,792	6,229,768
Incoming resources from charitable activities					
Charges for use of facilities	407,693	-	-	407,693	581,548
Sales	61,614	-	-	61,614	64,294
Rental income	362,907	-	-	362,907	338,259
	832,214	-	-	832,214	984,101
Total incoming resources	5,785,402	1,574,604	177,000	7,537,006	7,213,869

Grants

Grants were received from the Rural Payments Agency, the Forestry Commission, the Creative and Cultural Industries Ltd, the Heritage Lottery Fund, Natural England, the London Sport Ltd, the Mayor of London (Greater London Authority) and the City Bridge Trust.

Sales

This income is generated from the sale of leaflets, books, maps, cards and other publications relating to Epping Forest.

EPHING FOREST
Notes to the Financial Statements for the year ended 31 March 2015

4. Incoming Resources (continued)

Designated Funds

Designated funds consist of a capital contribution of £124,368 from the Heritage lottery Fund towards the Epping Forest Branching Out Project.

Restricted Fund

Grant from the City Bride trust of £177,000 to provide educational and biodiversity services to support communities within the Greater London area.

Grant from City's Cash

The City of London Corporation's City's Cash meets the deficit on the running expenses of the charity.

Charges for the use of facilities

Fees and charges are made to the public for the use of facilities, admissions and services.

5. Resources Expended

Resources expended are analysed between activities undertaken directly and support costs as follows:

	Activities undertaken directly £	Support costs £	2014/15 £	2013/14 £
Charitable activity Preservation and operation of Epping Forest	5,108,999	613,629	5,722,628	6,502,389
Governance costs	-	394,179	394,179	409,256
Total resources expended	5,108,999	1,007,808	6,116,807	6,911,645

No resources are expended by third parties to undertake charitable work on behalf of the charity.

Charitable activity

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

Governance costs

General

Governance costs relate to the general running of the charity, rather than specific activities within the charity and include strategic planning and costs associated with Trustee meetings. These costs are borne by the City of London Corporation and charged to individual charities on the basis of time spent, as part of support costs, where appropriate.

EPPING FOREST

Notes to the Financial Statements for the year ended 31 March 2015

5. Resources Expended (continued)

Auditor's remuneration and fees for external financial services

Moore Stephens are the auditors of the City of London City's Cash. The City of London Corporation does not attempt to apportion the audit fee between all the different charities but prefers to treat it as part of the cost to its private funds. No other external financial services were provided for the Trust during the year or in the previous year.

Trustee's expenses

Members of the City of London Corporation are unpaid and do not receive allowances in respect of the City of London Corporation activities in the City. However, Members may claim travelling expenses in respect of activities outside the City and receive allowances in accordance with a scale when attending a conference or activity on behalf of the City of London Corporation. No expenses were claimed in 2014/15 (2013/14: £Nil).

6. Support Costs

The cost of administration which includes the salaries and associated costs of officers of the City of London Corporation, together with premises and office expenses, is allocated by the City of London Corporation to the activities under its control, including this charity, on the basis of employee time spent on the respective services. These expenses include the cost of administrative and technical staff and external consultants who work on a number of the City of London Corporation's activities.

Support costs allocated by the City of London Corporation to the charitable activity are derived as follows:

	Charitable activities £	Governance £	2014/15 £	2013/14 £
Department				
Chamberlain	-	143,077	143,077	124,524
Comptroller & City Solicitor	-	50,719	50,719	68,672
Open Spaces Directorate	179,861	-	179,861	169,149
Town Clerk	-	109,300	109,300	108,596
City Surveyor	242,992	91,083	334,075	360,526
Information Systems	101,423	-	101,423	95,023
Other governance and support costs	89,353	-	89,353	90,703
Total support costs	613,629	394,179	1,007,808	1,017,193

EPPING FOREST

Notes to the Financial Statements for the year ended 31 March 2015

6. Support Costs (continued)

The main support services provided by the City of London Corporation are:

Chamberlain	Accounting services, insurance, revenue collection, payments, financial systems and internal audit.
Comptroller and City Solicitor	Property, litigation, contracts, public law and administration of commercial rents and City of London Corporation records.
Open Spaces Directorate	Expenditure incurred by the Directorate, which is recharged to all Open Spaces Committees under the control of the Director of Open Spaces. The apportionments are calculated on the basis of budget resources available to each Open Space charity.
Town Clerk	Committee administration, management services, human resources, public relations, printing and stationery, emergency planning.
City Surveyor	Work undertaken on the management of the Estate properties, surveying services and advice, supervising and administering repairs and maintenance.
Information Systems	The support and operation of the City of London Corporation's central and corporate systems on the basis of usage of the systems; the provision of "desktop" and network support services and small IS development projects that might be required by the charity.
Other support and governance costs	Contribution towards various costs including publishing the annual report and financial statements, central training, the occupational health, union costs and the environmental and sustainability section.

7. Staff Numbers and Costs

The full time equivalent number of staff employed by the City of London Corporation charged to Epping Forest in 2014/15 is 82 (2013/14 92) at a cost of £2,602,403 (2013/14 £2,748,204). The table below sets out the employment costs and the number of full time equivalent staff charged directly to the charity.

	No of employees	Gross Pay £	Employers' National Insurance £	Employers' Pension Contribution £	Total £
2014/15 Charitable activities	82	2,115,405	142,581	344,417	2,602,403
2013/14 Charitable activities	92	2,230,941	154,846	362,417	2,748,204

No employees earned more than £60,000 per annum (2013/14 £Nil).

EPHING FOREST
Notes to the Financial Statements for the year ended 31 March 2015

8. Heritage Assets

At 31 March 2015 the net book value of heritage assets relating to direct charitable purposes amounts to £385,636 (31 March 2014 £386,597) as set out below.

	2010/11	2011/12	2012/13	2013/14	2014/15
	£	£	£	£	£
<u>Cost</u>					
At 1 April	-	-	115,600	388,382	388,382
Additions	-	115,600	272,782	-	-
At 31 March	-	115,600	388,382	388,382	388,382
<u>Depreciation</u>					
At 1 April	-	-	-	824	1,785
Charge for year	-	-	824	961	961
At 31 March	-	-	824	1,785	2,746
<u>Net book value</u>					
At 31 March	-	115,600	387,558	386,597	385,636
At 31 March	-	-	115,600	387,558	386,597

Since 1878 the primary purpose of the Charity has been the preservation of Epping Forest for the recreation and enjoyment of the public. As set out in accounting policy 1(c), the original heritage land and buildings are not recognised in the Financial Statements.

Policies for the preservation and management of Epping Forest are contained in the Epping Forest Conservation Management Plan 2010. Records of heritage assets owned and maintained by Epping Forest can be obtained from the Director of Open Spaces at the principal address as set out on page 2.

Additions made to heritage land or buildings, where relevant information is available, are included at historic cost less accumulated depreciation in accordance with Note 1 (c).

9. Tangible Fixed Assets

At 31 March 2015 the net book value of tangible fixed assets relating to direct charitable purposes amounts to £7,004,300 (31 March 2014 £5,493,488) as set out below.

EPPING FOREST
Notes to the Financial Statements for the year ended 31 March 2015

9. Tangible Fixed Assets (continued)

	Land and Buildings £	Infrastructure £	Vehicles £	Equipment £	Total £
<u>Cost</u>					
At 1 April 2014	3,646,529	2,353,368	21,609	328,409	6,349,915
Additions	15,316	2,039,182	-	-	2,054,498
Impairment	-	(409,894)	-	-	(409,894)
At 31 March 2015	3,661,845	3,982,656	21,609	328,409	7,994,519
<u>Depreciation</u>					
At 1 April 2014	315,145	287,729	16,881	236,672	856,427
Charge for year	195,644	110,214	4,728	50,825	361,411
Impairment	-	(227,619)	-	-	(227,619)
At 31 March 2015	510,789	170,324	21,609	287,497	990,219
<u>Net book value</u>					
At 31 March 2015	3,151,056	3,812,332	-	40,912	7,004,300
At 31 March 2014	3,331,384	2,065,639	4,728	91,737	5,493,488

10. Fixed Asset Investments

The investments are held in the City of London Corporation Charities Pool as a registered UK charity with the Charities Commission (charity number 1021138) and are used internally by the City of London Corporation as a Unit trust. The value of investments held by the charity as follows:

	Designated Fund £	2015 £	2014 £
Market Value 1 April	9,327	9,327	8,690
Gain for the year	602	602	637
Market Value 31 March	9,929	9,929	9,327
Cost 31 March	1,202	1,202	1,202

The Charities Pool is a UK registered unit trust.

EPPING FOREST
Notes to the Financial Statements for the year ended 31 March 2015

10. Fixed Asset Investments (continued)

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

	2015	2014
	£	£
Equities		
UK	7,804	6,939
Overseas	1,479	1,791
Bonds - UK	248	261
Pooled Units - UK	318	121
Cash held by Fund Manager	80	215
Total Funds	9,929	9,327

11. Debtors

Debtors consist of amounts owing to the charity due within one year. The debtors figure consists of the following amounts:

	2015	2014
	£	£
Rental Debtors	23,143	54,003
Other Debtors	249,622	263,507
Payments in Advance	35,245	30,352
Recoverable VAT	135,867	94,340
Total	443,877	442,202

12. Creditors: due within one year

The creditors figure consists of the following amounts:

	2015	2014
	£	£
Trade Creditors	264,473	73,308
Accruals	534,956	266,079
Other Creditors	93,774	(43,391)
Receipts In Advance	79,821	71,195
Total	973,024	367,191

EPPING FOREST
Notes to the Financial Statements for the year ended 31 March 2015

13. Creditors: due after more than one year

These consist of rent deposits held on behalf of the tenants. These deposits are refundable upon either the expiry of the term of the lease, or vacant possession of the premises.

	2015 £	2014 £
Sundry Deposits	45,750	42,750
Total	45,750	42,750

14. Movement of funds during the year to 31 March 2015

	Balance at 1 April 2014 £	Net incoming/ (outgoing) resources £	Revaluation of investments £	Balance at 31 March 2015 £
Unrestricted Funds				
<i>General Funds</i>	-	-	-	-
	-	-	-	-
<i>Designated Funds</i>				
Tangible Fixed Assets	5,493,488	1,510,812	-	7,004,300
Heritage Assets	386,597	(961)	-	385,636
Capital Fund	538,804	-	-	538,804
Sports Ground Deposit	3,486	-	217	3,703
Golf Course Machinery Fund (CGC)	27,716	-	-	27,716
E.N. Buxton Knighton Wood	5,797	-	373	6,170
G.Gardner Bequest	183	-	12	195
Heritage Lottery Fund Match Funding	81,028	(3,512)	-	77,516
Green Arc Funding	24,830	(59)	-	24,771
Grazing Account	28,821	(4,586)	-	24,235
Metropolitan Police Olympic Contribution	170,000	(70,000)	-	100,000
	6,760,750	1,431,694	602	8,193,046
Total Unrestricted Funds	6,760,750	1,431,694	602	8,193,046
Restricted Funds				
Tubney Trust	12,133	(12,133)	-	-
City Bridge Trust	1,200	638	-	1,838
Total Restricted Funds	13,333	(11,495)	-	1,838
Total Funds	6,774,083	1,420,199	602	8,194,884

EPPING FOREST

Notes to the Financial Statements for the year ended 31 March 2015

14. Movement of funds during the year to 31 March 2015 (continued)

Notes to the funds

Unrestricted funds

1) *Accumulated fund*

The accumulated fund has a balance of nil as the operating deficit of the charity is financed by the City of London Corporation.

Unrestricted Designated Funds

2) *Sports Grounds deposit*

A sum of money was invested in 1968 relating to the Sports Ground.

3) *Golf Course machinery fund*

The purpose of this fund is to provide for the future replacement of plant and equipment at Chingford Golf Course. No purchases were made during 2014/15.

4) *E.N. Buxton Knighton Wood*

A gift was made in 1930 to be spent on maintaining the beauty of Knighton Wood. The unused balance of the fund was invested in 1931 for future use.

5) *G. Gardner bequest*

£50 was received in 1933 for the erection of seats fronting the drive, Snaresbrook. The seats were erected at a cost of £35 and the balance of the legacy was invested for future use.

6) *Heritage Lottery Fund*

Epping Forest was awarded a £4.76m Stage 3 grant by Heritage Lottery Fund in March 2009, towards the £6.8m cost of the 'Branching Out' project. The fund is used to finance the costs of the project that are not met by the grant and are to be provided by Epping Forest.

7) *Capital fund*

The Epping Forest capital fund was established under the Epping Forest and Open Spaces Act 1878. The fund finances the purchase, construction, or repair of Forest buildings and can also be used to purchase further charitable land. The income of the fund is comprised of income from the sale of buildings and by any contribution the City of London Corporation may wish to make to the fund.

8) *Green Arc Funding*

The Green Arc Partnership takes a strategic view of future 'green' infrastructure, principally the provision of further public open space in London's peri-urban fringe and metropolitan green belt.

9) *Grazing Account*

The purpose of this fund is to provide for the future purchase of cattle.

EPPING FOREST
Notes to the Financial Statements for the year ended 31 March 2015

14. Movement of funds during the year to 31 March 2015 (continued)

Notes to the funds (continued)

10) Tangible Fixed assets

Land and associated buildings acquired prior to 1 April 2009 are considered to be heritage assets. They are included as fixed assets at historic cost, less provision for depreciation and any impairment. The net book value of tangible fixed assets at 31 March 2015 was £7,004,300 and is represented by a designated income fund.

11) Heritage assets

Additions made to heritage land or buildings.

12) Metropolitan Police Olympic Contribution

The City of London Corporation received a payment of £195,000 as a fee-in-lieu-of-rent in compensation for the temporary use of part of Wanstead Flats for 90 days spanning the 2012 Olympic and Paralympic Games. It has been agreed that the payment would be used for the benefit of Wanstead Flats. £70,000 was utilised in 2014/15 towards the cost of Jubilee Pond project.

Restricted funds

13) 'Branching Out' Project – Tubney Trust

A contribution of £171,301 was received from the Tubney Trust in 2011/12 towards the cost of the 'Branching Out' project. Final instalment of £12,133 was utilised in 2014/15.

14) City Bridge Trust

Funding from the City Bridge Trust to provide educational and biodiversity services to support communities within the Greater London area. One year grant from the City Bridge Trust of £177,000 was received in 2014/15.

15. Pensions

Following the statutory triennial valuation of the pension fund as at 31st March 2013, completed by independent consulting actuaries, an employer's contribution rate of 17.5% has been applied for 2014/15, 2015/16 and 2016/17.

In 2014/15, employer's contributions to the scheme for staff engaged on City's Cash activities was £9.1m (2013/14 £8.6m). There are no outstanding or pre-paid contributions at the balance sheet date.

The deficit of the scheme at 31 March 2015 is £516m (2013/14 £401m) as calculated in accordance with FRS17 disclosures.

EPPING FOREST

Notes to the Financial Statements for the year ended 31 March 2015

16. Related Party Transactions

The following disclosures are made in recognition of the principles underlying Financial Reporting Standard 8 concerning related party transactions.

The City of London Corporation as well as being the Trustee also provides management, surveying and administrative services for the charity. The costs incurred by the City of London Corporation in providing these services are charged to the charity. The City of London Corporation also provides banking services, allocating all transactions to the charity at cost and crediting or charging interest at a commercial rate. The cost of these services is set out in the Statement of Financial Activities under "Resources expended" and an explanation of these services is set out in note 6 for support costs of £1,007,808 (2013/14: £1,017,193). The City of London Corporation's City's Cash meets the deficit on running expenses of the charity. This amounted to £5,993,753 (2013/14: £4,822,716) as shown in note 4 to the financial statements.

The City of London Corporation is also the Trustee of a number of other charitable Trusts, and with the exception of the City Bridge Trust (charity number 1035628) and the West Wickham Common and Spring Park Wood Coulsdon and Other Commons (charity numbers 232988 and 232989), these Trusts do not undertake transactions with Epping Forest. A full list of other charitable Trusts of which the City of London Corporation is Trustee is available on application to the Chamberlain of the City of London.

The Charities Pool is an investment mechanism operating in a similar way to a unit trust. It enables the City of London to "pool" small charitable investments together and consequently obtain better returns than would be the case if investments were made individually. Investment income consists of distribution from the Charities Pool and interest receivable on cash balances. Investment income of £5,158 was earned during the year (2013/14: £6,617).

Members of the City of London Corporation responsible for managing the Trust are required to comply with the Relevant Authority (model code of conduct) Order 2001 issued under the Local Government Act 2000 and the City of London Corporation's guidelines which require that:

- Members sign a declaration agreeing to abide by the City of London Corporation's code of conduct.
- A register of interests is maintained.
- Pecuniary and non-pecuniary interests are declared during meetings.
- Members do not participate in decisions where they have an interest.

There are corresponding arrangements for staff to recognise interests and avoid possible conflicts of those interests. In this way, as a matter of policy and procedure, the City Corporation ensures that Members and officers do not exercise control over decisions in which they have an interest. There are no material transactions with organisations related by virtue of Members and officers interests which require separate reporting. Transactions are undertaken by the Trust on a normal commercial basis.

This page is intentionally left blank

Committee(s)	Dated:
Epping Forest and Commons Committee	7 th September 2015
Subject: Epping Forest Gateways – Final design & locations	Public
Report of: Superintendent of Epping Forest SEF 42/15	For Information

Summary

This report provides details of action taken by the Superintendent of Epping Forest in consultation with the Chairman and Deputy Chairman of the Epping Forest and Commons Committee, in accordance with the delegated authority granted in respect of 'Gateways' at this Committee's meeting on 12 May 2014.

Recommendation(s)

Members are asked to:

- Note the report.

Main Report

Background

1. Your Committee agreed, on 12 May 2014, that the final design decision for the Epping Forest Gateways be delegated to the Chairman and Deputy Chairman of the Epping Forest and Commons Committee.
2. A number of gateway fabrication concepts have been explored since the May 2014 meeting. A gateway constructed of a stainless steel frame supporting two vitreous enamel panels met the required highways safety standard and material robustness and the Heritage Lottery Fund requirements for service life.
3. Careful consideration was given to find an image to represent the whole Forest to our visitors which would still look fitting in 20 years. The chosen image is the work of Walter E Spradbery a local artist who lived near and used the Forest as inspiration for his work, and in particular, his work on the 'Beyond the City' travel campaign commissioned the Underground Electric Railways Company Ltd (predecessor of Transport for London (TfL)) in the early 20th century.
4. The full colour Spradbery design (Appendix 1) has been finalised and permission has been granted by London Transport Museum to licence the City of London Epping Forest for reproduction of the Spradbery image.

5. Within the remaining Branching Out Project gateways budget, subject to Heritage Lottery Fund approval, officers will deliver the following; up to four large gateways but no less than two, seven medium gateways (reduced to five if four large gateways are realised) and eleven small gateways at the locations outlined in Appendix 2.

Decisions taken under delegated authority

6. Final design of the Gateways signs as outlined in Appendix 1.
7. Location of Gateways as outlined in Appendix 2.

Conclusion

8. Members are asked to note the content of this report.

Appendices

- Appendix 1 – Final Gateway sign design
- Appendix 2 – Location of Gateways

Background Papers

Epping Forest Gateway design – 12 May 2014

Laura Lawson

Projects Officer – Epping Forest

T: 0208 532 5334

E: laura.lawson@cityoflondon.gov.uk

Date: 29 July 2015

Appendix 1 – Final Gateway sign design

Front



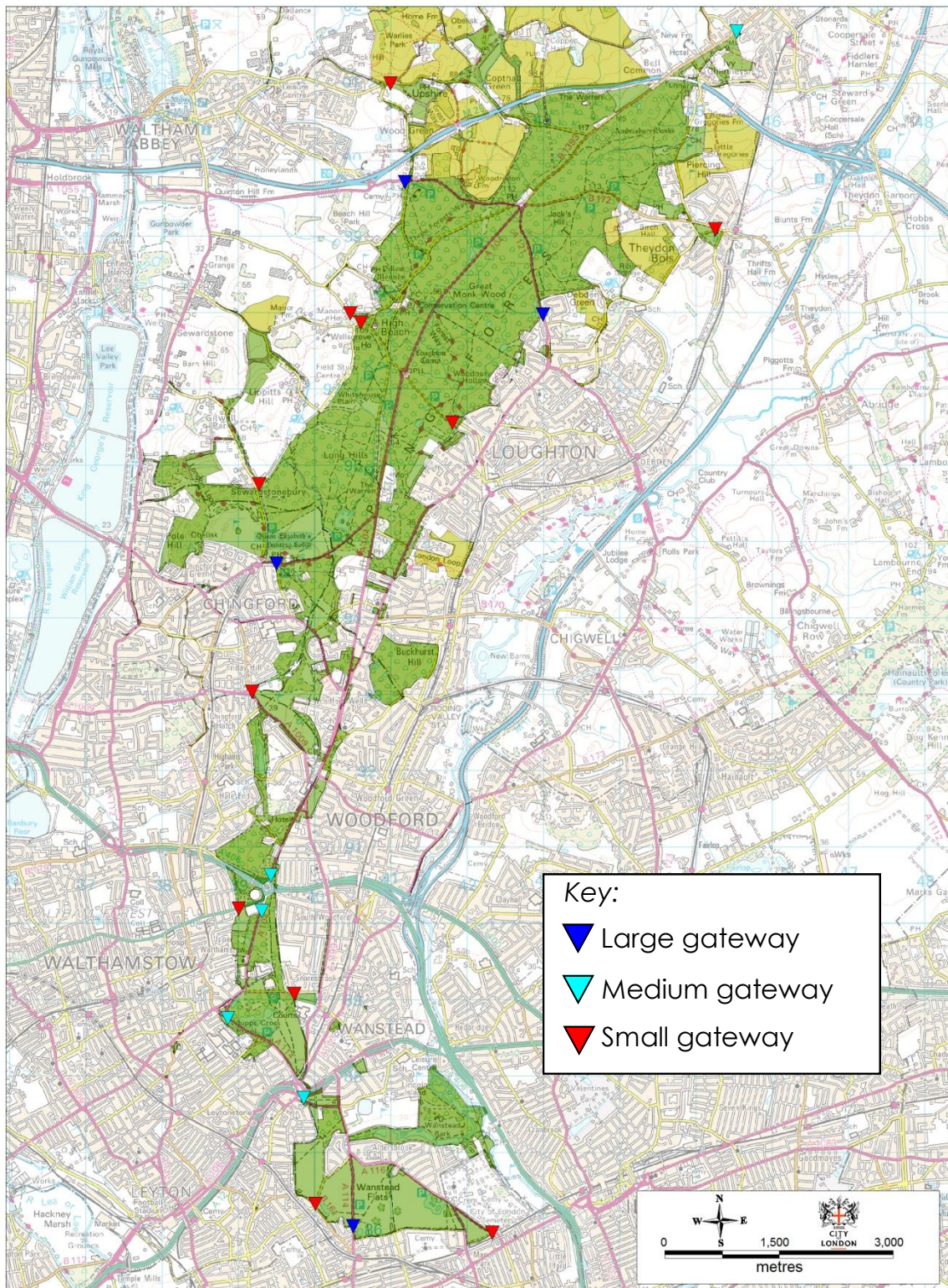
Rear



Three size options; Large, Medium & Small for use on different size/heavy use roads

Size	Dimensions	Photomontage
Large	2.4 x 1.0 x 0.2 m (7'10" x 3'3" x 8") x 2	
Medium	2.4 x 1.0 x 0.2 m (7'10" x 3'3" x 8") x 1	
Small	1.9 x 0.8 x 0.2 m (6'2" x 2'7" x 8") x 1	

Appendix 2 – Location of Gateway signs



© Crown copyright and database rights 2014 Ordnance Survey 100023243.

Committee(s)	Dated:
Epping Forest and Commons	7 September 2015
Subject: The condition of Epping Forest Site of Special Scientific Interest (SSSI)	Public
Report of: Superintendent of Epping Forest SEF 41/15	For Information

Summary

This report updates your Committee on recent assessments of five units within Epping Forest Site of Special Scientific Interest (SSSI) and reviews progress towards the Government's Biodiversity 2020 Strategy target of securing 95% of all SSSIs in 'Favourable' or 'Unfavourable recovering' condition by the year 2020.

The UK government published the Biodiversity 2020 Strategy in 2011 to outline how it was going to meet the targets set out in the EU Biodiversity Strategy agreed a year earlier. 83.5% of the Epping Forest SSSI, which covers 69.5% of Epping Forest land, currently meets the Government target. Natural England, the government's adviser for the natural environment in England, is responsible for carrying out these assessments of habitat condition.

Management of the SSSI in Epping Forest has been a central tenet of Forest management since the publication of 'Epping Forest: A Management Strategy' by the City of London in 1990 which followed the formal re-notification of the Forest's special interest in March 1990. This provided the framework for all subsequent annual work programmes until the Forest Management Plans of 1998 and 2004, which both developed SSSI management targets further. Since 2008, a large part of the delivery of the programmes has been funded directly through the Environmental Stewardship Scheme and the also supported Single (now Basic) Payment Scheme.

Staff continue to work closely with colleagues at Natural England to ensure appropriate management brings the remaining 16.5% of the Epping Forest SSSI into 'Favourable' or 'Unfavourable recovering' condition.

Recommendation(s)

Members are asked to:

- Note the changes to *Favourable* and *Unfavourable Recovering* status following a review of five areas within the Epping Forest SSSI in 2014 and that there are no longer any SSSI units in *Unfavourable Declining* condition.

Main Report

Background

1. With increasing populations, pollution, climate change and invasive non-native species global biodiversity is under enormous pressure. Many species and habitats are being adversely affected with a recent analysis showing over 40% of the UK's priority habitats and 30% of priority species in decline, and 8 species lost entirely between 2002 and 2008.
2. In 2010 an ambitious conservation plan was agreed to protect global biodiversity at the UN Biodiversity Summit. One of the targets was to '*take effective and urgent action to halt the loss of biodiversity in order to ensure that by 2020 ecosystems are resilient and continue to provide essential services, thereby securing the planet's variety of life and contributing to human wellbeing...*'. The European Commission adopted a new EU Biodiversity Strategy to help to meet this and the other goals.
3. In response the UK Government published the Natural Environment White Paper as part of its commitment to meeting these targets. The Biodiversity 2020 Strategy published on 19 August 2011 builds on this White Paper and describes how these targets will be met in England. The 2020 Strategy has four broad outcomes: Habitats and ecosystems on land (including freshwater); Marine habitats, ecosystems and fisheries; Species; and People. Within the Habitats and ecosystems on land category are a number of targets, one of which relates to Sites of Special Scientific Interests (SSSI).
4. Of the total area of Epping Forest 1,728 hectares (69.5%) is designated as a SSSI. The SSSI citation states 'Epping Forest is one of only a few remaining large-scale examples of ancient wood-pasture in lowland Britain and has retained habitats of high nature conservation value including ancient semi-natural woodland, old grassland plains and scattered wetland.' All three of the main lowland wood-pasture types in Britain are found in Epping Forest with a large number of ancient pollards. Other important features are the 'nationally outstanding assemblage of invertebrates, a major amphibian interest and an exceptional breeding bird community'. The Forest's intricate mosaic of habitats is key to the biodiversity found in the Forest.
5. Since the formal re-notification of the Forest's special interest on 5th March 1990 under the Wildlife & Countryside Act 1981 (as amended) the SSSI condition has been a central tenet Forest management. At the time of notification the City of London published 'Epping Forest: A Management Strategy', a document produced for the Conservators by the Nature Conservancy Council (the successor body of which in England is Natural England). This document was also produced in collaboration of the Epping Forest Conservation Centre which provided the Conservators with ecological advice at the time. The appointment in 1989 of a new Superintendent's Deputy, with the new expanded title Superintendent's Deputy & Conservation Officer, was also made with the management of the SSSI in mind.

6. This Strategy was succeeded by two detailed Forest management plans (in 1998 and 2004) which developed the targets for the SSSI habitats and specific Forest compartments in more detail. All three documents have, for the last 25 years, provided the main framework for the Forest's annual work programmes. Since 2008 the work programmes have been supported by direct grant-funding from Natural England through of the Environmental Stewardship agreement with additional funding from the Single (now Basic) Payment Scheme.
7. In order to gauge the condition of the SSSI, Natural England (NE), the government's adviser for the natural environment in England, undertakes assessment of the habitats. Large-scale SSSIs are broken down into SSSI 'units'. The Epping Forest SSSI comprises 41 units, three of which are not owned by the City of London but are included in the SSSI as they are contiguous with Forest land.
8. Within each SSSI unit are a number of 'features' that contribute to the SSSI designation. They can be habitats, species or landscape features examples of these being acid grassland, the assemblage of amphibians and the landscape-scale mosaic of semi-natural habitats.
9. A proportion of the units are assessed every year, with all units being assessed on a 6-year rolling programme. Each unit is given one of six ratings: Favourable, Unfavourable recovering, Unfavourable no change, Unfavourable declining, Partly destroyed, Destroyed.
10. In the Biodiversity 2020 Strategy, one of the key targets for Habitats and Ecosystems on Land is that '95% of SSSIs are in favourable or recovering condition' by 2020.
11. A SSSI unit is assessed as being in:
 - Favourable condition - when all of its notified features are individually considered to be in favourable condition;
 - Unfavourable recovering - when one or more of the notified features is not favourable condition but there are management mechanisms in place to restore them to favourable condition;
 - Unfavourable no change - when one or more of the notified features is not in favourable condition, they will not return to favourable condition unless there is a change to the management of the site or external pressures;
 - Unfavourable declining – when one or more of the notified features is not in favourable condition and are becoming progressively worse over time.
12. With the last two categories, the longer a SSSI unit remains in this condition the more difficult it will be to restore it to favourable condition.
13. It is not only the management of the site that affects a unit's condition. Climate change, air pollution, catastrophic events, pests and diseases will also have a bearing on the condition.
14. One of the main threats to Epping Forest's habitats is nitrogen air pollution. This was a key reason that the Conservators sponsored a PhD research project

between 2003 – 2006 into its impacts on the Forest vegetation. In the last assessments by NE of SSSI units air pollution was taken as one of the contributing factor for all units. Natural England is currently reviewing how to reflect air quality in the condition assessments for SSSIs in the future.

Current Position

15. The condition assessments of all Epping Forest units were last updated in 2010. However, five SSSI units were re-assessed in 2014 and the resulting updated figures are presented alongside the 2010 numbers in the table below and explained in the subsequent paragraphs 16 and 17. This table below presents the figures and percentages for City of London-owned SSSI land only (note: the government website figures will include the additional SSSI land as well)

Condition assessment	Percentage of SSSI by area (%) 2010 assessment/2014 update	Hectares 2010 assessment/2014 update	Number of SSSI units 2010 assessment/2014 update
Favourable	33.4/ 29.3	598.5/ 524.7	10/ 9
Unfavourable recovering	48.2/ 54.2	863.7/ 970.3	20/ 22
Unfavourable no change	14.3/ 14.3	255.8/ 255.8	7/ 7
Unfavourable declining	1.8/ 0	32.8/ 0	1/ 0

16. Contributing factors for the ‘Unfavourable no change’ rating of seven units in this category cover reasons of scrub encroachment, insufficient grassland management, poor condition of water bodies, and high levels of recreational pressure. The one unit in ‘Unfavourable declining’ is Unit 133 Highams Park & The Sale. This is primarily for reasons of air pollution, but also poor condition of water bodies. Across all units, the most common issues, after air pollution, are the need for greater management of grasslands either through grazing or cutting (19 units), and the poor condition of water bodies (15 units).

17. Five units were surveyed last year and their condition assessments are due to be updated to the Natural England website imminently (as reflected in the table above). One unit 106 – St Thomas’s Quarters has been changed from *Favourable* to *Unfavourable Recovering* in the table. This change to the statistics does not really mark a material change at the site. Rather it reflects the wording of the original assessment (as well as the 2014 survey) more accurately as it takes into account the continuing problems of air pollution and Beech tree health, which seem to have been overlooked in compiling the website statistics in 2010. Three units 110 - Wake Valley and Rushey Plain; 207 - Long Running and 211 - Deer Shelter Plain remain as *Unfavourable Recovering*. Unit 133 Highams Park will change positively from *Unfavourable Declining* to *Unfavourable Recovering* due to the works associated with the Highams Park dam strengthening project and the Keystone Tree work there.

18. Management of the SSSI has been included in the annual work programmes since 1990, and recently a large part of this delivery is funded through the Entry and Higher Level Stewardship (ELS and HLS) payments and the Single (now Basic) Payment Scheme. With the end of ELS and HLS in late 2018, the new Countryside Stewardship Scheme would provide the source of funding to continue this work and discussions with NE will be undertaken in advance of 2018..
19. A small proportion of the SSSI work required falls outside of the annual ELS and HLS operations. This is often at sites that are difficult to access with machinery. The use of volunteers, such as the Epping Forest Conservation Volunteers, has been invaluable for managing these sites.

Proposals

20. The priority will be to target work at units that are assessed as *Unfavourable Declining* and *Unfavourable No Change* to achieve the improved *Unfavourable Recovering* status and help to meet the Biodiversity 2020 Strategy target of “95% of SSSIs in favourable or recovering condition”.
21. Staff will work with Natural England officers to fully understand the issues at these sites and devise appropriate management to bring these areas into *Favourable* or *Unfavourable Recovering* condition. There will also be additional work in the units classified as *Favourable* or *Unfavourable Recovering* to ensure they are maintained or continue to improve.
22. The work required will be presented to this Committee through the Annual Work Programme.
23. Natural England will continue to visit additional SSSI units to re-assess their condition status following management undertaken. A further two units will be assessed during 2015.

Corporate & Strategic Implications

24. **City Together Strategy** – The work proposals above meet two themes “the Heart of a World Class City which supports our communities” and “the Heart of a World Class City which protects, promotes and enhances our environment.”
25. **Open Spaces Business Plan 2015-16** – The work proposed meets the vision for this plan ‘To preserve and protect our world class green spaces for the benefit of our local community and the environment.’ Furthermore, it meets two of the Departmental Objectives ‘Protect and conserve ecology, biodiversity and heritage of our sites.’ And ‘Enrich the lives of Londoners by providing a high quality and engaging educational and volunteering opportunities.’
26. **Epping Forest Management Plan** - The proposals match a number of the Visions for Epping Forest in the 21st century, including:

- Epping Forest's position as a unique and ancient landscape for people and wildlife will be strengthened;
- The Forest will retain its natural aspect with the diversity of wildlife habitats enhanced and the features of international importance protected.
- Epping Forest will be highly valued as part of a larger and fully accessible protected landscape area.

Implications

27. **Financial** – The majority of this work will be done by the in-house Epping Forest teams and by volunteers. Contractors and consultants may be used to achieve some of this work. The costs will be covered by the local risk budget of the Epping Forest Division. Income from the Basic Payment Scheme and Environmental Stewardship Scheme supplement this budget. In 2018 the current Environmental Stewardship agreement for Epping Forest finishes, work will begin in 2016 to prepare an application for the Countryside Stewardship Scheme which is now replacing Environmental Stewardship.
28. The type of work that consultants will be asked to undertake will be the preparation of management plans and species surveys. Contractors would be undertaking tree thinning and scrub clearance that is identified as necessary in these plans.
29. **Legal** – The habitat work involved in managing the SSSI will be carried out as part of the Conservators' powers and duties under the Epping Forest Act 1878. All work will be approved beforehand by Natural England to comply with the Wildlife and Countryside Act 1981 as amended by the Countryside and Rights of Way Act 2000.
30. **Key Risk** – There is a risk to the organisation's reputation for green space management after 2020 if there are still units in *Unfavourable No Change* or any that return to *Unfavourable Declining* when Natural England and DEFRA review the progress that was made on the Biodiversity 2020 Strategy.

Conclusion

31. Reflecting International and European Union-wide concern regarding the myriad threats to global biodiversity the UK government has committed to halting the decline of species and habitat quality through the Biodiversity 2020 Strategy. One of the aims is to ensure that SSSIs are in favourable or recovering condition.
32. Since 1990 annual work programmes have contributed very significantly to the management of the SSSI habitats and ensured their favourable and recovering conditions have been retained or reached over a quarter of a century despite the difficulties of reinstating grazing, managing the largest ancient tree population in the UK and dealing with the many adverse impacts of pollution and non-native species. As a result of recent efforts no Forest SSSI units are now considered to be *Unfavourable Declining*.

33. Eight units within Epping Forest SSSI currently fall below the desired habitat condition threshold. For these the priority remains to work closely with Natural England to continue the efforts to return these areas back to a recovering condition and thereby to also contribute to the national effort to meet the important 2020 targets set by government.

Appendices

None.

Dr Sally Gadsdon, Environmental Stewardship Officer

T: 020 8532 5329

E: sally.gadsdon@cityoflondon.gov.uk

Dr Jeremy Dagley MA (Oxon) MCIEEM, Head of Conservation

T: 020 8532 5313

E: jeremy.dagley@cityoflondon.gov.uk

This page is intentionally left blank

Committee(s):	Date(s):
Epping Forest and Commons	07/09/2015
Subject: Epping Forest Division Risk Register	Public
Report of: Superintendent of Epping Forest SEF 40/15	For Decision
Summary	
<p>Epping Forest Division is a registered charity (Charity Number 232990) and 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.</p> <p>This report sets out the risk register for the Epping Forest Charity using corporate risk register guidance so that it meets the requirements of the Charities Commission whilst sitting appropriately within the Open Spaces departmental risk management hierarchy.</p> <p>Recommendation(s)</p> <p>Members are asked to:</p> <ul style="list-style-type: none"> • Approve the Epping Forest risk register outlined in this report and Appendix 1 	

Main Report

Background

1. The Charity Commission requires Trustees 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.
2. The Open Spaces Department manages risk through the use of departmental and divisional risk registers, the departmental Health and Safety Improvement Group and generic and dynamic risk assessments.
3. The department is currently seeking to ensure that risks are formally managed across every division. Some divisions have already produced risk registers, some, such Epping Forest, have not.
4. Risks are escalated to the departmental risk register where they are considered to have a significant impact across several divisions.

Current Position

5. A risk register that covers Epping Forest in its entirety and conforms to the Charity Commissions SORP.
6. The Superintendent and his management team have used the corporate risk management guidance to develop the risk register for the division – presented in Appendix 1.

Proposals

7. That the Epping Forest risk register forms part of the departmental risk management strategy.
8. That the risk registers forms part of the division's annual reports to Charity Commission and is reviewed annually.

Corporate & Strategic Implications

9. The divisional risk register reflects the Open Spaces department's 4 objectives as set out in its latest business plan i.e.
 - a. Protect and conserve the ecology, biodiversity and heritage of our sites
 - b. Embed financial stability across our activities by delivering identified programmes and projects
 - c. Enrich the lives of Londoners by providing a high quality and engaging learning and volunteering offer
 - d. Improving the health and wellbeing of our communities through access to green space and recreation.
10. The use of the divisional risk register, as part of a suite of similar documents that inform the collective 'departmental risk', supports the City of London's **Strategic Aim 3** i.e. *provide valued services to London and the nation* and **Key Policy 3** i.e. *engage with London and national government on key issues of concern to our communities such as transport, housing and public health.*

Conclusion

11. The need to systematically manage risk across the Epping Forest division is addressed by the production of this risk register as too are the requirements of the Charity Commission.
12. This document in turn will inform the collective risk across the department's business activities.

Appendices

- Appendix 1 – Epping Forest Risk Register

Keith French

Head Forest Keeper

T: 020 8532 5310

E: keith.french@cityoflondon.gov.uk

This page is intentionally left blank

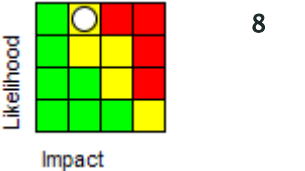
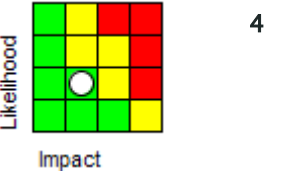
OSD EF Report

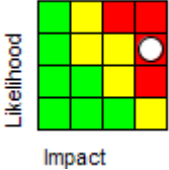
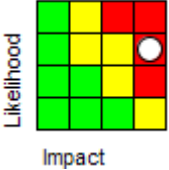
Report Author: Martin Falder
 Generated on: 21 August 2015

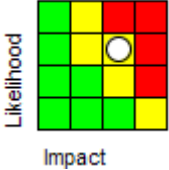
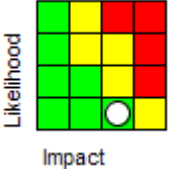


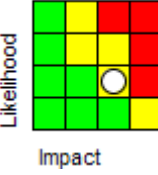
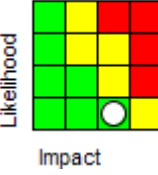
Code & Title: OSD Department of Open Spaces Risk Register 1 OSD EF Epping Forest 15

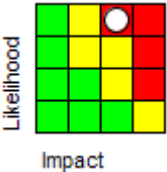
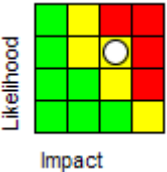
Risk No. & Title	Risk Description (Cause, Event, Impact)	Risk Owner	Current Risk Rating & Score	Risk Update	Target Risk Rating & Score	Target Date
OSD EF Epping Forest Page 83		Paul Thomson	12			

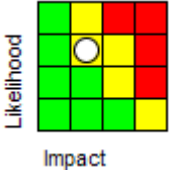
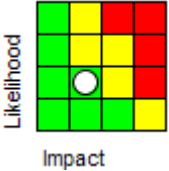
Risk No. & Title	Risk Description (Cause, Event, Impact)	Risk Owner	Current Risk Rating & Score	Risk Update	Target Risk Rating & Score	Target Date
OSD EF 001 Increase in Health and Safety incidents/Catastrophic Health & Safety failure	<p>Causes: Poor understanding and/or delivery of Health and Safety policies and procedures; Failure to link work activity with adequate procedures; risk assessments and safe systems of work not undertaken or completed incorrectly; inadequate appropriate training; failure to implement the results of audits.</p> <p>Event: Staff, volunteers contractors or licensees undertake unsafe working practices</p> <p>Impact: Injury or death of staff, volunteer(s), contractor(s) or licensee(s), volunteer or member of the public. Prosecution by HSE and/or Police; increased insurance premiums; harm to City's reputation. Fine from HSE</p>	Paul Thomson		Biennial Peer Review of Health (due Nov 2015) Contractor Protocol Introduced (April 2015) Annual licensee Health & Safety checks.		31-Mar-2016

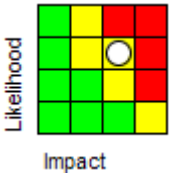
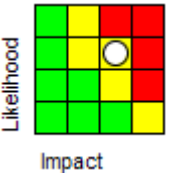
Risk No. & Title	Risk Description (Cause, Event, Impact)	Risk Owner	Current Risk Rating & Score	Risk Update	Target Risk Rating & Score	Target Date
OSD EF 002 Decline in Assets condition	Causes: Poor maintenance, failure to implement recommendations. Event: Failure to meet statutory regulations and checks. Buildings deteriorate to unusable/unsafe condition. Impact: Poor condition of Assets, loss of value, cost of repair. Fines from Local Authority, and other statutory bodies.	Paul Thomson	 24	Regular meetings with City Surveyors. Long term planning. Regular Asset inspections. Budget set aside for carrying out recommended works.	 24	31-Mar-2016

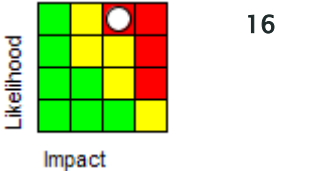
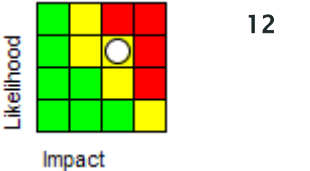
Risk No. & Title	Risk Description (Cause, Event, Impact)	Risk Owner	Current Risk Rating & Score	Risk Update	Target Risk Rating & Score	Target Date
OSD EF 003 Declining Site of Special Scientific Interest (SSSI)/Special Area of Conservation (SAC) Condition	<p>Causes: Lack of grazing pressure; Invasive Non Native Species (INNS); anthropogenic nitrogen deposition; atmospheric pollution; and climate change.</p> <p>Event: Unfavourable assessment by Natural England. (Due?).</p> <p>Impact: Decrease in % SSSI area in favourable condition (currently 35.42%); decrease in %SSSI area in unfavourable recovering (currently 48.24%); loss of grant funding; harm to City's reputation. Fines from Natural England and Defra</p>	Paul Thomson	 <p>12</p>	<p>Work programme focused on SSSI/SAC recovery Projects</p> <p>Countryside Stewardship Grant programme focused on Wood Pasture Restoration (until 2018)</p> <p>Heritage Lottery Fund programme investment in Grazing Expansion Plan 2013 to 2018</p>	 <p>4</p>	31-Mar-2016

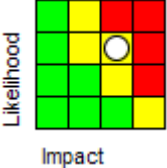
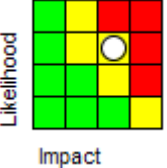
Risk No. & Title	Risk Description (Cause, Event, Impact)	Risk Owner	Current Risk Rating & Score	Risk Update	Target Risk Rating & Score	Target Date
<p>OSD EF 004 Raised Reservoirs</p>	<p>Causes: Inadequate design, insufficient prescribed maintenance, leaks compromising dam integrity, failure to implement Panel Engineer's Recommendations, failure to keep dams clear of vegetation; failure to maintain Blue Books, failure to evaluate large water body capacities; disputed ownership/responsibility for one LRR</p> <p>Event: Severe rainfall event resulting in overtopping of embankments, leading to erosion of dam and potential collapse</p> <p>Impact: Loss of life. Damage to downstream land/property. Litigation. Risk of prosecution. Reputational harm. Damage to/loss of habitat and associated rare species. Fines from EA</p>	<p>Paul Thomson</p>	 <p>8</p>	<p>Biannual Panel Engineer Inspections of 5 Large Raised Reservoirs(LLR) and 3 Monitored Sub-LRRs Works completed to eagle Pond (201?) and Highams Park Lake Dam LRR (2015) Scoping evaluations underway for Baldwins Pond and Birch Hall Park Pond Awaiting outcome of EA review of all EF LRRs Internal inspection regime (under H&SAWA) for RR under statutory thresholds. Eagle Pond outward dam toe to be surveyed. Temporary overflow fitted to Birch Hall Pond to stop risk of overtopping.</p>	 <p>4</p>	<p>30-Apr-2017</p>

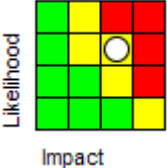
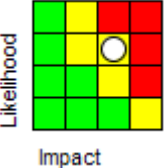
Risk No. & Title	Risk Description (Cause, Event, Impact)	Risk Owner	Current Risk Rating & Score	Risk Update	Target Risk Rating & Score	Target Date
OSD EF 005 Reductions in Grant Funding	<p>Causes: City of London facing austerity efficiencies; Revisions to EU 'Common Agriculture Policy (CAP) regulation; transition to Basic Payment Scheme (BPS) and UK interpretation and tightening of qualifying eligibility criteria.</p> <p>Event: Reduction deficit funding from the City of London; Reductions in direct grant available from the Environment Agency or Rural Payments Agency (RPA) to deliver agricultural/conservation activity, especially conservation grazing.</p> <p>Impact: Reduction in income. Reduction or cessation of agricultural/conservation activity, including negative impact on grazing partnership Reduction/loss of biodiversity.</p>	Paul Thomson	 16	<p>EF required to find further £492k of Local Risk savings/increased income Reduction of grant in the order of 10-12% has been made which has been offset by claims for other areas.</p> <p>Further regulation and inspections are likely to further constrain the ability to claim on commons available for grazing. Excess entitlements sold or transferred</p>	 12	31-Oct-2017

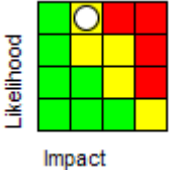
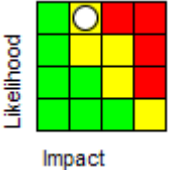
Risk No. & Title	Risk Description (Cause, Event, Impact)	Risk Owner	Current Risk Rating & Score	Risk Update	Target Risk Rating & Score	Target Date
OSD EF 006 Financial Management	Causes: Failure to deliver to spend profile may result in loss of budget; Lack of skills/capacity to deliver income generation projects; unrealistic initial targets and deadlines; Risk associated with reliance on CBT bid for much of year one savings Event: Division is unable to deliver spend to profile or income generation programmes to agreed targets and timescales. Adverse workload impact on service delivery Impact: Alternative savings from salaries required that may undermine core activities.	Paul Thomson	 6	Good budget profile performance for 2013/14 and 2014/15 SBR projects are currently not in line with required timetable. Aggregating and refining budgets to improve monitoring	 4	31-Mar-2016

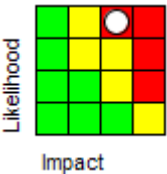
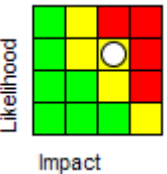
Risk No. & Title	Risk Description (Cause, Event, Impact)	Risk Owner	Current Risk Rating & Score	Risk Update	Target Risk Rating & Score	Target Date
OSD EF 007 Pathogens	<p>Causes: Lack of adequate controls on international trade encourages transmission of pathogens; inadequate site biosecurity; and spread of novel pathogens responding to changes in climate presence of suitable hosts.</p> <p>Event: Sites become infected by pathogens causing diseases which lead to the decline or loss of key species</p> <p>Impact: loss or decline of key species; temporary site closures; increased costs for biosecurity, monitoring and reactive maintenance. Threat to existing conservation status of sites, particularly those with woodland habitats.</p>	Paul Thomson	 <p>12</p>	<p>Biosecurity measures are in place for staff, volunteers and contractors.</p> <p>AOD/SOD Monitoring programme in place</p> <p>Massaria of London Plane monitoring in place</p> <p>Pilot treatments of Horse Chestnut infected with Bleeding Canker.</p> <p>A year of monitoring.</p>	 <p>12</p>	31-Mar-2016

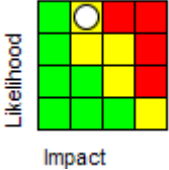
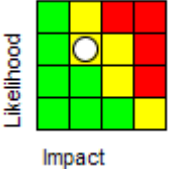
Risk No. & Title	Risk Description (Cause, Event, Impact)	Risk Owner	Current Risk Rating & Score	Risk Update	Target Risk Rating & Score	Target Date
OSD EF 008 Invasive Non Native Species (INNS) Page 91	<p>Causes: Lack of adequate controls on international trade encourages transmission of invasive non-native species; inadequate site biosecurity often through conscious public release of INNS within Forest</p> <p>Event: Sites become occupied by INNS which can lead to the decline, hybridisation or loss of key native species due to out-competition/disease transmission. Some INNs have health protection issues particularly moths producing urticating hairs and terrapins carrying <i>Salmonella</i> (DT 191a)</p> <p>Impact: loss or decline of key species; temporary site closures; increased costs of monitoring and control. Threat to existing conservation status of sites.</p>	Paul Thomson		Lackey/Brown Tail/Oak Processionary/Gypsy Moth monitoring programme in place Pilot treatments of Horse Chestnut infected with Leaf Miner Moth.		31-Mar-2016

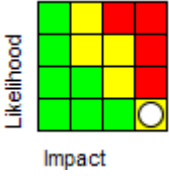
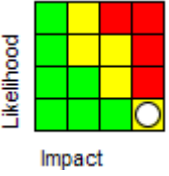
Risk No. & Title	Risk Description (Cause, Event, Impact)	Risk Owner	Current Risk Rating & Score	Risk Update	Target Risk Rating & Score	Target Date
OSD EF 009 Severe Weather Events	<p>Causes: Severe gale and storm events, prolonged precipitation/increased precipitation events or restricted precipitation increasing Fire Severity.</p> <p>Event: Severe weather events including periods of drought; flooding; gales; and increased Fires Severity.</p> <p>Impact: Risk of injury or death to staff, visitors, contractors and volunteers. Loss of habitat/public access and intensification of visitor pressure on other areas of Forest; Damage/loss of rare/fragile habitats and species; Incidents increase demand for staff resources to respond to maintain public and site safety; loss of species, temporary site closures; increased costs for reactive management.</p>	Paul Thomson	 12	<p>Weekly monitoring of Weather Warnings; Fire Severity Index; Hydrological Outlook and Water Situation Reports.</p> <p>Emergency Plan in place (to be reviewed (2016).</p> <p>Fire Plan in place and annual cutting of firebreaks (completed by Sept 2015)</p> <p>Annual hazardous tree survey to minimise tree failures</p>	 12	31-Mar-2016

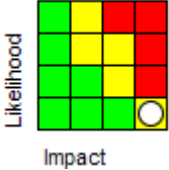
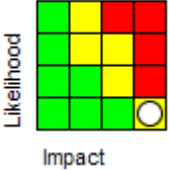
Risk No. & Title	Risk Description (Cause, Event, Impact)	Risk Owner	Current Risk Rating & Score	Risk Update	Target Risk Rating & Score	Target Date
OSD EF 010 Development Consents close to Forest Land	<p>Causes: Lack of suitable protections in EF Acts; Planning Authorities obligations to meet housing targets. Failure to monitor and challenge housing and other development plans. Lack of resources to employ specialist support or carry out necessary monitoring/research</p> <p>Event: Large housing; transport infrastructure or other developments on land affecting Epping Forest.</p> <p>Impact: Change in character to the context and setting of Forest Land. Potential increase in visitor numbers and recreational pressure. Increased in air, light and noise pollution and consequent potential decline in biodiversity and tranquillity. Further increases in traffic volumes on local road network.</p>	Paul Thomson	 12	<p>Current activity centres around Epping Forest District Council and duty to cooperate partners and reviews of Housing targets; Green Belt Review and Local Plan.</p> <p>Continued objection with partnership with other organisations to NGAR</p> <p>Continued scrutiny of four LPA weekly planning lists</p> <p>Watching brief and involvement in all relevant consultations.</p>	 12	31-Mar-2021

Risk No. & Title	Risk Description (Cause, Event, Impact)	Risk Owner	Current Risk Rating & Score	Risk Update	Target Risk Rating & Score	Target Date
OSD EF 011 Wanstead Park – Heritage at Risk Register	<p>Causes: Grade II* Registered Park and Garden Wanstead Park has been on the “Heritage at Risk” register since 2009, listed as in declining condition. Further restoration by four landowners is required to halt deterioration in condition and secure continued abstraction licence.</p> <p>Event: Failure to complete</p> <p>Impact: Continuing deterioration of at risk heritage features; education and interpretation opportunities missed; deteriorating state impacts negatively on the City’s reputation Fines from English Heritage in respect of listed buildings</p>	Paul Thomson	 <p>8</p>	<p>Hydrology Study completed identifying shortfalls in water budget</p> <p>Conceptual Options and Cost Plan to address Heritage at Risk being developed. Potential Heritage Lottery Bid to be considered by EFCC</p>	 <p>8</p>	31 – Mar – 2021

Risk No. & Title	Risk Description (Cause, Event, Impact)	Risk Owner	Current Risk Rating & Score	Risk Update	Target Risk Rating & Score	Target Date
OSD EF 012 Loss of Forest Land and/or concession of prescriptive rights	<p>Causes: Lack of single definitive reference point for Epping Forest boundaries and accesses.</p> <p>Event: Failure to recognise encroachments or legal limitation by the failure to act within a reasonable period of time.</p> <p>Impact: compromising statutory responsibility through loss of Forest Land to encroachment; concession of prescriptive rights and loss of potential income; significant costs and jeopardy of litigation in recovering rights; harm to City of London's reputation as Conservators</p>	Paul Thomson	 <p>16</p>	Initial Registration completed with Land Registry. Status of 32 disputed areas to be determined by Working Group and EFCC Legal advice to be sought on key issues Survey of wayleaves to be completed. Improvement in liaison and knowledge	 <p>12</p>	31-Mar-2016

Risk No. & Title	Risk Description (Cause, Event, Impact)	Risk Owner	Current Risk Rating & Score	Risk Update	Target Risk Rating & Score	Target Date
OSD EF 013 Loss of knowledge in skilled staff/Difficulties in recruitment	Cause: Previous reliance on memory-based rather than documentary records; Retirements amongst ageing workforce; Remuneration and benefits package increasing uncompetitive for market sector Event. Loss of knowledge and skills. Impact. Extra training needs, difficulty in recruitment or induction of new staff	Paul Thomson	 8	Succession Strategy in place	 6	31-Mar-2016

Risk No. & Title	Risk Description (Cause, Event, Impact)	Risk Owner	Current Risk Rating & Score	Risk Update	Target Risk Rating & Score	Target Date
OSD EF 014 Major Incident resulting in prolonged 'Access Denial'	Causes: Pandemic; Human error, mechanical failure or deliberate act of terrorism. Event: Major incident, terrorism,; evacuation of East London; aircraft crash; failure of underground services; major pollution incident from M25 Pollution from septic tanks or cattle buildings. Impact: damage to and loss of Forest habitat; threat to existing conservation status of sites; reduced income from licensees unable to trade; costs of remediation and staff engagement. Fines from EA for pollution incidents	Paul Thomson	 8	Local Authority Civil Contingency Plans Epping Forest Emergency Plan	 8	

Risk No. & Title	Risk Description (Cause, Event, Impact)	Risk Owner	Current Risk Rating & Score	Risk Update	Target Risk Rating & Score	Target Date
OSD EF 015 Public behaviour	Causes: Crime, irresponsible dog owners, rough sleepers, User conflict, trespass, alcohol. Event: Fly tipping, litter, dog fouling, dog attacks, abandoned/burnt out vehicles, traveller incursions, anti-social behaviour Impact: Bad PR, injury to visitors, insurance claims, police exclusion zones, rise in crime rates, illegal occupancy of Forest land. Increase in costs of managing public behaviour	Paul Thomson	 8	Fly tipping reward scheme Dog control orders now Public Space Protection orders. Local Authority and Police liaison around rough sleepers and travellers. Rough sleeper protocol(Aug 2015)	 8	

Committee(s)	Dated:
Epping Forest and Commons	7 September 2015
Subject: Epping Forest District Council Green Belt Review Stage 1: UPDATE	Public
Report of: Superintendent of Epping Forest SEF 37/15	For Decision

Summary

This report informs members of the response by the City of London to Epping Forest District Council's (EFDC) Stage 1 Report of its Green Belt Review (GBRR).

EFDC presented the Stage 1 Report on its GBRR to key stakeholders, including the Conservators, on 15th June. Following Committee approval of delegated powers to the Chairman your response was sent to EFDC by the deadline of 27th July 2015. This report provides both a summary of the key issues raised by the GBRR and an update on the response that was made on behalf of the Conservators.

Although welcoming the recognition of the importance of the Buffer Lands, concern is expressed about the way in which other land in the (Green Belt) GB units closest to the Forest boundaries has been assessed in terms of contribution to the GB. The response letter also highlights the need to prevent erosion of the GB around the hamlets of High Beach and Sewardstone and our concerns on the impacts of Loughton's sprawl despite the GB. The letter (**Appendix 1**) points to the need for a more substantive assessment of the quality of the GB at Stage 2.

Recommendation(s)

Members are asked to approve:

- further engagement by officers with Epping Forest District in making the case for the protection of Epping Forest and its surrounding GB units in the forthcoming Stage 2 of the Green Belt Review process.

Main Report

Background

1. The notion of a Metropolitan Green Belt (GB) was first produced by the Greater London Regional Planning Committee in 1935 and was included in the Greater London Plan of 1944. The Town and Country Planning Act 1947 and subsequent planning guidance led to the designation of GB by Councils around London. The last Essex County Council Structure Plan (2001-2008) confirmed the entire rural area of Epping Forest District Council (EFDC) as Green Belt, designating some 92% of the District's land area.

2. EFDC committed itself to a future GB review in its revised Local Plan Alterations (2006). Its GB boundaries have been almost unchanged since the 1980s.
3. Following the abolition of Regional Spatial Strategies, which previously set housing numbers for Local Authorities, the National Planning Policy Framework (NPPF) of 2012 obliges each Local Authority to include a five year housing supply figure in its Local Plan.
4. The EFDC GB policies have always been a key part of its Local Plan, including the aim of the protection of the Forest. The need to accommodate increased demands for housing would appear to be the key reason behind the GB review at this point.
5. EFDC presented its Stage 1 Green Belt Review Report (GBRR) to parish councils and other key stakeholders, including the Conservators of Epping Forest, at a meeting on 15th June 2015. The document at this stage was non-public.
6. The Stage 1 GBRR assessment was aimed at providing a high-level review of GB Land in the District against four of the five national purposes of the Green Belt. These national purposes were set out in the NPPF that was published by the Government in March 2012.
7. The five national purposes of the GB defined by the NPPF are as follows:
 - to check the unrestricted sprawl of large built-up areas;
 - to prevent neighbouring towns merging into one another;
 - to assist in safeguarding the countryside from encroachment;
 - to preserve the setting and special character of historic towns;
 - to assist in urban regeneration, by encouraging the recycling of derelict land and other urban land.
8. Of these five criteria only the first four were used to assess the suitability of the individual GB areas in EFDC. The fifth criterion was considered as a strategic issue for both London and the District, which could not be used with sufficient certainty to assess the suitability of an individual parcel of GB.
9. The issues of declining housing supply and increasing house price inflation in London over the past 30 years has prompted a reassessment of the value of the GB. The next review of the London Plan recommends that all Local Authorities review existing GB boundaries to reflect housing need. The City of London supports the position promoted by London First that GB boundaries should be altered to accommodate increased housing demand close to transport hubs, while safeguarding key protected sites such as Epping Forest.

Current Position

10. Reflecting the short timescale for response, your Committee of 6 July delegated responsibility to the Town Clerk, in consultation with the Chairman and Deputy Chairman, to approve a response by the Superintendent of Epping Forest to the Epping Forest District Council Stage 1 Green Belt Review.

11. The letter of response sent by the Superintendent on behalf of the Conservators under delegated approval from the Chairman and Deputy Chairman is attached as **Appendix 1** to this report.
12. The letter opens by emphasising Epping Forest's connection with the birth of the GB concept which was followed by the implementation of the GB around London in the 1950s.
13. In the City's response we remind EFDC that the protection of Epping Forest is a key Local Plan Policy and one that is not addressed by lone consideration of the NPPF criteria for GB.
14. Although acknowledging that periodic GB review is necessary the City makes clear that Stage 2 of the GBRR must consider existing Local Policies and that the protection of Epping Forest should be foremost amongst them. In addition the response voices the concern that such a review should not be directed by concern for housing numbers alone as this would distort the process and could undermine the basis of the GB in the District.
15. The response welcomed the recognition of the Epping Forest Buffer Lands as an absolute constraint on development and the fact that they and Epping Forest Land are given equal weight to statutory designations for the purposes of the review process.
16. The division of the GB into units based around the settlements and landscape character of the District is accepted as a methodology (see the attached **Appendix 2**). However, concern is raised with regard to assumptions within the study's methodology, particularly that physical features like major roads and rivers are defensible boundaries that would prevent urban sprawl.
17. The response challenges the assertion that Loughton (population 31,106 – 2011 census) could be considered a small settlement when it is in effect a large town (population 20,000 – 100,000), especially given its continuous connection to the London Borough of Redbridge. This point also re-emphasises the fact that physical features, like the Central Line, do not stop sprawl.
18. In addition, the response also argues that there must be considerations made of the quality of the GB and its constituent units, especially in terms of their landscape quality including ancient features associated with the Forest.
19. With regard to the philosophical basis of the study, the response recognises that implicit to the methodology is a likelihood that not all GB units will meet their stated purpose. It is recognised that the narrow section of GB north of Buckhurst Hill, consisting primarily of Buffer Land at North Farm, has failed to check the urban sprawl of Loughton. However, the response makes strong representations that the hamlets of High Beach and Sewardstone should not be considered for and further assessment, let alone development, given their key locations adjacent to Forest boundaries and important expanses of unspoilt, wildlife-rich countryside.

20. The response promotes an alternative view on Sewardstone and High Beach that the GB boundaries should be allowed to “wash over” these settlements thereby fully integrating them within the protected landscape around the Forest, rather than seeking settlement envelopes being developed within the GB.
21. Finally, returning to the constituent GB units the response queries the assumptions that the GBRR makes in coming to the aggregate scores for those units surrounding Forest Land. The City makes clear its concern that the mapping of the units for further assessment will provide an incentive for driving inappropriate development in the absence of a new Local Plan.

Options

22. Epping Forest District Council will proceed with Stage 2 of the GBRR following publication of the initial study to a public consultation timescale that is yet to be advised. Following this assessment against the NPPF purposes, a number of constraints will be applied as part of the Stage 1 study to enable further assessments of these areas in the Stage 2 report. A further detailed response will be required by the City to the recommendations in the Stage 2 consultation.

Proposals

23. It is proposed that, should the GBRR Stage 2 response timetable close before the November 2015 or January 2016 Committee report deadlines, the Town Clerk with the Chairman and Deputy Chairman are delegated the authority to approve a full written response on behalf of the Conservators to support the integrity of the GB around the Forest and to object to boundary changes to GB parcels which might allow future developments to damage the ‘natural aspect’ of the Forest and its environs.

Implications

24. **Financial** - External consultancy support was not commissioned to support the preparation of the response letter. The only Local Risk Implication has been officer time.
25. **Legal** -The Epping Forest Acts 1878 and 1880 pre-date planning legislation that has been a key legislative feature of the following century. While Section 7 (1) of the Acts obliges the City to keep Epping Forest ‘uninclosed and unbuilt on’ this would not form a protection from compulsory purchases without the benefit of subsequent legislation regarding Site of Special Scientific Interest and the Special Area of Conservation, which cover 1,728 hectares (4,270 acres) and 1,605 hectares (3,966 acres) of the Forest respectively. To maintain the wider context and setting of the Forest, the City of London relies heavily on GB designation.

Conclusions

26. The Green Belt Review Report (GBRR) produced on behalf of EFDC as Stage 1 of its revision of the GB boundaries provides cause for concern for the protection of Epping Forest and its surrounding ancient landscape. Many of the District GB units that surround the Forest are flagged for further assessment by the report and the Conservators' response queries some of the assumptions behind this allocation, as well as raising concerns that the further assessment itself might temporarily destabilise the protection of the Forest. Your response puts forward key arguments opposing some of the conclusions of the GBRR and makes the case for a Stage 2 review that will consider the quality of the GB and its essential support for the purposes and character of the Forest.

Appendices

Appendix 1 – Letter of Response to Cllr Richard Bassett

Appendix 2 – Green Belt Review Parcel Boundaries

Dr Jeremy Dagley MCIEEM

Head of Conservation, Epping Forest

T: 020 8532 5313

E: Jeremy.dagley@cityoflondon.gov.uk

This page is intentionally left blank

Open Spaces Department

Sue Ireland BSc, MSc, MIPGS
Director of Open Spaces



Telephone 020 8532 5300

Email paul.thomson
@cityoflondon.gov.uk

Date 24 July 2015

Cllr Richard Bassett
Planning Policy Portfolio Holder
Civic Offices
High Street
EPPING
Essex
CM16 4BZ

Dear Cllr Bassett

Ref: Comments on the Green Belt Review Stage One report (June 2015) (GBR)

The City of London Corporation is appointed by the Epping Forest Acts 1878 and 1880 as the Conservators of Epping Forest. Epping Forest is an IUCN Category IV Protected landscape comprising of a major Site of Special Scientific Interest (SSSI) and Special Area of Conservation (SAC). Epping Forest is also both the District's, and London's, largest public open space receiving some 4.2 million visits each year.

The City of London welcomes your Council's formal recognition, under paragraph 1.3 – Environmental Constraints, of both the statutory protection extended to Epping Forest's designated and non-designated sections, and its associated Buffer Lands as an absolute constraint to development given their important role in protecting the internationally-important Forest over the past 60 years.

Chapter 2 History of the Green Belt and Local Green Belt Policy

History of the Green Belt: we are pleased to see that the report provides some important context for the Green Belt given its importance to the District. In addition, as Epping Forest was one of the inspirations for the Green Belt principle, beginning with the First Report of the Greater London Regional Planning Committee 1929 and its 'green girdle' around London, followed by the County of London Plan 1943 which first implemented the notion of a 'Green Belt'. The Green Belt has been a successful national and international planning policy, and, Epping Forest's early influence on the concept is certainly something which should be properly recognised.

Local Green Belt Policy: we wholeheartedly agree with and support the statements made under para 2.9, in particular the quoted EFDC Local Plan paragraph 5.12a. The Conservators also attribute very great importance to the character of the Green Belt and this has been demonstrated both by our consistent support of your Council's Local Plan Green Belt Policies and, even more emphatically, by our acquisition and management of the Epping Forest Buffer Lands.

Chapter 3 – Exceptional Circumstances

The Conservators accept (paras 2.10 & 3.3 of the GBR) that the cyclical review of the Green Belt is necessary within the District, provided that the focus of the review is the purposes of the Green Belt as opposed to purely housing pressure.

Chapter 4 – Current Status of the Green Belt within the District

Appraisal of GB parcels: whilst the Conservators accept that at this Stage One of the Review it is rational and defensible for the appraisal of the GB parcels to be against the first four published National Policy Planning Framework (NPPF) criteria (the purposes of GB), we do not accept or expect Stage Two assessments to be conducted without a more comprehensive assessment of the character and quality of the GB parcels and their important local purposes, particularly fulfilling your Local Plan GB policies. In particular, given the Forest's immense importance to the District as an open space and ecological biome, we would expect a comprehensive assessment and scoring of each parcel's function in protecting and buffering the Forest from future inappropriate and adverse development.

Alongside this proviso, we have concerns over the methodology of Stage One and the way in which the criteria have been applied or interpreted for particular parcels. A general concern is the reliance on the 'Defensible boundaries' (Appendix 2). It is not at all certain that some of these boundaries would prevent 'sprawl' for example. The development of Enfield Island (LB Enfield) and the Meridian Way development to its east within EFDC (both with footbridge links to neighbouring developments) suggest 'sprawl' can take place even with physical obstacles including industrially-contaminated land. Loughton and the Central Line is another case in point within the District. Furthermore, motorways do not necessarily prevent sprawl given some oft-mooted plans for ribbon developments along motorway corridors like the M11. The developments around Junction 25 of the M25 are an example nearby.

Reservations and concerns for specific parcels will be set out in some of our comments below.

Chapter 5 District-Wide Analysis of Appraisal Results

Purpose 1 - To check the unrestricted sprawl of large built-up areas

We query why Loughton is not included along with Cheshunt and Hoddesdon and Chingford (part of London) as a large-built up area given its population size and its direct links through Buckhurst Hill to Woodford and the London Borough of Redbridge. In respect of this we would propose much of the Forest parcel DSR-054 as **strong** in preventing Loughton's 'sprawl'. This is especially relevant given that the neighbouring GB parcel of Forest DSR-057 is scored **relatively strong** because it prevents Chingford's (i.e. London's) northward 'sprawl'. Loughton is the largest urban location in the District by population and is as continuous with London as Chingford is given the housing all the way along the Central line. DSR-054 is the only reason that it (and London) has not sprawled out further still. DSR-042 would similarly be considered **strong** just as it is for Purpose 2.

Purpose 2 – To prevent neighbouring towns merging into one another

We would repeat our reservations about the motorways and the Central Line being strong defensible boundaries (see the GBR para 5.17). Without GB parcel protection this would not seem to be the case given our evidence above, in particular the continuous development to the east of the Central Line between Loughton and Woodford (London). Therefore, whilst we support the designations of DSR-054 and DSR-042 in Figure 9 of the GBR we would request that DSR-043 and DSR-044 are reconsidered as *strong*. DSR-043 contains Buffer Lands at Great Gregories and DSR-044 south of Epping is most important with the Forest Land at Sheppard's Meadows.

Purpose 3 – To assist in safeguarding the countryside from encroachment

In general we very much welcome the clear recognition of the success of the Green Belt parcels in supporting this vital purpose. One major beneficiary has been Epping Forest which, of course, is very special, irreplaceable ancient countryside that also defines the District. As stated above, although we accept the use of the four-purpose criteria in Stage One we consider that it would be unsustainable to continue with Stage Two or any further assessments of the GB parcels without criteria that prioritise the importance, vulnerability and quality of the landscape being protected by the parcels.

We do not support the apparent conclusion from para 5.25 of the GBR that 'visually significant slopes' are sufficient protection of the countryside that allow the Green Belt purpose to be less important in these areas. For example, in the case of DSR-054 this argument cannot hold as the slope in question is the Epping Forest ridge: – the Forest's public open space from which any such developments can be viewed and which would clearly have injurious impacts on the "natural aspect" of the Forest which is to be protected by the Conservators under the Epping Forest Act 1878 and for which we seek support from EFDC through the Local Plan. Therefore, in relation to these points we do not accept the downgrading of the whole of DSR-054 (Forest Land) just because of the topographical argument.

We also have concerns that previous poor consent decisions made contrary to Green Belt Policy is being used to support the downgrading of scores. While we would accept that the 9.61ha development, to which we have previously objected, has had an impact on this area of Forest, but such an "error" in the planning process could be argued as making the remainder more precious rather than less valuable. Inconsistent consents should not be compounded by reducing the protection criterion of the whole of a Green Belt parcel of this size. We would however accept that on a relative Green Belt/development ratio, the Great Woodcote Park estate and the adjoining ribbon development on the Loughton Way/Valley Hill/Oakwood Hill axis has compromised the overall buffering impact of the North Farm site within DS-054.

In a similar vein we object to the downgrading of DSR-059 to only moderate because of the incursions at either end of the parcel (Meridian Way) and Gilwell Hill which again were subject to strenuous objection. The remaining countryside area of is enormous importance to the quality of the Forest's surrounding landscape and contains important wildlife habitats. DSR-059 still retains a purpose, although we would accept that this may be as a parcel of a different size and shape. Any further assessment should not, therefore, be made in relation to considering development here, which could result in harmful ribbon development and unsustainable traffic generation, but rather in considering how the parcel boundaries should be re-drawn and re-configured (as in para 6.1 (i) of the GBR).

Aggregated Scores

Given our comments above we do not support the aggregated scoring for parcels DSR-042, DSR-043, DSR-044, DSR-054, DSR-058 and DSR-059.

We are also most concerned that the aggregate score for DSR-068 north of Waltham Abbey should score so low when this is of key importance to the countryside of the Cobbins Brook and the ancient Green Lanes to its north within the Forest. This latter parcel's low scoring seems only to be on the basis that Waltham Abbey is not considered part of a large built-up area even though more or less contiguous with Waltham Cross and Enfield (and the new development at Meridian Way).

Chapter 6 – Broad Locations for further assessment

We reiterate our welcome for the inclusion (para 6.3 of the GBR) of non-designated Epping Forest land and the Epping Forest Buffer Lands as absolute constraints alongside the statutory designations of Special Area of Conservation (SAC) and Site of Special Scientific Interest (SSSI). In terms of the protection of the SAC it is worth at this point emphasising your Council's role as the 'competent authority' in regards to the Habitats Regulations 2010 and the assessment of the likely impact of developments (alone and in combination) on Epping Forest SAC.

Settlements

We welcome the fact that although Sewardstone scored 7 in the Settlement Hierarchy Technical Paper (SHTP) assessment it was downgraded to a 'hamlet' on the basis of its lack of a centre and poor services. The ribbon development along Sewardstone Road is of considerable concern, hence our comments above about the need, in our view, to consolidate the GB parcel boundaries of DSR-059.

Settlements for further Green Belt Review

Given the above therefore, we can only object to the inclusion of the hamlets of High Beach and Sewardstone in the Stage Two Further Assessments. As a hamlet Sewardstone does not seem to merit further assessment and the steps taken to add it to the list of 22 settlements in Figure 17 are not clear given its downgrading. This hamlet should remain with the GB boundaries "washed over it" as with other hamlets in the District. At the very least the GB boundaries should only be altered to recognise the existing development but not to allow any further unsustainable growth.

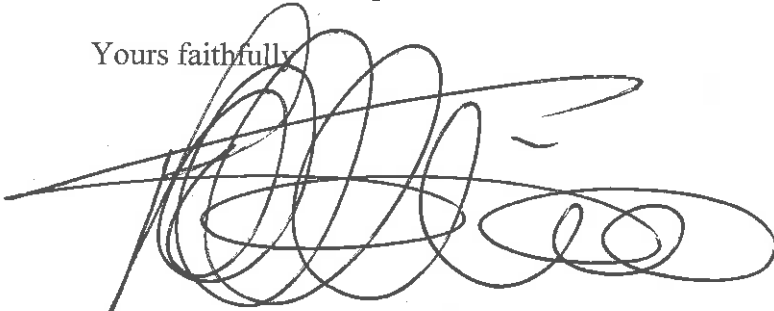
Of even greater concern is the inclusion of the hamlet of High Beach (score of 4 in the SHTP) for further assessment. The reason given in paragraph 6.2 is that there are "concerns around the potential erosion" of GB policy. We do not consider that this area is suitable for development given its juxtaposition to Epping Forest SAC/SSSI and, therefore, cannot be considered for potential release for development under para 6.1 (iii). However, given that it is a hamlet of limited extent we can also see no purpose to GB boundary amendments which might weaken the protection of the countryside and Epping Forest (para 6.1 (i)). We, therefore do not see a purpose in a continued confirmation of this land as GB under para 6.1 (ii) reasoning. It would seem to us absolutely clear that the land should remain in the Green Belt and no further "erosion" should be allowed.

Chapter 7 Conclusions and Stage Two Further Assessments

Finally, we would like to express our concern with regards to the overall impact of the mapping of areas for further assessment for Stage Two. Given that this Green Belt review has been driven to a large extent by concerns over the capacity of the District to accommodate housing the identification of these areas may well act to create "hope value" on land within these areas of Green Belt and inadvertently undermine the strength of the GB here. It may well lead to housing applications on inappropriate areas but which may well be taken to appeal, if refused, given the uncertainty over the land.

The areas for further assessment now surround the Forest despite its importance for landscape character, wildlife and as an open space protected for its "natural aspect". At the moment the process of Green Belt analysis seems to be temporarily undermining what has been over 50 years of successful and vital protection for the Forest. Therefore, we would urge your Council to expedite the Stage Two process both to remove the uncertainty and also to ensure strengthened protection for this irreplaceable natural asset.

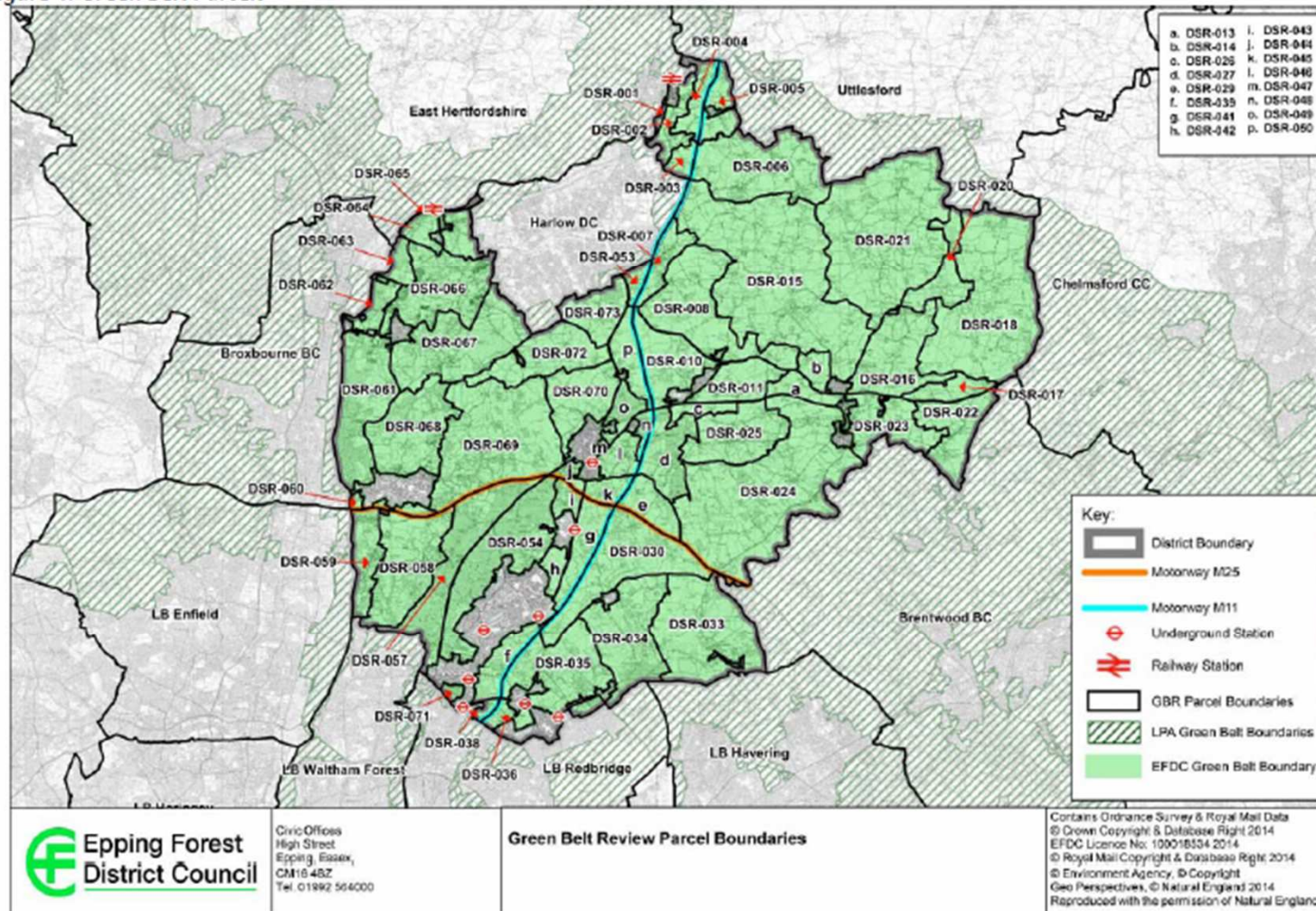
Yours faithfully

A large, complex handwritten signature in black ink, consisting of multiple overlapping loops and a long horizontal stroke extending to the left.

Paul Thomson BSc MA MCIMSPA
Superintendent of Epping Forest

This page is intentionally left blank

Figure 4: Green Belt Parcels



This page is intentionally left blank

Committee(s)	Dated:
Epping Forest and Commons	07/09/2015
Subject: LBWF Mini Holland Project – land dedication at Lea Bridge Road.	Public
Report of: Superintendent of Epping Forest SEF 38/15	For Decision

Summary

In March 2015, your Committee received report SEF 12/15 LBWF Mini Holland Project - Whipps Cross Roundabout/Lea Bridge Road remodelling works, which outlined the final design for the remodelling of this junction, located on Forest land dedicated to highway.

Since then the traffic modelling exercise has been completed and the outcome has resulted in some proposed changes to the outer margins of the junction. The change impacts on Forest land. The remodelling permits the return to Forest land of a previously dedicated to highway totalling an area of 1875m² (0.463 acres). This report requests permission for approximately 24m² required land to be dedicated to highway to accommodate the amended design, reducing the net gain to 1851m² (0.457 acres).

The proposed design has no direct financial implications for the City of London and represents an improvement in access to the Forest for pedestrians and cyclists. The proposals are in line with the City of London's policy to promote sustainable transport and the Conservators' aim to provide 'improved accessibility to the Forest for all users especially those arriving by public transport, on foot, bicycle or horse-back'.

Recommendation(s)

Members are asked to:

- Receive the design amendments for the remodelling of Whipps Cross junction with use of Forest land at Lea Bridge Road.
- Approve the dedication of land at Lee Bridge Road (24m²) for highways purposes to facilitate the borough's aspirations to improve the Whipps Cross junction for pedestrians and cyclists and as a consequence improve Forest access, subject to 1875m² to the east of the junction ceasing to be highway and being returned to Epping Forest.
- Authorise all deeds and agreements with the highway authority as are required to dedicate the land at Lea Bridge Road (24m²) as highway, and to secure the return of the formerly dedicated land (1875m²) to the Forest.

Main Report

Background

1. In March 2014, London Borough of Waltham Forest (LBWF) was successful in its bid for 'Mini Holland' funding from the Mayor of London and Transport for London (TfL). The £30m 'Mini Holland' programme aims to transform the borough making it more cycle friendly and encouraging people to take up cycling and walking as their chosen transport method. It aims to improve safety on main roads, create new public spaces, ease congestion and improve air quality.
2. Whipps Cross Roundabout and Lea Bridge Road represent a significant barrier to local residents wishing to access the Forest. Proposals aimed at improving access for cyclists would also benefit Forest users accessing Leyton Flats on foot.
3. As part of the Mini Holland bid, LBWF produced initial proposals for 'a new Cycle Super Highway along the length of Lea Bridge Road, with a radical rework of the Whipps Cross Roundabout'. Around £3.5m was originally budgeted for these changes. In March 2015, your Committee received report SEF 12/15 LBWF Mini Holland Project - Whipps Cross Roundabout/Lea Bridge Road remodelling works outlining the design for the Whipps Cross Roundabout remodelling.
4. Forest land at Whipps Cross Road was dedicated to highway for tramway use in an agreement with Urban District Council of Leyton dated 25 January 1923. The use of the London tramways ceased in the 1950s but land did not return to Forest at that time.
5. With the consent of your Committee, the 'tramway' highway dedicated land was used to construct the Transport for London/ Olympic Delivery Authority (TfL/ODA) Greenway cycle route, in 2011, at a cost of £190,000.
6. Forest Land at Whipps Cross Roundabout, Walthamstow, was the subject of a dedication agreement for Highways Purposes with The Mayor, Alderman and Burgesses of the Borough of Leyton in 1939. The roundabout is wholly situated on former Forest land dedicated to highway and any junction remodelling for highway purposes is permitted under the existing dedication.
7. Your Committee resolved that Epping Forest Officers should attend key stakeholder meetings and review designs, to ensure that plans were in the best possible interest of Epping Forest and its visitors.
8. The cycle-friendly proposals are in line with the Conservators' position of both supporting recreational cycling and encouraging sustainable methods of transport to access the Forest.

Current Position

9. The final design of the junction underwent traffic modelling assessment by Transport for London (TfL). Engineers were content that the new junction design did not negatively impact local traffic flow.
10. Further traffic modelling to identify the effects on the wider area traffic flow, from Hackney to the North Circular (A406) have now been completed.
11. To provide sufficient capacity and allow for the continuation of two lanes for traffic travelling north east from Wood Street and Whipps Cross Road onto the Lea Bridge Road and vice versa, there is a need to extend the scheme east to tie in the proposed carriageway alignment using a section of the central grass verge. 24m² of this grass verge land is not currently dedicated to highway (Appendix 1).
12. A public consultation ran between the 22 June 2015 and the 21 July 2015 to assist the borough planners with their public realm improvements, including the bus facilities required by TfL and any potential community building.
13. LBWF aim to have the remodelling works completed by the end of the financial year 2016/17. This will cause some disruption for Forest staff and users.

Options

14. The revised design permits the return of 1875m² (0.463 acres) of existing highway dedicated land to extend the Forest, increasing accessible open space in the area but requires the sacrifice of 24m² of Forest land to highway dedication. This is an overall gain of 1851m²(0.457 acres).
15. Land to the east of the junction, marked as 'Increase in Hollow Pond area' (Appendix 1), will be returned to the City of London by LBWF.
16. **Option 1:** Dedicate the required area of land, for the purposes of highway, permitting the traffic flow required for the remodelled junction. This sacrifice is mitigated by the area of land (1875m²) being returned to Forest to the east of the junction. The overall increase in accessible open space and the improved pedestrian and cycle friendly access is favourable. Aside from the increased cost of maintenance of returned land, there are no direct financial implications for the City of London, with the exception of staff time. **This option is therefore recommended.**
17. **Option 2:** Seek to negotiate with London Borough of Waltham Forest the return of the Forest Land currently dedicated to highway, previously used as tramway, in addition to the proposed 1875m². This negotiation would see the City take control of that land and the refreshment facility known as the Log Cabin. This option provides the City of London with potential income opportunities from the log cabin facility however, the long-term maintenance of the cycleway could counteract any small income generation. **This option is not recommended.**

18. **Option 3:** Refuse the land dedication. This will impact negatively on traffic flow in the local area and would likely attract negative publicity for the City and Epping Forest. Furthermore, if it is identified that LBWF require land to the east of the junction to ease traffic congestion as an alternative, they may not agree to stop up this area and return it to Forest. There are no direct financial implications for the City of London, but this course of action may attract negative publicity for the Conservators and may not see land returned to City of London control. **This option is not recommended.**

Proposals

19. To align the carriageway on Lea Bridge road using the existing grass verge to accommodate the continuation of two lanes of traffic. A total area of 510m², with 486m² covered by an existing highway dedication.
20. LBWF would like to commence the remodelling in January 2016, subject to agreement to use Forest Land by your Committee.
21. Officers to work with LBWF to put in place the necessary arrangements required to implement the proposals, and to protect the interests of the Forest.
22. The Superintendent will continue to liaise with LBWF on plans for the central refuge area, which will be subject to future approval by your Committee.

Corporate & Strategic Implications

23. **City of London Corporate Plan 2013-2017:** The remodelling of the roundabout complies with the strategic aim 'To provide valued services to London and the nation.' It is also in line with Key Performance Priority 4: 'Maximising the opportunities and benefits afforded by our role in supporting London's communities'.
24. **City of London Sustainability Policy:** The remodelling would also comply with the following elements of the City's Sustainability Policy:
- i. EN 7 – Reduce the negative impact of transport on the environment.
 - ii. EN 14 – Protect, maintain and enhance open spaces, and other areas with landscape, wildlife or historical interest on all the property it manages, in partnership with the local community.
 - iii. SO 1 – Enhance and encourage preventative health services, activities and education.
25. **Forest Transport Strategy:** The final design is in line with the Forest Transport Strategy, which aims to provide 'improved accessibility to the Forest for all users especially those arriving by public transport on foot, bicycle or horse-back'.

Implications

26. The overall 'Mini Holland' scheme is expected to cost LBWF £30m, though most of these costs are not associated with the Whipps Cross Roundabout remodelling. The remodelling of Whipps Cross Roundabout and the surrounding

associated highways is currently estimated at £3.5 million. The majority of the funding comes from the GLA (Greater London Authority) and TfL.

27. **Financial:** Financial implications for the City of London are limited to staff time liaising with LBWF and compliance with legal requirements. There will be additional costs associated with the restoration and maintenance of the portion of Leyton Flats land returned to the City of London, which will be met from the local risk budget.
28. **Legal:** Section 7 - the protection of Forest Land and Section 33 (iv) - power to dedicate land to highways.
29. **Property:** Land to the east of the junction, marked as 'Increase in Hollow Pond area' (Appendix 1), will be returned to the City of London by LBWF.
30. A review of historic highway dedications conducted by City Surveyors (Appendix 2) indicates that the Lea Bridge Road carriageway alignment proposal sits within the existing highway dedication, with the exception of 24m² (shown in blue).
31. LBWF will be responsible for the maintenance of the additional open space within the current dedication, specifically all verges, the revised central refuge and the area marked as 'New Urban Park Space' would remain dedicated to highway.
32. Any proposals which go beyond the scope of existing highway dedication agreements, such as LBWF's potential proposals to provide facilities for bus drivers and/or the public, would be subject to a subsequent report to this committee.

Conclusion

33. The proposed design for the remodelling of Whipps Cross Roundabout and Lea Bridge Road requires an area of Forest land to be dedicated for highway purposes if the scheme is to align with existing carriageway and cope with traffic flow.
34. The revised design permits the return of 1875m² of existing highway dedicated land to extend the Forest and increase accessible open space in the area but requires the loss of 24m² of Forest land to highway dedication. This is an overall gain of 1851m².
35. The proposed plans are in line with the City of London's position of encouraging sustainable transport methods of access to the Forest, including cycling. The new design for the junction would therefore be in the interests of the Conservators and Forest users.

Appendices

- Appendix 1 – Lea Bridge Road – A Street for Everyone
- Appendix 2 – Lea Bridge Road - Proposed Carriageway widening

Background Papers

SEF 12/15 LBWF Mini Holland Project - Whipps Cross Roundabout/Lea Bridge Road
remodelling works

SEF 12/14 Epping Forest & Commons Committee Report: Whipps Cross
Roundabout Highway Dedication Scheme

Waltham Forest Council Mini Holland Bid Document, December 2013

Laura Lawson

Projects Officer

T: 020 8532 5334

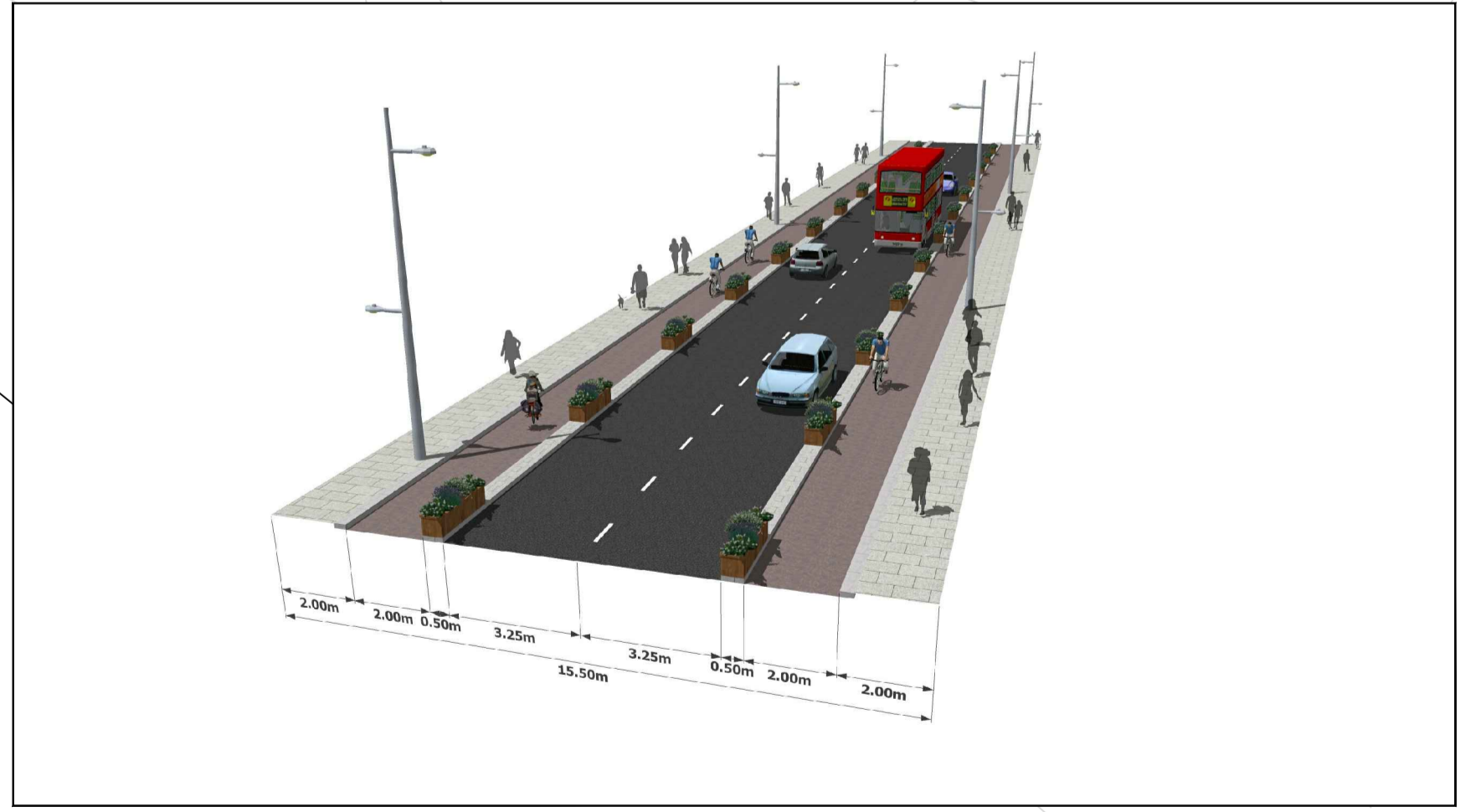
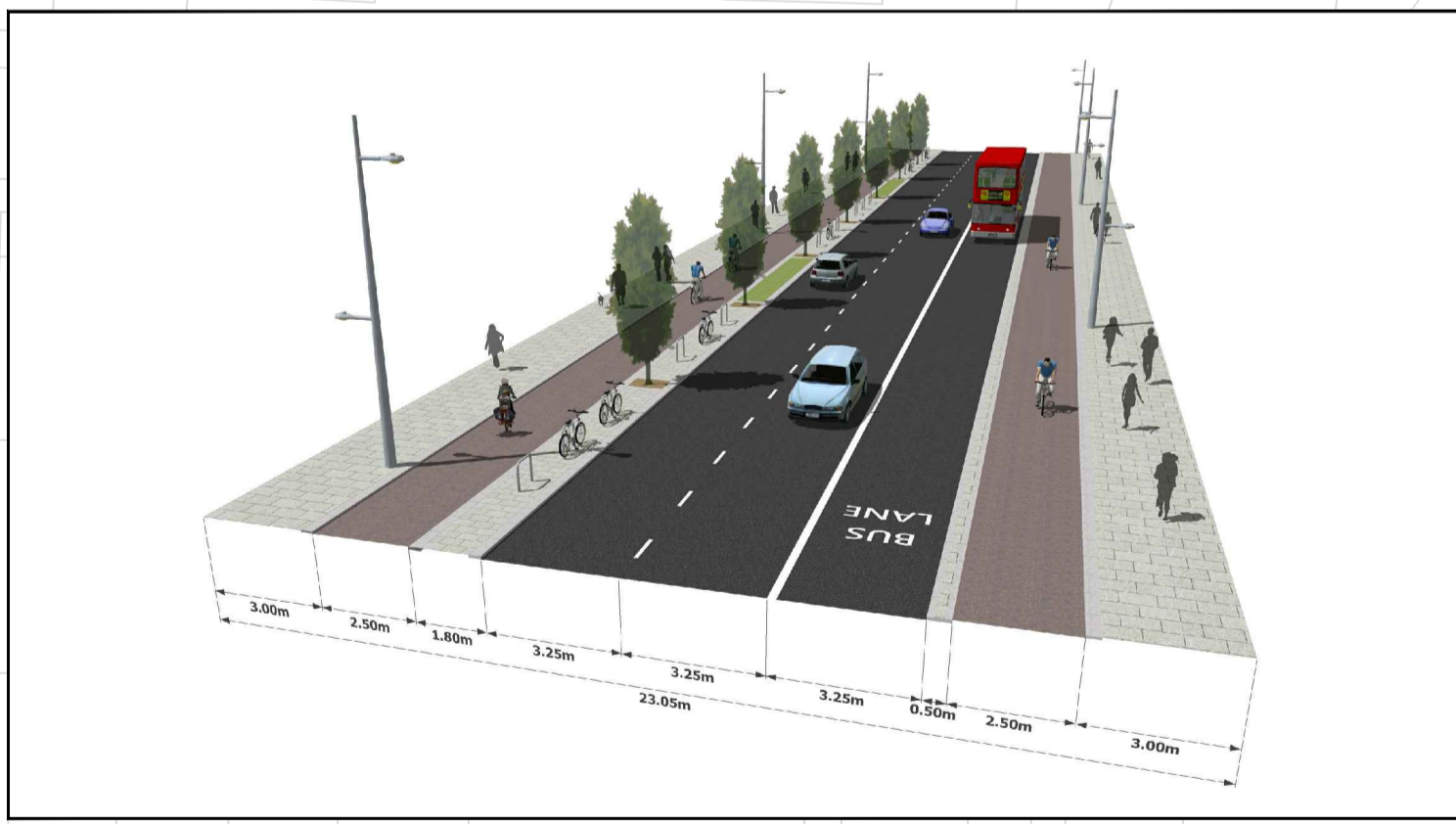
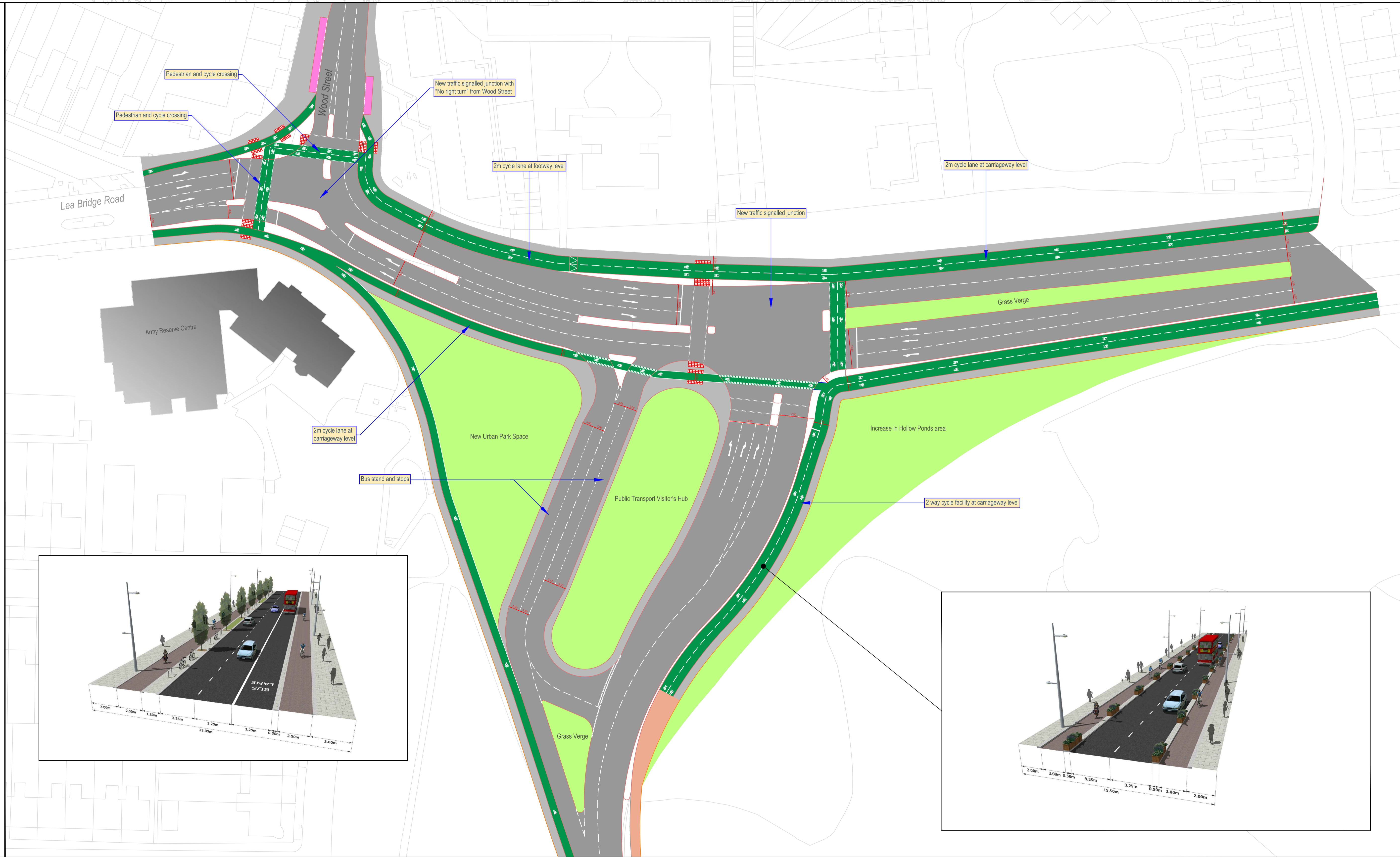
E: laura.lawson@cityoflondon.gov.uk

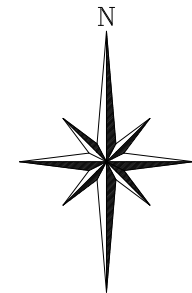
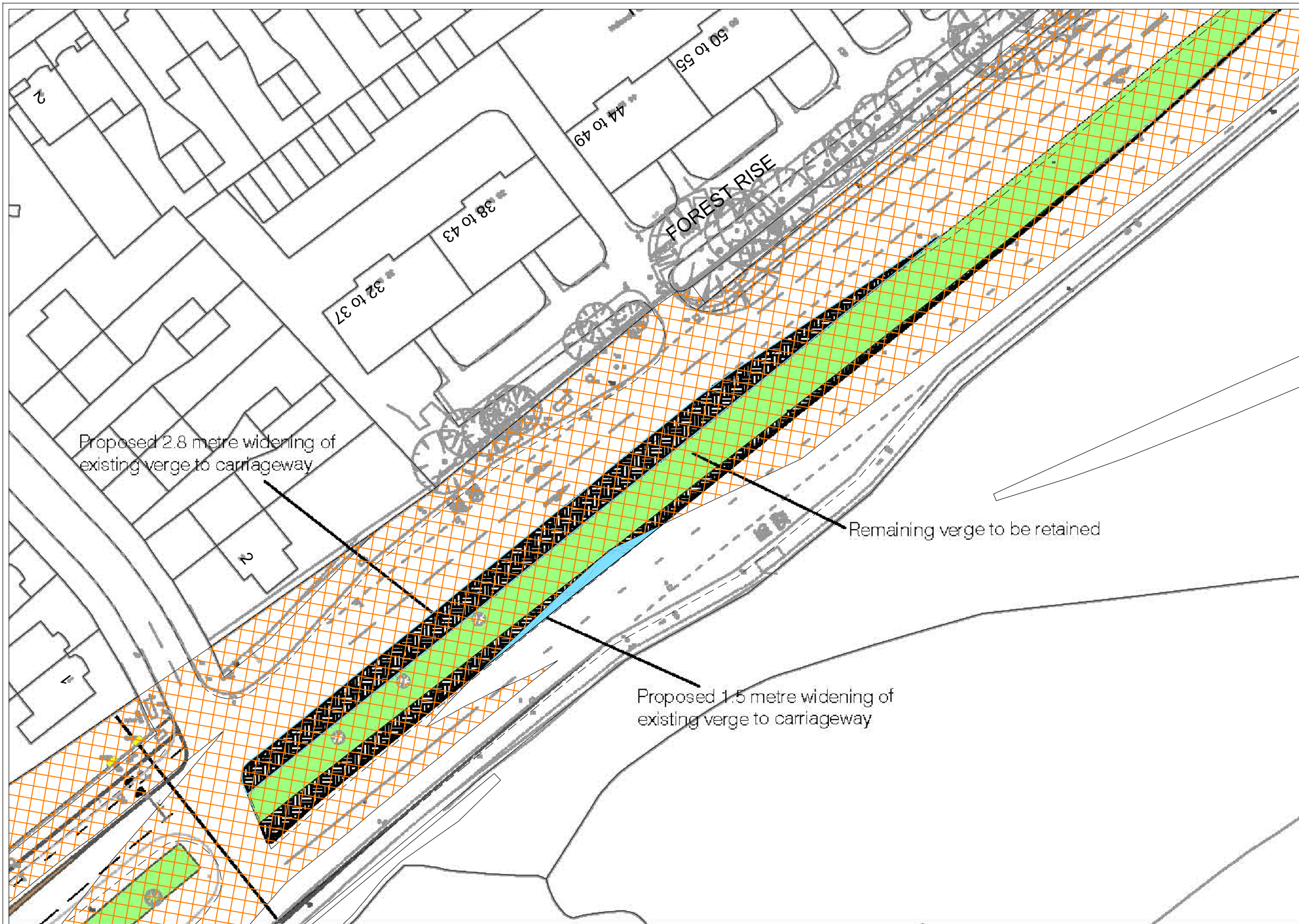
Location Plan

Whipps Cross Roundabout

Key:

- Footway
- Cycleway
- Carriageway
- Parking Bay
- Floating Bus Stop
- Raised Area
- Shared Area
- Green Space





- Amalgamation of Dedications by the City of London (1902-1963)
- Area required for carriageway not currently dedicated by the City of London (1902-1963)

The orange hatched area "Amalgamation of Dedications by the City of London (1902-1963)" is a combination of numerous dedications the plotting of which are based upon various generations of mapping.
 The scan "Proposed Carriageway Widening" has been provided from the London Borough of Waltham Forest via Epping Forest Open Spaces.

Rev	Drawn	Date



P.G.Bennett, MA (Cantab) FRICS
 City Surveyor

CITY SURVEYOR'S DEPARTMENT
 Property Projects Group :
 Plans & Research Section

Address :

 Whipps Cross Roundabout,
 London, E11.

Title :

 Overlay of Proposed
 Waltham Forest Scheme
 Location Plan

Print scale : 1:1 @ A3	Drawn by : MJB
Date : Jun 2015	Pro code UPRN
Drawing No : 3-C-38109-08	
Revision	

PROPOSED CARRIAGEWAY WIDENING

Lea Bridge Road

Based upon the Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office © Crown Copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. City of London 100023243 2014.

This page is intentionally left blank

Committee(s):	Date(s):
Epping Forest & Commons	7 th September 2015
Subject: Superintendent's Update	Public
Report of: Superintendent of 'The Commons'	For Information
Summary	
<p>This report provides a general update on issues across the nine sites within 'The Commons' division that may be of interest to members and is supplementary to the monthly email updates.</p>	
Recommendation	
<p>Members are asked to note the contents of this report.</p>	

Planning

1. The Conservation Officer continues to liaise closely with Natural England to arrange a conference and workshop concerning the impact of planned developments on sites of high nature conservation value. Speakers and participants are now attending from across England with the disciplines of conservation, planning and construction, well represented. The anticipated audience has grown from 20-30 to 30-40 participants. The conference takes place on 23rd September 2015
2. Phase 2 of the plan to extract gravel in close proximity to Burnham Beeches has started. Soil stripping operations have recently been completed and extraction is imminent. Monitoring of the impacts of this work is now underway and dust pads have been reinstated on and within the boundary of City ownership. The Conservation Officer continues to liaise with the operator, Summerleaze and Buckinghamshire County Council as the Mineral Consents Authority.

Kenley Airfield

3. The Superintendent and Head Rangers of Coulsdon and Ashted Commons met with Defence Estates and the RAF to discuss visitor safety at Kenley aerodrome on days when gliding activities are in operation. This issue first arose in 2006 since when a number of temporary solutions have been trialed albeit no permanent solution has been found to date. Defence Estates and the RAF now appear more receptive to advice it had previously received from the City Corporation and Croydon Council (as the planning authority) and now seems able to provide resources to resolve this long standing issue. This matter may next come before this committee as a formal report.

The meeting culminated in a letter of support being received from the Royal Air Force for the Kenley Revival Project (previously little support had been expressed).

Burnham Beeches. Income Generation since the introduction of DCO's

4. **Cafe earnings** – Café income remains buoyant since the introduction of Dog Control Orders on 1st December 2014. In the period 1/12/14 – 31/3/15 net profit is up 2% on the previous year. When compared to the average takings for these 4 months over last 6 years, turnover is up 6.8%.
5. Weekend and bank holiday car park income remains buoyant and within normal expectations. Weekday car park donations have seen the second highest recorded income in June since donation via car park machines was introduced on site in 2007. April 2015 saw the highest ever monthly donations via the car park machines exceeding the previous monthly record by £500.00.
6. From the above it can be reasonably assumed that the introduction of DCO's is currently having a neutral impact on weekend/bank holiday car park income and a beneficial impact on café and donation income streams. At Burnham Beeches, as with many open spaces, weather conditions remain the single biggest influence on car park and café income streams.

Development of the new Division

7. **Division Plan:** - The Division's management team are making good progress with the development of the Division Plan. When completed in December 2015, this document will describe how the new Division will operate and communicate internally and externally as a 'geographically spread series of sites and charities'. One immediate and unifying change will be the use of 'The Commons' as a new, collective, name for the division. This fits well with the governance of the sites provided by the Epping Forest and 'Commons' Committee. The four charitable identities will continue to be used locally on uniforms and vehicle liveries i.e. 'Coulsdon Commons', 'West Wickham and Spring Park', 'Ashted Common' and 'Burnham Beeches and Stoke Common'.

Customer Services

8. The Support Services Manager has reviewed the 'visitor offer and welcome' at the Merlewood & Ashted Estate offices and taken appropriate steps to improve public accessibility and the availability of visitor information.
9. The division's Information Team have implemented the first part of a communications plan to unify the provision of newsletters and other site based information so that they share the same style and are published to a similar timescale. This work has reduced duplication and will lead to modest resource savings.

Personnel

10. An Assistant Ranger has now left the Beeches to join the Surrey Wildlife Trust as their grazing Officer. A replacement is currently being recruited. A similar post also under recruitment at Coulsdon Commons.

11. A member of the Ashtead Common has contracted Lyme disease and continues at work on reduced hours. This matter has been reported to the HSE and the risk of tick borne disease highlighted across the Department.

Incidents.

12. Several small fires have occurred at West Wickham. Staff have responded quickly to these incidents but some minor damage to ground and site signage has occurred. The Police have been informed on each occasion.
13. A 2013 fly tipping incident at Burnham Beeches has recently been through the courts and the offender jailed for 18 months
15. The Kennel Club have recently contacted District Enforcement who administers the enforcement of car parking at Burnham Beeches. The Kennel Club are:
 - Querying the City's right to enforce Penalty Charge Notices where the exact width of highway is undefined (and by implication, the start of City ownership).
 - Indirectly alleging that the Dell Car Park is public highway and by implication the improper enforcement of parking controls by the City Corporation.

District Enforcement have explained the technical position in both instances and suggested that the Kennel Club now contact the Superintendent and Buckinghamshire County Council concerning any specific landownership and highways issues. The matters raised by the Kennel Club are thought to be reasonably straightforward to evidence and defend but the motive for such a challenge i.e. from an organisation concerned primarily with the welfare of dogs, is uncertain.

This matter may be brought to committee as a formal report once the outcome of the issues raised has been clarified.

Filming Activity.

14. During the Autumn of 2015 the BBC may use Burnham Beeches to film the entirety of a new production of 'A Mid Summer Nights Dream'. David Tennant is the Director. Earnings from this project would help to meet 2015/16 income targets.
15. A local student film used the BB café as a location. No income is charged for student productions.

Awards.

16. The Commons were awarded 8 Green Flag and 5 Green Heritage Awards as follows:
 - Ashtead Common: Green Flag
 - Ashtead Common: Green Heritage
 - Burnham Beeches: Green Flag
 - Burnham Beeches: Green Heritage

- Farthing Downs: Green Flag
- Farthing Downs: Green Heritage
- Coulsdon Common: Green Flag
- Kenley Common: Green Flag
- Kenley Common: Green Heritage
- Riddlesdown: Green Flag
- Spring Park: Green Flag
- West Wickham Common: Green Flag
- West Wickham Common: Green Heritage

Judges' comments and scores are awaited.

17. **Disabled Parking Award (DPA).** Following a recent assessment by the charity 'Disabled Motoring UK' (DMUK) the car park on Lord Mayors Drive at Burnham Beeches has been awarded a DPA for its excellent disabled parking facilities. This is the first time a nature reserve has been awarded a DPA for its parking facilities. Helen Dolphin, Director of Policy and Campaigns for the charity Disabled Motoring UK, said: "It gives me great pleasure, to commend Burnham Beeches Car Park on this achievement and I would like to take this opportunity to congratulate all personnel involved. When you have a disability it can be a struggle finding a car park that meets your needs and so it is fantastic to know that users of these facilities can be confident that they will be able to park. DMUK has a lot of complaints about the abuse of the Blue Badge scheme and we hope the DPA will ensure that car park operators are recognised for their efforts in tackling the issue."

- Appendices - None

Andy Barnard - Superintendent 'The Commons'

T: 0207 332 6676

Email: andy.barnard@cityoflondon.gov.uk

Committee(s)	Dated:
Epping Forest and Commons	07092015
Subject: Burnham Beeches and Stoke Common Trustee's Annual report and Financial Statements for the Year Ended 31 March 2015	Public
Report of: The Chamberlain	For Information

Summary

The Trustee's Annual Report and Financial Statements for the Year Ended 31 March 2015 for Burnham Beeches and Stoke Common are presented in the format required by the Charity Commission.

Recommendation

It is recommended that the Trustee's Annual Report and Financial Statements be noted

Main Report

1. The Trustee's Annual Report and Financial Statements, in the format that is required by the Charity Commission, are presented for information. The draft accounts were circulated to your Chairman and Deputy Chairman. Subsequently the accounts have been signed on behalf of the Trust by the Chairman and Deputy Chairman of the Finance Committee and have been audited.
2. Following the review of the charities for which the City is responsible a report to your Committee on 10th May 2010 detailed key reports that should be presented to your Committee in future. The Trustees Annual Report and Financial Statements was one of these reports. Information from these statements will form the Annual return to the Charity Commission.
3. Much of the information contained within the Annual Report and Financial Statements has already been presented to your Committee via budget and outturn reports.

Appendices

- Appendix 1 – Report and Financial Statements for the year ending 31st March 2015

Derek Cobbing

Chamberlains Department

T: 020 7332 3519

E: derek.cobbing@cityoflondon.gov.uk

This page is intentionally left blank

BURNHAM BEECHES AND STOKE COMMON

***REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2015***

Charity Number: 232987

BURNHAM BEECHES AND STOKE COMMON
Trustee's Annual Report for the year ended 31 March 2015

Contents	Page
Trustee's Annual Report	2-8
Independent Auditor's Report	9-10
Statement of Financial Activities	11
Balance Sheet	12
Notes to the Financial Statements	13-23

BURNHAM BEECHES AND STOKE COMMON

Trustee's Annual Report for the year ended 31 March 2015

1. Reference and Administration Details

Charity Name:	Burnham Beeches and Stoke Common
Registered Charity Number:	232987
Principal Address:	Guildhall, London EC2P 2EJ
Trustee:	The City of London Corporation (i.e. The Mayor, Commonalty and Citizens of the City of London)
Chief Executive:	The Town Clerk of the City of London Corporation
Treasurer:	The Chamberlain of London
Solicitor:	The Comptroller and City Solicitor
Banker:	Lloyds TSB Bank plc City Office, PO Box 72 Bailey Drive Gillingham, Kent ME8 OLS
Auditor:	Moore Stephens LLP 150 Aldersgate Street London EC1A 4AB

2. Structure, Governance and Management

The Governing Document and constitution of the charity

The governing documents are the Corporation of London (Open Spaces) Act 1878 and the governing scheme approved by the Charity Commission for England and Wales on 2 September 2011. The charity is constituted as a charitable trust.

Trustee selection methods

The City of London Corporation (i.e. The Mayor, Commonalty and Citizens of London) is the Trustee of Burnham Beeches and Stoke Common. Elected Aldermen and Members of the City of London Corporation are appointed to the Epping Forest and Commons Committee governing Burnham Beeches and Stoke Common by the Court of Common Council of the City of London Corporation.

Policies and procedures for the induction and training of trustee

The City of London Corporation makes available to its Members seminars and briefings on various aspects of the City's activities, including those concerning Burnham Beeches and Stoke Common, as it considers necessary to enable the Members to efficiently carry out their duties.

BURNHAM BEECHES AND STOKE COMMON
Trustee's Annual Report for the year ended 31 March 2015

2. Structure, Governance and Management (continued)

Organisational structure and decision making process

The committee governing the charity's activities is noted above. The committee is ultimately responsible to the Court of Common Council of the City of London. The decision making processes of the Court of Common Council are set out in the Standing Orders and Financial Regulations governing all the Court of Common Council's activities.

The Standing Orders and Financial Regulations are available from the Town Clerk at the registered address.

Details of related parties and wider networks

Details of any related party transactions are disclosed in note 14 of the Notes to the Financial Statements.

Risk identification

The Trustee is committed to a programme of risk management as an element of its strategy to preserve the charity's assets, enhance productivity for service users and members of the public and protect the employees.

In order to embed sound practice a Risk Management Group has been established in the City of London Corporation to ensure that risk management policies are applied, that there is an ongoing review of risk management activity and that appropriate advice and support is provided to Members and officers.

The City of London Corporation has approved a strategic risk register for all of its activities. This register helps to formalise existing processes and procedures and enables the City of London Corporation to further embed risk management throughout the organisation.

A key risk register has been prepared for this charity and has been reviewed by the committee acting on behalf of the Trustee. It identifies the potential impact of key risks and the measures which are in place to mitigate such risks.

3. Objectives and Activities for the Public Benefit

The Trustee has due regard to the Charity Commission's public benefit guidance when setting objectives and planning activities.

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

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

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

BURNHAM BEECHES AND STOKE COMMON

Trustee's Annual Report for the year ended 31 March 2015

3. Objectives and Activities for the Public Benefit (continued)

Burnham Beeches is also a National Nature Reserve and a candidate Special Area for Conservation; there are requirements under the Wildlife and Countryside Act and also a European obligation to manage the Beeches for the benefit of its wildlife.

Stoke Common contains the largest remnant of Buckinghamshire's once extensive heathland, and is also designated as Site of Special Scientific Interest (SSSI).

This charity is operated as part of the City of London Corporation's City's Cash. The City of London Corporation is committed to fund the ongoing net operational costs of the charity in accordance with the purpose which is the preservation in perpetuity by the Corporation of London of the Open Spaces known as Burnham Beeches and Stoke Common, for the perpetual use thereafter by the public for recreation and enjoyment.

4. Achievements and Performance

Key targets for 2014/15 and review of achievement

The key targets for 2014/15 together with their outcomes were:

- **Conservation Grazing Scheme.** The well supported management plan project to expand conservation grazing at Burnham Beeches continued in 2014/15. Three invisible fenced areas comprising approximately 42 hectares were successfully grazed by cattle during July - September. This meant that the area grazed by livestock at the site has increased by nearly 100% in the last 3 years with a total of 85 hectares now being grazed each year. Plans to further expand the area of grazing by invisible fences in 2015/16 were also confirmed. The trials have been widely promoted to visitors and outside bodies. As a result the Beeches have been visited by many different groups looking to use invisible fencing elsewhere in the country including the National Trust and various Wildlife Trusts.
- **Regeneration of ancient pollards.** Restoration work was carried out on and around 28 ancient beech and oak pollards in the last year. Each tree has its own individual work programme and tasks carried out varied from restoration pruning, pruning other younger trees close by the pollards to give them a 'bit more light' to fitting bracing to prevent ancient trees collapsing. This year marks the end of the current 10 year detailed ancient pollard work programme and a new work plan is required for 2015.
- **Heathland regeneration.** The 7th year of major heathland regeneration project works was undertaken at Stoke Common, during the autumn and winter 2014/15. The works comprised 2.5ha of secondary woodland clearance and 1.9 ha of restoration by mulching machine to remove tree stumps and disturb soil to promote heathland restoration. Volunteers and staff cleared by hand approx. 1.5 ha of scrub and encroaching vegetation along path edges, to open up areas of heathland habitat and improve access. Grazing was undertaken, by cows, on two of the three parcels that make up Stoke Common by a grazier during the summer months.

BURNHAM BEECHES AND STOKE COMMON

Trustee's Annual Report for the year ended 31 March 2015

4. Achievements and Performance (continued)

Key targets for 2014/15 and review of achievement (continued)

Grazing was also introduced to the third area, the North common, for the first time in the autumn of 2014. A range of survey work, to check how the heathland restoration is going, was carried out in 2014 including amongst others things, looking at plant communities and beetles. Restoration work has seen the re-emergence of plant species not seen for 40 years at the common and showed that the site is a county stronghold for a number of heathland specialists. Over 660 species of beetle were identified during detailed surveys over the year – Stoke Common is now the 2nd best recorded site in Bucks for beetle species.

- **Capital funding for Burnham Beeches and Stoke Common.** No capital works programmes were available for the Beeches or Stoke Common from the Higher Level Stewardship Scheme in 2014/15.
- **Sustainability.** Projects delivered by the previous Local Improvement Plan, have delivered the first year of benefit to the Beeches and Stoke Common: including the office complex being heated for its first full year by a wood chip boiler. Electric bikes are still well used by staff to get around the sites saving on the use of vehicles powered by petrol and diesel. An electric car has been leased to reduce the carbon footprint of travel between the four Charities now managed by the Superintendent. A new Sustainability Audit was undertaken during 2014 and findings from it will help develop new Departmental /Local Improvement Plans for delivery in 2015.
- **Team Development.** A programme of team learning opportunities to improve service delivery and enhance in-house knowledge base and experience was developed and delivered in 2014/15. Areas looked at included learning from an archeology survey and team visits at Stoke Common, to look at restoration work/hear from people doing survey work showing the success of restoration and location of archeological features.
- **Introduction of Dog Control Orders.** The statutory consultation process for introducing Dog Control Orders was completed in June and July 2014. The City's Epping Forest and Commons Committee then approved their introduction in September and Dog Control Orders came into force on the 1st December 2014 at Burnham Beeches.
- **Works programme – general.** Projects detailed in year 5 of the Burnham Beeches Management Plan were delivered as required. This included the grazing expansion old and young pollard works, small scale heathland restoration and access improvements including path repairs. Staff were supported by over 6000 hours of volunteer effort during the year.

The Burnham Beeches team has continued to work closely with South Bucks District Council (SBDC) via the Development Management Plan (DMDPD) and Natural England to ensure the long – term protection of the Burnham Beeches Special Area of Conservation (SAC) from development. However, there have now been a number of changes that have slowed progress including organisational changes at SBDC, and in Government policy. This has resulted in SBDC needing to produce a new type of planning document 'the Local plan' to replace the DMDPD over the next two years. Therefore the need to ensure the importance and recognition of Burnham Beeches SAC in any such plan is a continuing project.

BURNHAM BEECHES AND STOKE COMMON
Trustee's Annual Report for the year ended 31 March 2015

4. Achievements and Performance (continued)

Key targets for 2014/15 and review of achievement (continued)

Additional achievements during the year 2014/15 were:

The Burnham Beeches reserve received its 11th successive Green Flag Award and its 10th successive Green Heritage award.

5. Financial Review

Review of financial position

Income of £226,472 (2013/14 £221,779) was received including grant income of £91,820 (2013/14 £96,150), donations of £20,381 (2013/14 £19,023), interest of £1,071 (2013/14 £1,363), sales of £85 (2013/14 £1,045), fees and charges of £79,225 (2013/14 £69,144) and rental income of £33,890 (2013/14 £35,054). No reimbursements and contributions were received during the year. The contribution towards running costs of the charity amounted to £675,447 (2013/14 £667,973). This cost was met by the City of London Corporation's City's Cash.

Reserves Policy

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

Investment Policy

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

Going Concern

The Trustee considers the Commons to be a going concern. Please see note 1(b) to the Financial Statements.

BURNHAM BEECHES AND STOKE COMMON

Trustee's Annual Report for the year ended 31 March 2015

6. Plans for Future Periods

The key targets for 2015/16 are to:

- **Conservation Grazing Scheme.** Deliver expanded grazing for the next 3 years to graze 160 hectares or 72 % of the Beeches. Keep public informed of progress.
- **Regeneration of ancient pollards.** Survey all remaining ancient pollard trees and draw up a new 10 year management programme – building on experience of the work over the last 20 years and information from site based experimental projects and recommendations of recent research.
- **Heathland regeneration.** Deliver projects for year 8 of the Stoke Common heathland regeneration plan.
- **Sustainability.** Deliver the Departmental Sustainability Improvement plan 2015/17. Produce and deliver a local improvement plan for Stoke Common and Burnham Beeches.
- **Team Development.** Continue to develop, implement and evaluate a programme of team learning opportunities to improve service delivery and enhance in-house knowledge base and experience.
- **Dog Control Orders.** Continue to implement and monitor the effect of the introduction of DCOs at Burnham Beeches.
- **Works programme – general.** Deliver projects detailed in year 6 of the Burnham Beeches Management Plan.
- Work closely with South Bucks District Council (SBDC) to ensure the long – term protection of the Burnham Beeches Special Area of Conservation (SAC) from development. Ensure research outcomes are embedded in the Local Plan and that this document ensures as far as is practicable the protection of Burnham Beeches from harmful developments either alone or cumulatively. In 2015 organise a seminar with other organisations in similar circumstances managing small SACs in areas of high development pressure to share best practice.
- Support the City's Service Based Review programmes to achieve operational savings and efficiencies.
- **City of London (Open Spaces) Bill** – Deposition due in November 2015 with Parliamentary Process estimated at two sessions (two years). Epping Forest is the lead Open Space but the provisions will apply to Burnham Beeches and Stoke Common and assistance will be given to Epping Forest as required.

BURNHAM BEECHES AND STOKE COMMON

Trustee's Annual Report for the year ended 31 March 2015

7. The Financial Statements

The financial statements consist of the following and include comparative figures for the previous year:

- **Statement of Financial Activities** showing all resources available and all expenditure incurred and reconciling all changes in the funds of the charity.
- **Balance Sheet** setting out the assets and liabilities of the charity.
- **Notes to the Financial Statements** describing the accounting policies adopted and explaining information contained in the financial statements.

The financial statements have been prepared in accordance with statutory requirements and the Statement of Recommended Practice *Accounting and Reporting by Charities (Revised 2005)*.

8. Statement of Trustee's Responsibilities

The Trustee is responsible for preparing the Trustee's Report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustee to prepare financial statements for each financial year which give a true and fair of the state of affairs of the charity and of the incoming resources of the charity for the period. In preparing these financial statements the Trustee is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principals in the Charities SORP;
- make judgements that are estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enables the Trustee to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the charities' governing documents. It is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

9. Adopted and signed for and on behalf of the Trustee on 21 July 2015.

R.A.H. Chadwick
Chairman of Finance Committee
Guildhall, London

J P Mayhew
Deputy Chairman of
Finance Committee
Guildhall, London

BURNHAM BEECHES AND STOKE COMMON

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

We have audited the financial statements of Burnham Beeches and Stoke Common for the year ended 31 March 2015 which are set out on pages 11 to 23. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's trustee, as a body, in accordance with Chapter 3 of Part 8 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustee those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its trustee as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditor

As explained more fully in the Trustee's Responsibilities Statement set out on page 8, the trustee is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed as auditor under section 144 the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustee's Annual Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2015, and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

BURNHAM BEECHES AND STOKE COMMON

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF BURNHAM BEECHES AND STOKE COMMON CHARITY (CONTINUED)

Matters on which we are required to report by exception

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

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

Moore Stephens LLP

Statutory Auditor

150 Aldersgate Street
London
EC1A 4AB

Moore Stephens LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

BURNHAM BEECHES AND STOKE COMMON

Statement of Financial Activities for the year ended 31 March 2015

	Notes	Unrestricted Funds		2014/15	2013/14
		General Fund	Designated Fund		
		£	£	£	£
Incoming Resources					
Incoming Resources from generated funds					
Voluntary Income		112,201	-	112,201	115,173
Investment Income		1,071	-	1,071	1,363
Grant from City of London Corporation		675,447	-	675,447	667,973
Incoming Resources from Charitable activities		113,200	-	113,200	105,243
Total incoming resources	4	<u>901,919</u>	<u>-</u>	901,919	889,752
Resources Expended					
Charitable activities		841,244	18,148	859,392	841,484
Governance costs		60,675	-	60,675	65,053
Total resources expended	5	<u>901,919</u>	<u>18,148</u>	920,067	906,537
Net (outgoing)/incoming resources before transfers					
Transfer (to)/from designated funds		-	(18,148)	(18,148)	(16,785)
Net (outgoing)/incoming resources for the financial year		-	(18,148)	(18,148)	(16,785)
Reconciliation of funds					
Funds brought forward	12	-	821,098	821,098	837,883
Funds carried forward	12	-	802,950	802,950	821,098

There are no recognised gains or losses other than as shown in the statement of financial activities above.

All incoming resources and resources expended derive from continuing activities.

BURNHAM BEECHES AND STOKE COMMON

Balance Sheet as at 31 March 2015

	Notes	2014/15 £	2013/14 £
Fixed Assets			
Tangible Fixed Assets	9	<u>675,489</u>	<u>693,637</u>
Current Assets			
Debtors	10	21,678	27,049
Cash at bank and in hand		<u>157,917</u>	<u>170,335</u>
		179,595	197,384
Creditors: Amounts falling due within one year	11	<u>(52,134)</u>	<u>(69,923)</u>
Net Current Assets		<u>127,461</u>	<u>127,461</u>
Total Assets less Current Liabilities		<u>802,950</u>	<u>821,098</u>
The Funds of the Charity			
<i>Unrestricted Income Fund</i>			
Designated Fund	12	<u>802,950</u>	<u>821,098</u>
Total Charity Funds		<u>802,950</u>	<u>821,098</u>

Approved and signed for and on behalf of the Trustee

The notes at pages 13 to 23 form part of these accounts.

Dr Peter Kane
Chamberlain of London
21 July 2015

BURNHAM BEECHES AND STOKE COMMON
Notes to the Financial Statements for the year ended 31 March 2015

1. Accounting Policies

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

(a) Basis of Preparation

The financial statements have been prepared in accordance with the Charities Act 2011 and Statement of Recommended Practice *Accounting and Reporting by Charities (Revised 2005)* and under the historical cost accounting rules, and in accordance with applicable United Kingdom accounting standards.

Activity is accounted for in the year that it takes place on an accruals basis, not simply when cash payments are made or received. In particular, where revenue and expenditure have been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where debts may not be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.

(b) Going Concern

The governing documents place an obligation on the City of London Corporation to preserve the open space for the benefit of the public. The City of London Corporation is committed to fulfilling this obligation which is reflected through its proactive management of, and ongoing funding for, the services and activities required. The funding is provided from the City of London Corporation's City's Cash which annually receives considerable income from its managed funds and property investments. Each year a medium term financial forecast is prepared for City's Cash. The latest forecast to the period 2018/19 anticipates that adequate funding will be available to enable the Trust to continue to fulfil its obligations. On this basis the Trustee considers the Trust to be a going concern for the foreseeable future.

(c) Fixed Assets

Heritage Land and Associated Buildings

Burnham Beeches comprises 219 hectares and Stoke Common covers an area of 80 hectares of land located in Buckinghamshire, to the West of London, together with associated buildings. The objects of the charity are the preservation in perpetuity by the Corporation of London of the Open Spaces known as Burnham Beeches and Stoke Common, for the perpetual use thereof by the public for recreation and enjoyment. Burnham Beeches and Stoke Common are considered to be inalienable (i.e. may not be disposed of without specific statutory powers). The land and the original associated buildings are considered to be heritage assets. In respect of the original land and buildings, cost or valuation amounts are not included in these accounts as reliable cost information is not available and a significant cost would be involved in the reconstruction of past accounting records, or in the valuation, which would be onerous compared to the benefit to the users of these accounts.

BURNHAM BEECHES AND STOKE COMMON

Notes to the Financial Statements for the year ended 31 March 2015

1. Accounting Policies (continued)

(c) Fixed Assets (continued)

Tangible Fixed Assets

These are included at historic cost less depreciation on a straight line basis to write off their costs over their estimated useful lives and less any provision for impairment. Land is not depreciated and other fixed assets are depreciated from the year following that of their acquisition. Typical asset lives are as follows:

	Years
Operational buildings	30 to 50
Improvements and refurbishments to buildings	up to 30

(d) Recognition

Expenditure on the acquisition, creation or enhancement of property, plant and equipment is capitalized provided that the expenditure is material (generally in excess of £50,000) and the asset yields benefits to the City of London, and the services it provides, for a period of more than one year. This excludes expenditure on routine repairs and maintenance of fixed assets which is charged directly within service costs.

(e) Incoming Resources

Recognition of incoming resources

All incoming resources are included in the Statement of Financial Activities gross without deduction of expenses in the financial year in which they are entitled to be received.

Voluntary income

Voluntary income comprises public donations and government grants.

Volunteers

No amounts are included in the Statement of Financial Activities for services donated by volunteers, as this cannot be quantified.

Grants received

Grants are included in the Statement of Financial Activities in the financial year in which they are entitled to be received.

Grant from City of London Corporation

The City of London Corporation's City's Cash meets the deficit on running expenses of the charity and also provides grant funding for certain capital works and this income is recognised in the Statement of Financial Activities when it is due from the City of London Corporation's City's Cash.

Rental income

Rental income is included in the charity's incoming resources for the year and amounts due but not received at the year end are included in debtors.

BURNHAM BEECHES AND STOKE COMMON

Notes to the Financial Statements for the year ended 31 March 2015

1. Accounting Policies (continued)

(f) Resources Expended

Allocation of costs between different activities

The City of London Corporation charges staff costs to the charitable activity and governance costs on a time spent basis. Associated office accommodation is charged out proportionately to the square footage used. All other costs are charged directly to the charitable activity.

(g) Pension Costs

The City of London's Pension Scheme is a funded defined benefits scheme. City of London Corporation staff are eligible for membership in the pension scheme and may be employed in relation to the activities of any of the City Corporation's three main funds, or any combination of them (i.e. City Fund, City's Cash and Bridge House Estates). As the charity is unable to identify its share of the Pension Scheme assets and liabilities, this scheme is accounted for as a defined contribution scheme in the accounts.

(h) Fund Accounting

The Trust may, at the Trustee's discretion, set aside funds, which would otherwise form part of general funds, for particular purposes. These funds are known as designated funds. The purpose of these funds are described in Note 12 to the accounts.

(i) Cash flow Statement

The Trust has taken advantage of the exemption in Financial Reporting Standard 1 (Revised) from the requirement to produce a cash flow statement on the grounds that it is a small entity.

(j) Governance Costs

The nature of costs allocated to Governance is detailed in note 5.

2. Tax Status of the Charity

Burnham Beeches and Stoke Common are registered charities and as such their income and gains are exempt from income tax to the extent that they are applied to their charitable objectives.

3. Indemnity Insurance

The City of London Corporation takes out indemnity insurance in respect of all its activities. The charity does not contribute to the cost of that insurance.

BURNHAM BEECHES AND STOKE COMMON
Notes to the Financial Statements for the year ended 31 March 2015

4. Incoming Resources

Incoming resources are comprised as follows:

	2014/15	2013/14
	£	£
Incoming resources from generated funds		
Grant income	91,820	96,150
Donations	20,381	19,023
Interest	1,071	1,363
Grant from City of London Corporation	675,447	667,973
	788,719	784,509
Incoming resources from charitable activities		
Sale of goods, products and materials	85	1,045
Fees and Charges	79,225	69,144
Rental income	33,890	35,054
	113,200	105,243
Total incoming resources	901,919	889,752

Grants

Grants were received from the Rural Payments Agency and amounted to £91,820 (2013/14 £96,150).

Grant from City of London Corporation

The City of London Corporation's City's Cash meets the deficit on running expenses of the charity.

Fees and Charges

Fees and charges are in respect of film, refreshment licences and car parking income.

BURNHAM BEECHES AND STOKE COMMON
Notes to the Financial Statements for the year ended 31 March 2015

5. Resources Expended

Resources expended are analysed between activities undertaken directly and support costs as follows:

Charitable activities

	Activities undertaken directly £	Support costs £	2014/15 £	2013/14 £
Charitable activities	783,425	75,967	859,392	841,484
Governance costs	-	60,675	60,675	65,053
Total resources expended	783,425	136,642	920,067	906,537

Expenditure on charitable activities includes labour, premises costs, equipment, materials and other supplies and services incurred as the running costs of Burnham Beeches and Stoke Common.

Governance costs

General

Governance costs relate to the general running of the charity, rather than specific activities within the charity, and include strategic planning and costs associated with Trustee meetings. These costs are borne by the City of London Corporation and charged to individual charities on the basis of time spent, as part of support costs, where appropriate.

Auditor's remuneration and fees for external financial services

Moore Stephens are the auditors of the City of London City's Cash. The City of London Corporation does not attempt to apportion the audit fee between all the different charities but prefers to treat it as part of the cost to their private funds. No other external professional services were provided for the charity during the year or in the previous year.

Trustee's expenses

Members of the City of London Corporation are unpaid and do not receive allowances in respect of City of London Corporation activities in the City. However, Members may claim travelling expenses in respect of activities outside the City and receive allowances in accordance with a scale when attending a conference or activity on behalf of the City of London Corporation. No expenses have been claimed in the year. (2013/14: £Nil).

BURNHAM BEECHES AND STOKE COMMON
Notes to the Financial Statements for the year ended 31 March 2015

6. Support Costs

The cost of administration which includes the salaries and associated costs of officers of the City of London Corporation, together with premises and office expenses, is allocated by the City of London Corporation to the activities under its control, including this charity, on the basis of employee time spent on the respective services. These expenses include the cost of administrative and technical staff and external consultants who work on a number of the City of London Corporation's activities. Support costs allocated by the City of London Corporation to the charitable activity are derived as follows:

	Charitable activities £	Governance £	2014/15 £	2013/14 £
Department				
Chamberlain	-	22,212	22,212	19,973
Comptroller & City Solicitor	-	7,769	7,769	10,872
Open Spaces Directorate	28,911	-	28,911	31,655
Town Clerk	-	16,742	16,742	17,193
City Surveyor	27,131	13,952	41,083	27,572
Information Systems	14,824	-	14,824	15,710
Other governance and support costs	5,101	-	5,101	7,727
Total support costs	75,967	60,675	136,642	130,702

The main support services provided by the City of London Corporation are:

Chamberlain	Accounting services, insurance, cashiers, revenue collection, payments, financial systems and internal audit.
Comptroller and City Solicitor	Property, litigation, contracts, public law and administration of commercial rents and City of London Corporation records.
Open Spaces Directorate	Expenditure incurred by the Directorate, which is recharged to all Open Spaces Committees under the control of the Director of Open Spaces. The apportionments are calculated on the basis of budget resources available to each Open Space charity.
Town Clerk	Committee administration, management services, personnel services, public relations, printing and stationery, emergency planning.
City Surveyor	Work undertaken on the management of the Estate properties, surveying services and advice, supervising and administering repairs and maintenance.

BURNHAM BEECHES AND STOKE COMMON
Notes to the Financial Statements for the year ended 31 March 2015

6. Support Costs (continued)

- Information Systems** The support and operation of the City of London Corporation’s central and corporate systems on the basis of usage of the systems; the provision of “desktop” and network support services and small IS development projects that might be required by the charity.
- Other governance costs** These include the cost of publishing the annual report and financial statements, and the allocation of public relations activities on behalf of the charity.

7. Staff Numbers and Costs

The full time equivalent number of staff employed by the City of London Corporation charged to Burnham Beeches and Stoke Common Trust is 12 (2013/14 13) at a cost of £412,938 (2013/14 £425,342). The table below sets out the employment costs and the number of full time equivalent staff charged directly to the charity.

	No of employees	Gross Pay £	Employer’s National Insurance £	Employer’s Pension Contribution £	Total £
2014/15 Charitable activities	12	328,116	23,885	60,937	412,938
2013/14 Charitable activities	13	338,116	25,235	61,991	425,342

No employees earned more than £60,000 during the year (2013/14 nil).

8. Heritage Assets

Since 1880 the primary purpose of the charity has been the preservation of Burnham Beeches for the recreation and enjoyment of the public. On 12 September 2011 this was extended to cover Stoke Common. As set out in accounting policy 1(c), the original heritage land and buildings are not recognised in the Financial Statements.

Policies for the preservation and management of Burnham Beeches and Stoke Common are contained in the Burnham Beeches and Stoke Common Conservation Management Plan 2010. Records of heritage assets owned and maintained by Burnham Beeches and Stoke Common can be obtained from the Director of Open Spaces at the principal address as set out on page 2.

BURNHAM BEECHES AND STOKE COMMON
Notes to the Financial Statements for the year ended 31 March 2015

9. Tangible Fixed Assets

At 31 March 2015 the net book value of tangible fixed assets relating to direct charitable purposes amounted to £675,489 (31 March 2014: £693,637) as set out below.

	Land and Buildings £	Total £
<u>Cost</u>		
At 1 April 2014 and 31 March 2015	835,256	835,256
<u>Accumulated depreciation</u>		
At 1 April 2014	141,619	141,619
Charge for year	18,148	18,148
At 31 March 2015	159,767	159,767
<u>Net book values</u>		
At 31 March 2015	675,489	675,489
At 31 March 2014	693,637	693,637

10. Debtors

Debtors consist of amounts owing to the charity due within one year.

	2014/15 £	2013/14 £
Rental Debtors	7,361	4,725
Recoverable VAT	11,307	17,406
Other Debtors	883	1,185
Sundry Debtors	-	1,529
Prepayments	2,127	2,204
	21,678	27,049

BURNHAM BEECHES AND STOKE COMMON
Notes to the Financial Statements for the year ended 31 March 2015

11. Creditors

Creditors consist of amounts due within one year. The creditors figure consists of the following amounts:

	2014/15 £	2013/14 £
Trade Creditors	16,336	32,744
Accruals	11,158	16,325
Other Creditors	636	413
Sundry Deposits	14,250	14,250
Receipts In Advance	9,754	6,191
Total	52,134	69,923

12. Movement of Funds during the year to 31 March 2015

	Balance at 1 April 2014 £	Net Incoming/ (outgoing) resources £	Balance at 31 March 2015 £
Unrestricted Income			
<i>Designated Funds</i>			
Stoke Common	127,461	-	127,461
Capital Adjustment Account	693,637	(18,148)*	675,489
Total Funds	821,098	(18,148)	802,950

Designated funds

Stoke Common

Stoke Common was acquired by the City of London from South Bucks District Council on 31 October 2007.

On 12 September 2011 the assets and liabilities of Stoke Common were transferred to Burnham Beeches and Stoke Common. £109,872 was transferred being the balance of the lump sum from South Buckinghamshire District Council with the current balance including interest as at 31 March 2015 being £127,461.

Capital Adjustment Account

Capital Adjustment Account consists of fixed assets at historic cost less accumulated depreciation in accordance with Note 1 (c).

* Depreciation

BURNHAM BEECHES AND STOKE COMMON
Notes to the Financial Statements for the year ended 31 March 2015

13. Pensions

Following the statutory triennial valuation of the pension fund as at 31st March 2013, completed by independent consulting actuaries, an employer's contribution rate of 17.5% has been applied for 2014/15, 2015/16 and 2016/17.

In 2014/15, employer's contributions to the scheme for staff engaged on City's Cash activities was £9.1m (2013/14: £8.6m). There are no outstanding or pre-paid contributions at the balance sheet date.

The deficit of the scheme at 31 March 2015 is £516m (2013/14: £401m) as calculated in accordance with FRS17 disclosures.

14. Related Party Transactions

The following disclosures are made in recognition of the principles underlying Financial Reporting Standard 8 concerning related party transactions.

The City of London Corporation as well as being the Trustee also provides management, surveying and administrative services for the charity. The costs incurred by the City of London Corporation in providing these services are charged to the charity. The City of London Corporation also provides banking services, charging all transactions to the charity at cost and crediting or charging interest at a commercial rate. The cost of these services is set out in the Statement of Financial Activities under "Resources Expended" and an explanation of these services is set out in Note 6 for support costs of £136,642 (2013/14: £130,702). The City of London Corporation's City's Cash meets the deficit on running expenses of the charity. This amounted to £675,447 (2013/14: £667,973) as shown in Note 4 to the financial statements.

The City of London Corporation is also the Trustee of a number of other charitable Trusts. These Trusts do not undertake transactions with Burnham Beeches and Stoke Common. A full list of other charitable Trusts of which the City of London Corporation is Trustee is available on application to the Chamberlain of the City of London.

Members of the City of London Corporation responsible for managing the Trust are required to comply with the Relevant Authority (model code of conduct) Order 2001 issued under the Local Government Act 2000 and the City of London Corporation's guidelines which require that:

- Members sign a declaration agreeing to abide by the City of London Corporation's code of conduct;
- a register of interests is maintained;
- pecuniary and non-pecuniary interests are declared during meetings; and

14. Related Party Transactions (continued)

- Members do not participate in decisions where they have an interest.

There are corresponding arrangements for staff to recognise interests and avoid possible conflicts of those interests.

In this way, as a matter of policy and procedure, the City of London Corporation ensures that Members and officers do not exercise control over decisions in which they have an interest. There are no material transactions with organisations related by virtue of Members and Officers interests which require separate reporting. Transactions are undertaken by the Trust on a normal commercial basis.

Committee(s)	Dated:
Epping Forest and Commons	07092015
Subject: City Commons Trustee's Annual report and Financial Statements for the Year Ended 31 March 2015	Public
Report of: The Chamberlain	For Information

Summary

The Trustee's Annual Report and Financial Statements for the Year Ended 31 March 2015 for Ashtead Common and West Wickham Common and Spring Park Wood, Coulsdon and Other Commons, which together form the City Commons, are presented in the format required by the Charity Commission.

Recommendation

It is recommended that the Trustee's Annual Report and Financial Statements be noted

Main Report

1. The Trustee's Annual Report and Financial Statements, in the format that is required by the Charity Commission, are presented for information. The draft accounts were circulated to your Chairman and Deputy Chairman. Subsequently the accounts have been signed on behalf of the Trust by the Chairman and Deputy Chairman of the Finance Committee and have been audited.
2. Following the review of the charities for which the City is responsible a report to your Committee on 10th May 2010 detailed key reports that should be presented to your Committee in future. The Trustees Annual Report and Financial Statements was one of these reports. Information from these statements will form the Annual return to the Charity Commission.
3. Much of the information contained within the Annual Report and Financial Statements has already been presented to your Committee via budget and outturn reports.

Appendices

- Appendix 1 - Report and Financial Statements for the year ending 31st March 2015 (Ashtead Common)
- Appendix 2 – Report and Financial Statements for the year ending 31st March 2015 (West Wickham Common and Spring Park Wood, Coulsdon and other Commons)

Derek Cobbing

Chamberlains Department

T: 020 7332 3519

E: derek.cobbing@cityoflondon.gov.uk

This page is intentionally left blank

ASHTEAD COMMON
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2015
Charity Number: 1051510

ASHTEAD COMMON

Trustee's Annual Report and Financial Statements for the year ended 31 March 2015

Contents	Page
Trustee's Annual Report	2-7
Independent Auditor's Report	8-9
Statement of Financial Activities	10
Balance Sheet	11
Notes to the Financial Statements	12-19

ASHTEAD COMMON
Trustee's Annual report for the year ended 31 March 2015

1. Reference and Administration Details

Charity Name:	Ashtead Common
Registered Charity Number:	1051510
Principal Address:	PO Box 270, Guildhall, London EC2P 2EJ
Trustee:	The Mayor and Commonalty and Citizens of the City of London
Chief Executive:	The Town Clerk of the City of London Corporation
Treasurer:	The Chamberlain of London
Solicitor:	The Comptroller and City Solicitor
Banker:	Lloyds TSB Bank plc City Office, PO Box 72 Bailey Drive Gillingham, Kent ME8 OLS
Auditor:	Moore Stephens LLP 150 Aldersgate Street London EC1A 4AB

2. Structure, Governance and Management

The Governing Document and constitution of the charity

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

Trustee Selection methods

The Mayor and Commonalty and Citizens of London known as the City of London Corporation is the Trustee of Ashtead Common. Elected Aldermen and Members of the City of London Corporation are appointed to the Epping Forest and Commons Committee governing Ashtead Common by the Court of Common Council of the City of London Corporation.

Policies and procedures for the induction and training of trustee

The City of London Corporation makes available to its Members seminars and briefings on various aspects of the City's activities, including those concerning Ashtead Common, as it considers necessary to enable the Members to efficiently carry out their duties.

ASHTEAD COMMON

Trustee's Annual report for the year ended 31 March 2015

2. Structure, Governance and Management (continued)

Organisational structure and decision making process

The committee governing the charity's activities is noted above. The committee is ultimately responsible to the Court of Common Council of the City of London. The decision making processes of the Court of Common Council are set out in the Standing Orders and Financial Regulations governing all the Court of Common Council's activities. The Standing Orders and Financial Regulations are available from the Town Clerk at the principal address.

Details of related parties and wider networks

Details of any related party transactions are disclosed in Note 12 of the Notes to the Financial Statements.

Risk identification

The Trustee is committed to a programme of risk management as an element of its strategy to preserve the charity's assets, enhance productivity for service users and members of the public and protect the employees.

In order to embed sound practice a Risk Management Group has been established in the City of London Corporation to ensure that risk management policies are applied, that there is an ongoing review of risk management activity and that appropriate advice and support is provided to Members and officers.

The City of London Corporation has approved a strategic risk register for all of its activities. This register helps to formalise existing processes and procedures and enables the City of London Corporation to further embed risk management throughout the organisation.

A key risk register has been prepared for this charity and has been reviewed by the committee acting on behalf of the Trustee. It identifies the potential impact of key risks and the measures which are in place to mitigate such risks.

3. Objectives and Activities for the Public Benefit

The Trustee has due regard to the Charity Commission's public benefit guidance when setting objectives and planning activities.

The Ashtead Common Charity was established under the Corporation of London (Open Spaces) Act 1878 which provides that the purpose of the charity is the preservation in perpetuity of the common at Ashtead as open space for the recreation and enjoyment of the public.

Almost the entire open space is designated as a National Nature Reserve and Site of Special Scientific Interest.

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

ASHTEAD COMMON
Trustee's Annual report for the year ended 31 March 2015

3. Objectives and Activities for the Public Benefit (continued)

This charity is operated as part of the City of London Corporation's City's Cash. The City Corporation is committed to fund the ongoing net operational costs of the charity in accordance with the purpose which is the preservation in perpetuity of the common at Ashtead as open space for the recreation and enjoyment of the public.

4. Achievements and Performance

Significant developments for 2014/15

Ashtead Common is now part of the Burnham Beeches, Stoke Common and City Commons Division of the Open Spaces Department. In addition to managing the Ashtead Common charity, the division is also responsible for the Burnham Beeches and Stoke Common charity, the West Wickham Common and Spring Parks Woods charity and the Coulsdon and other commons charity.

An amended staff structure has been introduced to realize the potential for greater effectiveness associated with a larger management unit. This has been introduced incrementally over the course of the year with new appointments including a Support Services Manager and an Interpretation Ranger. There have also been changes within the team that manages Ashtead Common, with two experienced rangers joining the team from elsewhere in the division. Throughout this period the staff and volunteers have continued to provide an excellent conservation management service leading to improvements in the way that habitats and public access are managed.

The combined Entry Level and Higher Level Stewardship Scheme continues to advance the capacity of the Ashtead team to deliver an effective and sustainable program of conservation management projects. Referred to as the Environmental Stewardship Scheme (ESS), the agreement with Natural England was signed on 21 March 2011 for implementation from April 2011 onwards and covering a period of 10 years. ESS provides incentive payments to manage land to conserve or restore habitats.

Volunteering at Ashtead continues to flourish with a weekly directly managed practical project group meeting every Thursday. In addition to this a new Monday group has been formed to work on access and infrastructure projects. Volunteers continue to be involved in an extensive program of survey and monitoring; including butterfly transects, a dormouse survey and tree health monitoring. These volunteer numbers were boosted by contributions from The Conservation Volunteers (TCV), Lower Mole Partnership, the Challenge Network and corporate groups. As a result the total number of volunteer hours contributed this year exceeds 6,500 compared with 5018 last year.

A number of interpretive events were provided during the course of the year to enrich the visitor experience. These included guided walks on subjects such as moths, fungi and mammals. A New Year walk was particularly well attended. In total 18 events were held during this period compared with 19 last year.

ASHTEAD COMMON
Trustee's Annual report for the year ended 31 March 2015

4. Achievements and Performance (continued)

Key targets for 2014/15 and review of achievement

The key targets for 2014/15 together with their outcomes were:

- **Volunteers** – create new opportunities for volunteers to get involved in caring for Ashtead Common. *New opportunities were created, resulting in an increase of 1,500 volunteer hours.*
- **Grazing** – develop plans to expand conservation grazing into restored wood pasture areas. *Plans were progressed during the year. Work to achieve this target will continue in 2015-16.*
- **Veteran Trees** – maintain halo release but review programme of crown reduction. *Halo release and crown reduction continued this year.*
- **Successional areas** – continue scrub management work to re-establish the desired 50:50 scrub, grass balance in more areas. *The main focus of effort to achieve this target was in Willow Field, where a significant impact was made in restoring a 50:50 balance.*
- **Woodland edge** – maintain rides and glades with ecotones to benefit wildlife and safe access. *This was achieved.*

A review of other achievements:

- Retention of the Green Flag and Green Heritage Award.
- The entire section of Bridleway 29 that crosses the northern end of Ashtead Common was re-surfaced.
- Community and stakeholder involvement was encouraged through the Ashtead Common Consultative Committee which met twice during the year.
- Three students were supported with the provision of work placements.
- Ashtead rangers were involved in an international study into the effects of a tree management technique designed to replicate dead wood habitat.
- Cows grazed wood pasture areas, whilst the lower slopes were left un-grazed to monitor the result.
- Analysis of Roman tiles manufactured on Ashtead Common was undertaken to determine the extent of their distribution.

All of the above achievements enhanced the Open Space for the benefit of the public.

5. Financial Review

Review of Financial Position

Income of £64,341 (2013/14: £73,083) was received from: grants £60,185 (2013/14: £69,942), contributions £1,845 (2013/14: £nil), public donations £135 (2013/14: £nil), sale of goods products and materials £1,520 (2013/14: £19), fees and charges £398 (2013/14: £1,409) and licences £258 (2013/14: £1,713). The contribution towards running costs of the charity amounted to £471,707 (2013/14: £464,699). This cost was met by the City of London Corporation's City's Cash.

ASHTEAD COMMON
Trustee's Annual report for the year ended 31 March 2015

5. Financial Review (Continued)

Reserves Policy

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

Investment Policy

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

Going Concern

The Trustee considers the Common to be a going concern as detailed in note 1(b) of the accounting policies.

6. Plans for Future Periods

The aims for 2015/16 are:

- ***Veteran Trees*** – commence year six of the program to undertake work on approximately 70 trees.
- ***Tree health*** – support volunteer tree wardens to monitor tree health.
- ***Management planning*** – develop management strategies for the next five years that can feed into the next management plan.
- ***Access*** – re-profile Bridleway 38 near Lady Howards Crossing.
- ***The Rye Brook*** – work in partnership with other organisations to improve water quality and habitat.
- ***City of London (Open Spaces) Bill*** - Deposition due in November 2015 with Parliamentary Process estimated at two sessions (two years). Epping Forest is the lead Open Space but the provisions will apply to Ashtead Common and assistance will be given to Epping Forest as required.

7. The Financial Statements

The financial statements consist of the following and include comparative figures for the previous year:

- **Statement of Financial Activities** showing all resources available and all expenditure incurred and reconciling all changes in the funds of the charity.
- **Balance Sheet** setting out the assets and liabilities of the charity.
- **Notes to the Financial Statements** describing the accounting policies adopted and explaining information contained in the financial statements.

The financial statements have been prepared in accordance with statutory requirements and the Statement of Recommended Practice *Accounting and Reporting by Charities (Revised 2005)*.

ASHTEAD COMMON
Trustee's Annual report for the year ended 31 March 2015

8. Statement of Trustee's Responsibilities

The Trustee is responsible for preparing the Trustee's Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustee is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enables the Trustee to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and provisions of the charity's governing documents. The Trustee is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

9. Adopted and signed for on behalf of the Trustee on 21 July 2015.

R.A.H. Chadwick
Chairman of Finance Committee
Guildhall, London

J. P. Mayhew
Deputy Chairman of
Finance Committee
Guildhall, London

ASHTEAD COMMON

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF ASHTEAD COMMON

We have audited the financial statements of Ashtead Common for the year ended 31 March 2015 which are set out on pages 10 to 19. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's trustee, as a body, in accordance with Chapter 3 of Part 8 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustee those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its trustee as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditor

As explained more fully in the Trustee's Responsibilities Statement set out on page 7, the trustee is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed as auditor under section 144 the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustee's Annual Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2015, and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

ASHTEAD COMMON

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF ASHTEAD COMMON (CONTINUED)

Matters on which we are required to report by exception

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

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

Moore Stephens LLP

Statutory Auditor

150 Aldersgate Street
London
EC1A 4AB

Moore Stephens LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

ASHTEAD COMMON

Statement of Financial Activities for the year ended 31 March 2015

		Unrestricted Fund	
	Notes	2014/15	2013/14
		£	£
Incoming Resources			
Incoming resources from generated funds			
Voluntary income		62,165	69,942
Grant from City of London Corporation		471,707	464,699
Incoming resources from charitable activities		2,176	3,141
Total incoming resources	4	536,048	537,782
Resources Expended			
Charitable activities		490,270	488,738
Governance costs		45,778	49,044
Total resources expended	5	536,048	537,782
Net movement in funds		-	-
Reconciliation of funds			
Funds brought forward		-	-
Funds carried forward		-	-

There are no recognised gains or losses other than as shown in the statement of financial activities above.

All incoming resources and resources expended derive from continuing activities.

ASHTEAD COMMON
Balance Sheet as at 31 March 2015

	Notes	2015 £	2014 £
Current Assets			
Debtors	9	10,697	25,134
Cash at Bank and in hand		372	-
		<u>11,069</u>	<u>25,134</u>
Creditors: Amounts falling due within one year	10	(11,069)	(25,134)
Net Current Assets		<u>-</u>	<u>-</u>
The funds of the charity			
Unrestricted income fund		-	-
Total charity funds		<u>-</u>	<u>-</u>

Approved and signed for and on behalf of the Trustee

The notes at pages 12 to 19 form part of these accounts.

Dr Peter Kane
 Chamberlain of London

21 July 2015

ASHTEAD COMMON
Notes to the Financial Statements for the year ended 31 March 2015

1. Accounting Policies

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

(a) Basis of Preparation

The financial statements have been prepared in accordance with the Charities Act 2011 and Statement of Recommended Practice *Accounting and Reporting by Charities (Revised 2005)* and under the historical cost accounting rules, and in accordance with applicable United Kingdom accounting standards.

Activity is accounted for in the year that it takes place on an accruals basis, not simply when cash payments are made or received. In particular, where revenue and expenditure have been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where debts may not be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.

(b) Going Concern

The governing documents place an obligation on the City of London Corporation to preserve the open space for the benefit of the public. The City of London Corporation is committed to fulfilling this obligation which is reflected through its proactive management of, and ongoing funding for, the services and activities required. The funding is provided from the City of London Corporation's City's Cash which annually receives considerable income from its managed funds and property investments. Each year a medium term financial forecast is prepared for City's Cash. The latest forecast to the period 2018/19 anticipates that adequate funding will be available to enable the Trust to continue to fulfil its obligations. On this basis the Trustee considers the Trust to be a going concern for the foreseeable future.

(c) Fixed Assets

Heritage Land and Associated Buildings

Ashtead Common comprises 200 hectares (500 acres) of land located in North East Surrey, together with associated buildings. The object of the charity is the preservation in perpetuity of the Common at Ashtead as open space for the recreation and enjoyment of the public. Ashtead Common is considered to be inalienable (i.e. may not be disposed of without specific statutory powers). The land and the original associated buildings are considered to be heritage assets. In respect of the original land and buildings, cost or valuation amounts are not included in these accounts as reliable cost information is not available and a significant cost would be involved in the reconstruction of past accounting records, or in the valuation, which would be onerous compared to the benefit to the users of these accounts.

(d) Recognition

Expenditure on the acquisition, creation or enhancement of property, plant and equipment is capitalised provided that the expenditure is material (generally in excess of £50,000) and the asset yields benefits to the City of London, and the services it provides, for a period of more than one year. This excludes expenditure on routine repairs and maintenance of fixed assets which is charged directly within service costs.

ASHTHEAD COMMON

Notes to the Financial Statements for the year ended 31 March 2015

1. Accounting Policies (continued)

(e) Incoming Resources

Recognition of incoming resources

All incoming resources are included in the Statement of Financial Activities gross without deduction of expenses in the financial year in which they are entitled to be received.

Voluntary income

Voluntary income comprises government grants and contributions and is included in the Statement of Financial Activities when receivable.

Volunteers

No amounts are included in the Statement of Financial Activities for services donated by volunteers, as this cannot be quantified.

Grants received

Grants are included in the Statement of Financial Activities in the financial year in which they are entitled to be received.

Contribution from City's Cash

The City of London Corporation's City's Cash meets the deficit on running expenses of the charity and also provides grant funding for certain capital works and this income is recognised in the Statement of Financial Activities when it is due from the City of London Corporation's City's Cash.

Rental income

Rental income is included in the charity's incoming resources for the year.

(f) Resources Expended

Allocation of costs between different activities

The City of London Corporation charges staff costs to the charitable activity and governance costs on a time spent basis. Associated office accommodation is charged out proportionately to the square footage used. All other costs are charged directly to the charitable activity.

(g) Pension Costs

The City of London's Pension Scheme is a funded defined benefits scheme. City of London Corporation staff are eligible for membership in the pension scheme and may be employed in relation to the activities of any of the City Corporation's three main funds, or any combination of them (i.e. City Fund, City's Cash and Bridge House Estates). As the charity is unable to identify its share of the Pension Scheme assets and liabilities, this scheme is accounted for as a defined contribution scheme in the accounts.

(h) Fund Accounting

All funds of the Trust are unrestricted and any deficit for the year is met by the City of London Corporation's City's Cash.

ASHTEAD COMMON

Notes to the Financial Statements for the year ended 31 March 2015

1. Accounting Policies (continued)

(i) Cash flow Statement

The Trust has taken advantage of the exemption in Financial Reporting Standard 1 (Revised) from the requirement to produce a cash flow statement on the grounds that it is a small entity.

(j) Governance Costs

The nature of costs allocated to Governance is detailed in note 5.

2. Tax Status of the Charity

Ashtead Common is a registered charity and as such its income and gains are exempt from income tax to the extent that they are applied to its charitable objectives.

3. Indemnity Insurance

The City of London Corporation takes out indemnity insurance in respect of all its activities. The charity does not contribute to the cost of that insurance.

4. Incoming Resources

Incoming resources are comprised as follows:

	2014/15 £	2013/14 £
Incoming resources from generated funds		
Grants	60,185	69,942
Grant from City of London Corporation	471,707	464,699
Donations	135	-
Contributions	1,845	-
	533,872	534,641
Incoming resources from charitable activities		
Sale of goods, products and materials	1,520	19
Fees and charges	398	1,409
Licences income	258	1,713
	2,176	3,141
Total incoming resources	536,048	537,782

Grants

Grants were received from the Rural Payments Agency and Natural England.

Grant from City of London Corporation

The City of London Corporation's City's Cash meets the deficit on running expenses of the charity.

ASHTEAD COMMON

Notes to the Financial Statements for the year ended 31 March 2015

5. Resources Expended

Resources expended are analysed between activities undertaken directly and support costs as follows:

	Activities undertaken directly £	Support costs £	2014/15 £	2013/14 £
Charitable activity				
Preservation of Ashtead Common	454,341	35,929	490,270	488,738
Governance costs	-	45,778	45,778	49,044
Total resources expended	454,341	81,707	536,048	537,782

No resources are expended by third parties to undertake charitable work on behalf of the charity.

Charitable activity

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

Governance costs

General

Governance costs relating to the general running of the charity, rather than specific activities within the charity including strategic planning and costs associated with Trustee meetings. These costs are initially borne by the City of London Corporation and then charged to individual charities on the basis of time spent, as part of support costs, where appropriate.

Auditor's remuneration and fees for external financial services

Moore Stephens are the auditors of the City of London City's Cash. The City of London Corporation does not attempt to apportion the audit fee between all the different charities but prefers to treat it as part of the cost to their private funds. No other external professional services were provided for the Charity during the year or in the previous year.

Trustee's expenses

Members of the City of London Corporation are all unpaid and do not receive allowances in respect of City of London Corporation activities in the City. However, Members may claim travelling expenses in respect of activities outside the City and receive allowances in accordance with a scale when attending a conference or activity on behalf of the City of London Corporation. No expenses were claimed in 2014/15 (2013/14: £nil).

ASHTEAD COMMON

Notes to the Financial Statements for the year ended 31 March 2015

6. Support Costs

The cost of administration which includes the salaries and associated costs of officers of the City of London Corporation, together with premises and office expenses, is allocated by the City of London Corporation to the activities under its control, including this charity, on the basis of employee time spent on the respective services. These expenses include the cost of administrative, technical staff and external consultants who work on a number of the City of London Corporation's activities. Support costs allocated by the City of London Corporation to the charitable activity are derived as follows:

	Charitable activities £	Governance £	2014/15 £	2013/14 £
Department				
Chamberlain	-	16,759	16,759	15,410
Comptroller & City Solicitor	-	5,861	5,861	8,112
Open Spaces Directorate	21,813	-	21,813	21,975
Town Clerk	-	12,632	12,632	12,828
City Surveyor	3,450	10,526	13,976	10,537
Information Systems	8,288	-	8,288	12,374
Other governance and support costs	2,378	-	2,378	5,015
Total support costs	35,929	45,778	81,707	86,251

The main support services provided by the City of London Corporation are:

Chamberlain	Accounting services, insurance, cashiers, revenue collection, payments, financial systems and internal audit.
Comptroller and City Solicitor	Property, litigation, contracts, public law and administration of commercial rents and City of London Corporation records.
Open Spaces Directorate	Expenditure incurred by the Directorate, which is recharged to all Open Spaces Committees under the control of the Director of Open Spaces. The apportionments are calculated on the basis of budget resources available to each Open Spaces charity.
Town Clerk	Committee administration, management services, personnel services, public relations, printing and stationery, emergency planning.
City Surveyor	Work undertaken on the management of the Estate properties, surveying services and advice, supervising and administering repairs and maintenance.

ASHTEAD COMMON

Notes to the Financial Statements for the year ended 31 March 2015

6. Support Costs (continued)

Information Systems	The support and operation of the City of London Corporation's central and corporate systems on the basis of usage of the systems; the provision of "desktop" and network support services and small IS development projects that might be required by the charity.
Other Support and Governance Costs	Contribution towards various costs including publishing the annual report and financial statements, central training, the dental service, occupational health, union costs and the environmental and sustainability section.

7. Staff Numbers and Costs

The full time equivalent number of staff employed by the City of London Corporation charged to Ashtead Common Trust in 2014/15 is 6 (2013/14: 8) at a cost of £232,922 (2013/14: £290,057). The table below sets out the employment costs and the number of full time equivalent staff charged directly to the charity.

	No of employees	Gross Pay £	Employers' National Insurance £	Employers' Pension Contribution £	Total £
2014/15 Charitable activities	6	188,305	12,683	31,934	232,922
2013/14 Charitable activities	8	233,154	16,893	40,010	290,057

No employees earned more than £60,000 during the year (2013/14: nil).

8. Heritage Assets

Since 1995 the primary purpose of the charity has been the preservation of Ashtead Common for the recreation and enjoyment of the public. As set out in accounting policy 1(c), the original heritage land and buildings are not recognised in the Financial Statements.

Policies for the preservation and management of Ashtead Common are contained in the Ashtead Common Heritage Conservation Plan 2010. Records of heritage assets owned and maintained by Ashtead Common can be obtained from the Director of Open Spaces at the principal address as set out on page 2.

ASHTEAD COMMON

Notes to the Financial Statements for the year ended 31 March 2015

9. Debtors

The debtors figure consists of:

	2015 £	2014 £
Recoverable VAT	8,274	7,009
Prepayments	599	684
Other Debtors	1,798	17,431
Rental Debtors	26	10
Total	10,697	25,134

10. Creditors

The creditors figure consists of:

	2015 £	2014 £
Trade Creditors	624	2,691
Accruals	7,175	5,239
Other Creditors	142	105
Receipts In Advance	128	130
Sundry Deposits	3,000	3,000
Bank overdraft	-	13,969
Total	11,069	25,134

11. Pensions

Following the statutory triennial valuation of the pension fund as at 31st March 2013, completed by independent consulting actuaries, an employer's contribution rate of 17.5% has been applied for 2014/15, 2015/16 and 2016/17.

In 2014/15, employer's contributions to the scheme for staff engaged on City's Cash activities was £9.1m (2013/14 £8.6m). There are no outstanding or pre-paid contributions at the balance sheet date.

The deficit of the scheme at 31 March 2015 is £516m (2012/13 £401m) as calculated in accordance with FRS17 disclosures.

ASHTEAD COMMON
Notes to the Financial Statements for the year ended 31 March 2015

12. Related Party Transactions

The following disclosures are made in recognition of the principles underlying Financial Reporting Standard 8 concerning related party transactions.

The City of London Corporation as well as being the Trustee also provides management, surveying and administrative services for the charity. The costs incurred by the City of London Corporation in providing these services are charged to the charity. The City of London Corporation also provides banking services, allocating all transactions to the charity at cost and crediting or charging interest at a commercial rate. The cost of these services is set out in the Statement of Financial Activities under “Resources Expended” and an explanation of these services is set out in Note 6 for support costs of £81,707 (2013/14: £86,251). The City of London Corporation’s City’s Cash meets the deficit on running expenses of the charity. This amounted to £471,707 (2013/14: £464,699) as shown in Note 4 to the financial statements.

The City of London Corporation is also the Trustee of a number of other charitable trusts. These Trusts do not undertake transactions with Ashtead Common. A full list of other charitable Trusts of which the City of London Corporation is Trustee is available on application to the Chamberlain of the City of London.

Members of the City of London Corporation responsible for managing the Trust are required to comply with the Relevant Authority (model code of conduct) Order 2001 issued under the Local Government Act 2000 and the City of London Corporation’s guidelines which require that:

- Members sign a declaration agreeing to abide by the City of London Corporation’s code of conduct;
- a register of interests is maintained;
- pecuniary and non-pecuniary interests are declared during meetings; and
- Members do not participate in decisions where they have an interest.

There are corresponding arrangements for staff to recognise interests and avoid possible conflicts of those interests.

In this way, as a matter of policy and procedure, the City Corporation ensures that Members and officers do not exercise control over decisions in which they have an interest. There are no material transactions with organisations related by virtue of Members and officers interests which require separate reporting. Transactions are undertaken by the Trust on a normal commercial basis.

***WEST WICKHAM COMMON AND SPRING PARK WOOD
COULSDON AND OTHER COMMONS***

***REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2015
Charity Numbers 232988 and 232989***

**WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON
AND OTHER COMMONS**

**Trustee's Annual Report and Financial Statements for the year ended 31 March
2015**

Contents	Page
Trustee's Annual Report	2-8
Independent Auditor's Report	9-10
Statement of Financial Activities	11
Balance Sheet	12
Notes to the Financial Statements	13-23

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

Trustee's Annual Report for the year ended 31 March 2015

1. Reference and Administration Details

Charity Name:	West Wickham Common And Spring Park Wood Coulsdon and Other Commons
Registered Charity Numbers:	232988 and 232989
Principal Address:	Guildhall, London EC2P 2EJ
Trustee:	The Mayor and Commonalty and Citizens of the City of London
Chief Executive:	The Town Clerk of the City of London Corporation
Treasurer:	The Chamberlain of London
Solicitor:	The Comptroller and City Solicitor
Banker:	Lloyds TSB Bank plc City Office, PO Box 72 Bailey Drive Gillingham, Kent ME8 OLS
Auditor:	Moore Stephens LLP 150 Aldersgate Street London EC1A 4AB

2. Structure, Governance and Management

The Governing Document and constitution of the charities

The governing document is the Corporation of London (Open Spaces) Act 1878. The charities are constituted as charitable trusts.

Trustee Selection methods

The Mayor and Commonalty and Citizens of London known as the City of London Corporation is the Trustee of West Wickham Common and Spring Park Wood Coulsdon and Other Commons. Elected Aldermen and Members of the City of London Corporation are appointed to the Epping Forest and Commons Committee governing West Wickham Common and Spring Park Wood Coulsdon and Other Commons by the Court of Common Council of the City of London Corporation.

Policies and procedures for the induction and training of trustees

The City of London Corporation makes available to its Members, seminars and briefings on various aspects of the City's activities, including those concerning West Wickham Common and Spring Park Wood Coulsdon and Other Commons, as it considers necessary to enable the Members to efficiently carry out their duties.

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

Trustee's Annual Report for the year ended 31 March 2015

2. Structure, Governance and Management (continued)

Organisational structure and decision making process

The committee governing the charities' activities is noted above. The Committee is ultimately responsible to the Court of Common Council of the City of London. The decision making processes of the Court of Common Council are set out in the Standing Orders and Financial Regulations governing all the Court of Common Council's activities. The Standing Orders and Financial Regulations are available from the Town Clerk at the principal address.

Details of related parties and wider networks

Details of any related party transactions are disclosed in note 14 of the Notes to the Financial Statements.

Risk identification

The Trustee is committed to a programme of risk management as an element of its strategy to preserve the charities' assets, enhance productivity for service users and members of the public and protect the employees.

In order to embed sound practice a Risk Management Group has been established in the City of London Corporation to ensure that risk management policies are applied, that there is an ongoing review of risk management activity and that appropriate advice and support is provided to Members and officers.

The City of London Corporation has approved a strategic risk register for all of its activities. This register helps to formalise existing processes and procedures and enables the City of London Corporation to further embed risk management throughout the organisation.

A key risk register has been prepared for the charities and has been reviewed by the Committee acting on behalf of the Trustee. It identifies the potential impact of key risks and the measures which are in place to mitigate such risks.

3. Objectives and Activities for the Public Benefit

The Trustee has due regard to the Charity Commission's public benefit guidance when setting objectives and planning activities.

The objects of West Wickham Common and Spring Park Wood are the preservation in perpetuity by the Corporation of London of the Open Spaces known collectively as West Wickham Common and Spring Park Wood for the recreation and enjoyment of the public. The objects of Coulsdon and Other Commons are the preservation in perpetuity by the Corporation of London of Open Spaces known collectively as Coulsdon and Other Commons for the recreation and enjoyment of the public. The charities are managed and accounted for as one unit. It is therefore not possible to produce separate reports and financial statements relating to the individual charities.

These charities are operated as part of the City of London Corporation's City's Cash. The City of London Corporation is committed to fund the ongoing net operational costs of the charity in accordance with the purpose which is the preservation in perpetuity of the Open Spaces known collectively as West Wickham Common and Spring Park Wood, or for Coulsdon and Other Commons the preservation in perpetuity of the Open Spaces known collectively as Coulsdon Commons for the recreation and enjoyment of the public.

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

Trustee's Annual Report for the year ended 31 March 2015

4. Achievements and Performance

Significant developments for 2014/15:

The West Wickham Common and Spring Park Wood charity and the Coulsdon and other Commons charity are now part of the Burnham Beeches, Stoke Common and City Commons Division of the Open Spaces Department. In addition to managing the Spring Parks Woods charity and the Coulsdon and other Commons charity, the division is also responsible for Ashted Common, Burnham Beeches and Stoke Common.

An amended staff structure has been introduced to realise the potential for greater effectiveness associated with a larger management unit. This has been introduced incrementally over the course of the year with new appointments including a Support Services Manager and a Communications Ranger. Throughout this period of transition the staff and volunteers have continued to provide an excellent conservation management service leading to improvements in the way that habitats and public access are managed.

The combined Entry Level and Higher Level Stewardship Scheme continues to significantly advance the capacity of the City Commons Division to deliver an effective and sustainable programme of conservation management projects across the seven commons. Referred to as the Environmental Stewardship Scheme (ESS), the agreement with Natural England was signed on 21 March 2011 and covers a period of 10 years. ESS provides incentive payments to manage land to protect or restore habitats.

Volunteering opportunities are provided via five directly managed groups undertaking work across all six Open Spaces; New Hillbillies (Farthing Downs and New Hill), Kenley Volunteers, Coulsdon Common Volunteers, Riddlesdown Volunteers and WWaSP's (West Wickham and Spring Park). Volunteer numbers were boosted by contributions from other groups including the Trust for Conservation Volunteers (TCV), Croydon Conservation Volunteers, Riddlesdown Collegiate and corporate volunteer groups to achieve a total of 4,873 volunteer hours across the West Wickham and Coulsdon Commons. This compares with approximately 6,000 hours achieved during the previous twelve months.

The diversity of the Commons and extended catchment makes the West Wickham and Coulsdon Commons ideally placed to offer an exciting and varied program of interpretative activities to enrich and enhance the visitor experience. During the year the West Wickham and Coulsdon Commons provided 76 directly led health walks and educational events on subjects as varied as star gazing for beginners, bird spotting, a summer butterfly walk and the hidden history of Coulsdon Common.

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

Trustee's Annual Report for the year ended 31 March 2015

4. Achievements and Performance (continued)

Key targets for 2014/15 and review of achievement

The key targets for 2014/15 together with their outcomes were:

- ***Kenley Revival Heritage Lottery Funding (HLF) Project*** – submit a second-round application to secure funding to implement the project. Application is ongoing. The conservation objectives of the project were re-defined during the summer, leading to revised second round application submission date of June 2015.
- ***Conservation grazing*** – implement the business plan to manage conservation grazing on the Coulsdon Commons. Conservation grazing continues across the Coulsdon Commons. The new Livestock Ranger is working closely with the Conservation Ranger to ensure that ESS targets are met. 40 sheep were overwintered in the quarry on Riddlesdown this year- having a significant impact on controlling some of the developing scrub in this part of the SSSI (Site of Special Scientific Interest). 12 pregnant cows went to Great Gregories at Epping Forest in December and produced 8 calves; these animals are due to return to the commons in early spring.
- ***Grassland restoration*** – restore open areas on Farthing Downs, Kenley and Riddlesdown. Completed annual target prescribed in the ESS agreement.
- ***Boundaries*** – review boundaries on all open spaces to ensure site protection and safety. Rangers completed site audits and produced patrol maps and specifications for the maintenance of boundaries across the Coulsdon Commons. This will help with tree safety management and allow for effective management of illegal fly tipping and encroachment.
- ***Small-leaved Lime Project*** – plan and deliver the second phase of this project on Spring Park. Using £4,825 of grant aid from the SITA Trust a team of heavy horses was deployed to drag timber from the woodland. Local publicity generated lots of positive interest from the public. A YouTube video, produced by an amateur film club, has brought this project to life for a wider audience. The third and final phase will take place in autumn 2015.

A review of other achievements:

- Retained 6 Green Flags and 2 Green Heritage Awards across the WW&CC's.
- Raised additional income through timber sales and the licensing of two filming events.
- Supported a local supermarket in their "farm to fork" initiative, targeted at local schools in the community.
- Facilitated 3 corporate volunteer days on Farthing Downs.
- Supported 3 work placement students.

All of the above achievements enhanced the Open Space for the benefit of the public and enhanced the protection, conservation, ecology the biodiversity and heritage of our sites.

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

Trustee's Annual Report for the year ended 31 March 2015

5. Financial Review

Review of financial position

Income of £114,875 (2013/14 £86,129) was received from grants, donations, other contributions, fees and charges, sales and £30,634 (2013/14 £29,576) from rents. The contribution towards the running costs of the charity amounted to £1,303,134 (2013/14 £992,396). This cost was met by the City of London Corporation's City's Cash grant income.

Reserves Policy

The charities are wholly supported by the City of London Corporation which is committed to maintain and preserve West Wickham Common and Spring Park Wood Coulsdon and Other Commons out of its City's Cash Funds. These Funds are used to meet the deficit on running expenses on a year by year basis. Consequently, these charities have no free reserves and a reserves policy is therefore not required.

Going Concern

The Trustee considers the Commons to be going concerns. Please see note 1(b) to the Financial Statements.

6. Plans for Future Periods

The key targets for 2015/16 are:

Spring Park

- **Small leaved lime project** – deliver the final year of this project.
- **Coppicing** – continue the annual program.

West Wickham Common

- **Oak Pollards** – annual condition monitoring.
- **Heathland** – restore, maintain and monitor relic heath.

Coulsdon Common

- **The Grove** – continue restoring wood pasture.
- **Drainage** – resolve flooding issue in Stites Hill Road.

Farthing Downs & New Hill

- **Grassland** – restore open areas.
- **Scrub** – manage retained scrub.

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

Trustee's Annual Report for the year ended 31 March 2015

6. Plans for Future Periods (continued)

Kenley Common

- **Heritage** – support the delivery of Kenley Revival Project.
- **Grassland** – restore and maintain open areas.

Riddlesdown

- **Scrub** – manage successional areas.
- **Grassland** – restore open areas.

West Wickham Common and Spring Park Wood Coulsdon and Other Commons

- **City of London (Open Spaces) Bill** – Deposition due in November 2015 with Parliamentary Process estimated at two sessions (two years). Epping Forest is the lead Open Spaces but the provisions will apply to West Wickham Common and Spring Park Wood Coulsdon and Other Commons and assistance will be given to Epping Forest as required.

7. The Financial Statements

The financial statements consist of the following and include comparative figures for the previous year.

- **Statement of Financial Activities** showing all resources available and all expenditure incurred and reconciling all changes in the funds of the charities.
- **Balance Sheet** setting out the assets and liabilities of the charities.
- **Notes to the Financial Statements** describing the accounting policies adopted and explaining information contained in the financial statements.

The financial statements have been prepared in accordance with statutory requirements and the Statement of Recommended Practice *Accounting and Reporting by Charities (Revised 2005)*.

8. Statement of Trustee's Responsibilities

The Trustee is responsible for preparing the Trustee's Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustee is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

**WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON
AND OTHER COMMONS**

Trustee's Annual Report for the year ended 31 March 2015

8. Statement of Trustee's Responsibilities (continued)

The Trustee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charities and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the charities' governing documents. It is also responsible for safeguarding the assets of the charities and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

9. Adopted and signed for on behalf of the Trustee on 21 July 2015.

R.A.H. Chadwick
Chairman of Finance Committee
Guildhall, London

J.P. Mayhew
Deputy Chairman of
Finance Committee

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

We have audited the financial statements of West Wickham Common and Spring Park Wood Coulsdon and Other Commons for the year ended 31 March 2015 which are set out on pages 11 to 23. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's trustee, as a body, in accordance with Chapter 3 of Part 8 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustee those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its trustee as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditor

As explained more fully in the Trustee's Responsibilities Statement set out on page 7 and 8, the trustee is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed as auditor under section 144 the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustee's Annual Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2015, and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF WEST WICKHAM
COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS
CHARITIES (CONTINUED)**

Matters on which we are required to report by exception

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

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

Moore Stephens LLP

Statutory Auditor

150 Aldersgate Street
London
EC1A 4AB

Moore Stephens LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

**WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON
AND OTHER COMMONS**

Statement of Financial Activities for the year ended 31 March 2015

	Notes	Unrestricted Fund		2014/15	2013/14
		General Fund	Designated Fund		
		£	£	£	£
Incoming Resources					
Incoming resources from generated funds					
Voluntary income		49,305	45,025	94,330	68,870
Grant from City of London Corporation		1,286,193	16,941	1,303,134	992,396
Incoming resources from charitable activities		51,179	-	51,179	46,835
Total incoming resources	4	1,386,677	61,966	1,448,643	1,108,101
Resources Expended					
Charitable activities		1,305,481	-	1,305,481	1,010,135
Governance costs		81,196	-	81,196	86,071
Total resources expended	5	1,386,677	-	1,386,677	1,096,206
Net incoming/(outgoing) resources before transfers		-	61,966	61,966	11,895
Transfers (to)/from designated funds		-	-	-	-
Net incoming/(outgoing) resources for the financial year		-	61,966	61,966	11,895
Net movement in funds		-	-	-	-
Reconciliation of funds					
Funds brought forward		-	11,895	11,895	-
Funds carried forward	12	-	73,861	73,861	11,895

There are no recognised gains or losses other than as shown in the statement of financial activities above.

All incoming resources and resources expended derive from continuing activities.

**WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON
AND OTHER COMMONS**

Balance Sheet as at 31 March 2015

	Notes	2014/15 £	2013/14 £
Fixed Assets			
Tangible Assets	9	<u>73,861</u>	<u>11,895</u>
		73,861	11,895
Current Assets			
Debtors	10	39,400	32,267
Cash at bank and in hand		<u>129,171</u>	<u>76,489</u>
		168,571	108,756
Creditors: Amounts falling due within one year	11	(168,571)	(108,756)
Net Current Assets		<u>-</u>	<u>-</u>
Total Assets Less Current Liabilities		<u>73,861</u>	<u>11,895</u>
The funds of the charity			
Unrestricted income fund			
Designated Funds	12	<u>73,861</u>	<u>11,895</u>
Total Charity Funds		<u>73,861</u>	<u>11,895</u>

Approved and signed for and on behalf of the Trustee

The notes at pages 13 to 23 form part of these accounts.

Dr Peter Kane
Chamberlain of London
21 July 2015

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

Notes to the Financial Statements for the year ended 31 March 2015

1. Accounting Policies

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

(a) Basis of Preparation

The financial statements have been prepared in accordance with the Charities Act 2011 and Statement of Recommended Practice *Accounting and Reporting by Charities (Revised 2005)* and under the historical cost accounting rules, and in accordance with applicable accounting standards.

Activity is accounted for in the year that it takes place on an accruals basis, not simply when cash payments are made or received. In particular, where revenue and expenditure have been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where debts may not be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.

(b) Going Concern

The governing documents place an obligation on the City of London Corporation to preserve the open spaces for the benefit of the public. The City of London Corporation is committed to fulfilling this obligation which is reflected through its proactive management of, and ongoing funding for, the services and activities required. The funding is provided from the City of London Corporation's City's Cash, which annually receives considerable income from its managed funds and property investments. Each year a medium term financial forecast is prepared for City's Cash. The latest forecast for the period to 2018/19, anticipates that adequate funds will be available to enable the City's Cash to continue to fulfil their obligations. On this basis, the Trustee considers the Commons to be going concerns for the foreseeable future.

(c) Fixed Assets

Heritage Assets and Associated Buildings

West Wickham Common and Spring Park Wood Coulsdon and Other Commons comprise 277 hectares (685 acres) of land located in the London Boroughs of Bromley and Croydon, together with associated buildings. The objects of West Wickham Common and Spring Park Wood are the preservation in perpetuity by the Corporation of London of the Open Spaces known collectively as West Wickham Common and Spring Park Wood for the recreation and enjoyment of the public. The objects of Coulsdon and Other Commons are the preservation in perpetuity by the Corporation of London of Open Spaces known collectively as Coulsdon and Other Commons for the recreation and enjoyment of the public. West Wickham Common and Spring Park Wood Coulsdon and Other Commons are considered to be inalienable (i.e. may not be disposed of without specific statutory powers).

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

**WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON
AND OTHER COMMONS**

Notes to the Financial Statements for the year ended 31 March 2015

1. Accounting Policies (continued)

(c) Fixed Assets (continued)

Tangible Fixed Assets

These are included at historic cost less depreciation on a straight line basis to write off their costs over their estimated useful lives and less any provision for impairment. Land is not depreciated and other fixed assets are depreciated from the year following that of their acquisition. Typical asset lives are as follows:

	Years
Infrastructure	up to 20

(d) Recognition

Expenditure on the acquisition, creation or enhancement of property, plant and equipment is capitalized provided that the expenditure is material (generally in excess of £50,000) and the asset yields benefits to the City of London, and the services it provides, for a period of more than one year. This excludes expenditure on routine repairs and maintenance of fixed assets which is charged directly within service costs.

(e) Incoming Resources

Recognition of incoming resources

All incoming resources are included in the Statement of Financial Activities gross without deduction of expenses in the financial year in which they are due.

Voluntary income

Voluntary income comprises public donations and government grants.

Volunteers

No amounts are included in the Statement of Financial Activities for services donated by volunteers, as this cannot be quantified.

Grants received

Grants are included in the Statement of Financial Activities in the financial year in which they are receivable.

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

Notes to the Financial Statements for the year ended 31 March 2015

1. Accounting Policies (continued)

Contribution from City's Cash

The City of London Corporation's City's Cash meets the deficit on running expenses of the charity and also provides grant funding for certain capital works.

Rental income

Rental income is included in the Charities' incoming resources for the year and amounts due but not received at the year end are included in debtors.

(f) Resources Expended

Allocation of costs between different activities

The City of London Corporation charges staff costs to the charitable activity and governance costs on a time spent basis. Associated office accommodation is charged out proportionately to the square footage used. All other costs are charged directly to the charitable activity.

(g) Pension Costs

The City of London's Pension Scheme is a funded defined benefits scheme. City of London Corporation staff are eligible for membership of the pension scheme and may be employed in relation to the activities of any of the City Corporation's three main funds, or any combination of them (i.e. City Fund, City's Cash and Bridge House Estates). As the charities are unable to identify their share of the Pension Scheme assets and liabilities, this scheme is accounted for as a defined contribution scheme in the accounts.

(h) Fund Accounting

The Trust may, at the Trustee's discretion, set aside funds, which would otherwise form part of general funds, for particular purposes. These funds are known as designated funds. The purposes of these funds are described in Note 12 to the accounts.

(i) Cash flow Statement

The Commons have taken advantage of the exemption in Financial Reporting Standard 1 (Revised) from the requirement to produce a cash flow statement on the grounds that they are small entities.

(j) Governance Costs

The nature of costs allocated to Governance is detailed in Note 6.

2. Tax Status of the Charities

West Wickham Common and Spring Park Wood Coulsdon and Other commons are registered charities and as such their income and gains are exempt from income tax to the extent that they are applied to their charitable objectives.

3. Indemnity Insurance

The City of London Corporation takes out indemnity insurance in respect of all its activities. The charities do not contribute to the cost of that insurance.

**WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON
AND OTHER COMMONS**

Notes to the Financial Statements for the year ended 31 March 2015

4. Incoming Resources

Incoming resources are comprised as follows:

	Unrestricted Funds £	Designated Funds £	2014/15 £	2013/14 £
Incoming resources from generated funds				
Grants	43,505	45,025	88,530	57,521
Donations	20	-	20	4,048
Other Contributions	5,780	-	5,780	7,301
	49,305	45,025	94,330	68,870
Grant from City of London Corporation	1,286,193	16,941	1,303,134	992,396
	1,335,498	61,966	1,397,464	1,061,266
Incoming resources from charitable activities				
Sale of goods, products and materials	5,594	-	5,594	16,991
Fees and charges	14,951	-	14,951	268
Rents	30,634	-	30,634	29,576
	51,179	-	51,179	46,835
Total incoming resources	1,386,677	61,966	1,448,643	1,108,101

Grants

Grants were received from the Rural Payments Agency, Natural England and Heritage Lottery Funding.

Other Contributions

A contribution of £4,825 from SITA UK Limited was received to restore a stand of small leaved lime by coppicing it at Spring Park.

Grant from City of London Corporation

The City of London Corporation's City's Cash meets the deficit on running expenses of the charities.

Fees and Charges

Charges are made to the public in respect of admission charges and licences granted.

**WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON
AND OTHER COMMONS**

Notes to the Financial Statements for the year ended 31 March 2015

5. Resources Expended

Resources expended are analysed between activities undertaken directly and support costs as follows:

	Activities undertaken directly	Support costs	2014/15	2013/14
	£	£	£	£
Charitable activities	1,158,115	147,366	1,305,481	1,010,135
Governance costs	-	81,196	81,196	86,071
Total resources expended	1,158,115	228,562	1,386,677	1,096,206

No resources are expended by third parties to undertake charitable work on behalf of the charities.

Charitable activities

Expenditure on charitable activities includes labour, premises costs, equipment, materials and other supplies and services incurred as the running costs of West Wickham Common and Spring Park Wood Coulsdon and Other Commons.

Governance costs

General

Governance costs relating to the general running of the charities, rather than specific activities within the charities, include strategic planning and costs associated with Trustee meetings. These costs are initially borne by the City of London Corporation and then charged to individual charities on the basis of time spent, as part of support costs, where appropriate.

Auditor's remuneration and fees for external financial services

Moore Stephens are the auditors of the City of London City's Cash. The City of London Corporation does not attempt to apportion the audit fee between all the different charities but prefers to treat it as part of the cost to their private funds. No other external financial services were provided for the Commons during the year or in the previous year.

Trustee's expenses

Members of the City of London Corporation are unpaid and do not receive allowances in respect of City of London Corporation activities in the City. However, Members may claim travelling expenses in respect of activities outside the City and receive allowances in accordance with a scale when attending a conference or activity on behalf of the City of London Corporation. No expenses were claimed in 2014/15 (2013/14: £Nil).

**WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON
AND OTHER COMMONS**

Notes to the Financial Statements for the year ended 31 March 2015

6. Support Costs

The cost of administration, which includes the salaries and associated costs of officers of the City of London Corporation, together with premises and office expenses, is allocated by the City of London Corporation to the activities under its control, including these charities, on the basis of employee time spent on the respective services. These expenses include the cost of administrative and technical staff and external consultants who work on a number of the City of London Corporation's activities. Support costs allocated by the City of London Corporation to the charitable activity are derived as follows:

	Charitable activities	Governance	2014/15	2013/14
	£	£	£	£
Department				
Chamberlain	-	29,725	29,725	25,965
Comptroller & City Solicitor	-	10,396	10,396	14,496
Open Spaces Directorate	38,689	-	38,689	39,271
Town Clerk	-	22,405	22,405	22,924
City Surveyor	79,894	18,670	98,564	39,436
Information Systems	19,124	-	19,124	18,150
Other governance and support costs	9,659	-	9,659	12,848
Total support costs	147,366	81,196	228,562	173,090

The main support services provided by the City of London Corporation are:

Chamberlain	Accounting services, insurance, revenue collection, payments, financial systems and internal audit.
Comptroller and City Solicitor	Property, litigation, contracts, public law and administration of commercial rents and City of London Corporation records.
Open Spaces Directorate	Expenditure incurred by the Directorate, which is recharged to all Open Spaces Committees under the control of the Director of Open Spaces. The apportionments are calculated on the basis of budget resources available to each Open Space charity.
Town Clerk	Committee administration, management services, human resources, public relations, printing and stationery, emergency planning.
City Surveyor	Work undertaken on the management of the Estate properties, surveying services and advice, supervising and administering repairs and maintenance.

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

Notes to the Financial Statements for the year ended 31 March 2015

6. Support Costs (continued)

Information Systems	The support and operation of the City of London Corporation's central and corporate systems on the basis of usage of the systems; the provision of "desktop" and network support services and small IS development projects that might be required by the charity.
Other governance costs	Contribution towards various costs including publishing the annual report and financial statements, central training, the dental service, occupational health, union costs and the environmental and sustainability section.

7. Staff Numbers and Costs

The full time equivalent number of staff employed by the City of London Corporation charged to West Wickham Common and Spring Park Wood Coulsdon and Other Commons in 2014/15 is 12 (2013/14 14) at a cost of £425,598 (2013/14 £448,737). The table below sets out the employment costs and the number of full time equivalent staff charged directly to the charities.

	No of employees	Gross Pay £	Employers' National Insurance £	Employers' Pension Contribution £	Total £
2014/15 Charitable activities	12	336,983	25,018	63,597	425,598
2013/14 Charitable activities	14	355,357	27,148	66,232	448,737

No employees earned more than £60,000 during the year (2013/14 Nil).

8. Heritage Assets

Since 1892 the primary purpose of the Charity has been the preservation of the commons at West Wickham Common and Spring Park Wood Coulsdon and Other Commons for the recreation and enjoyment of the public. As set out in accounting policy 1(c), the original heritage land and buildings are not recognised in the Financial Statements.

Policies for the preservation and management of West Wickham Common and Spring Park Wood Coulsdon and Other Commons are contained in the West Wickham Common and Spring Park Wood Coulsdon and Other Commons Heritage Conservation Plan 2010. Records of heritage assets owned and maintained by West Wickham Common and Spring Park Wood Coulsdon and Other Commons can be obtained from the Director of Open Spaces at the principal address as set out on page 2.

**WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON
AND OTHER COMMONS**

Notes to the Financial Statements for the year ended 31 March 2015

9. Tangible Fixed Assets

At 31 March 2015 the net book value of tangible fixed assets relating to direct charitable purposes amounts to £73,861 (31 March 2014: £11,895) as set out below. All tangible fixed assets are held by West Wickham and Spring Park Wood Coulsdon and Other Commons.

	Infrastructure (WIP) £	Total £
<u>Cost</u>		
At 1 April 2014	11,895	11,895
Additions	61,966	61,966
At 31 March 2015	73,861	73,861
<u>Accumulated depreciation</u>		
At 1 April 2014	-	-
Charge for year	-	-
At 31 March 2015	-	-
<u>Net Book Values</u>		
At 31 March 2015	73,861	73,861
At 31 March 2014	11,895	11,895

10. Debtors

The debtors figure consists of:

	2014/15 £	2013/14 £
Rental Debtors	6,743	418
Recoverable VAT	27,410	18,496
Other Debtors	5,247	13,353
Total	39,400	32,267

**WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON
AND OTHER COMMONS**

Notes to the Financial Statements for the year ended 31 March 2015

11. Creditors

The creditors figure consists of:

	2014/15	2013/14
	£	£
Trade Creditors	19,380	25,535
Accruals	63,743	25,411
Other Creditors	50,325	184
Sundry Deposits	26,820	26,820
Receipts In Advance	8,303	30,806
Total	168,571	108,756

12. Movement of Funds during the year 31 March 2015

	Balance at 1 April 2014	Net Incoming/ (outgoing) resources	Balance at 31 March 2015
	£	£	£
Unrestricted Income	-	-	-
Capital Reserve Fund	11,895	61,966	73,861
Total Funds	11,895	61,966	73,861

Designated funds

Capital Reserve Fund – Heritage Lottery Fund Kenley Revival Project

The Kenley Revival Project aims to conserve the historic airfield structures associated with Kenley Airfield during World War II and to promote the heritage resource to make it accessible to a wider range of people.

Capital Reserve Account consists of fixed assets at historic cost less accumulated depreciation in accordance with Note 1 (c).

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

Notes to the Financial Statements for the year ended 31 March 2015

13. Pensions

Following the statutory triennial valuation of the pension fund as at 31st March 2013, completed by independent consulting actuaries, an employer's contribution rate of 17.5% has been applied for 2014/15, 2015/16 and 2016/17.

In 2014/15, employer's contributions to the scheme for staff engaged on City's Cash activities was £9.1m (2013/14 £8.6m). There are no outstanding or pre-paid contributions at the balance sheet date.

The deficit of the scheme at 31 March 2015 is £516m (2013/14 £401m) as calculated in accordance with FRS17 disclosures.

14. Related Party Transactions

The following disclosures are made in recognition of the principles underlying Financial Reporting Standard 8 concerning related party transactions.

The City of London Corporation as well as being the Trustee also provides management, surveying and administrative services for the charities. The costs incurred by the City of London Corporation in providing these services are charged to the charities. The City of London Corporation also provides banking services, allocating all transactions to the charities at cost and crediting or charging interest at a commercial rate. The cost of these services is set out in the Statement of Financial Activities under "Resources Expended" and an explanation of these services is set out in Note 6 for support costs of £228,562 (2013/14: £173,090). The City of London Corporation's City's Cash meets the deficit on running expenses of the charity. This amounted to £1,303,134 (2013/14: £992,396) as shown in Note 4 to the financial statements.

The City of London Corporation is also the Trustee of a number of other charitable Trusts, with the exception of the Epping Forest Trust (charity number 232990), these Trusts do not undertake transactions with West Wickham Common and Spring Park Wood Coulsdon and Other Commons. A full list of other charitable trusts of which the City of London Corporation is trustee is available on application to the Chamberlain of the City of London.

Members of the City of London Corporation responsible for managing the Commons are required to comply with the Relevant Authority (model code of conduct) Order 2001 issued under the Local Government Act 2000 and the City of London Corporation's guidelines which require that:

- Members sign a declaration agreeing to abide by the City of London Corporation's code of conduct;
- a register of interests is maintained;
- pecuniary and non-pecuniary interests are declared during meetings; and
- Members do not participate in decisions where they have an interest.

**WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON
AND OTHER COMMONS**

Notes to the Financial Statements for the year ended 31 March 2015

14. Related Party Transactions (continued)

There are corresponding arrangements for staff to recognise interests and avoid possible conflicts of those interests.

In this way, as a matter of policy and procedure, the City Corporation ensures that members and officers do not exercise control over decisions in which they have an interest. There are no material transactions with organisations related by virtue of members and officers interests which require separate reporting. Transactions are undertaken by the Commons on a normal commercial basis.

Committees:	Dates:
Epping Forest and Commons Projects Sub Committee	07 September 2015 08 September 2015
Subject: Gateway 5 - Authority to Start Work: Kenley Revival Project	Public
Report of: Director of Open Spaces	For Decision

Summary

A second-round application has been submitted to the Heritage Lottery Fund (HLF) requesting a grant of £880,900 towards the delivery of the Kenley Revival Project. HLF will meet to consider the application on 17th September. This report seeks authority to accept the grant and implement the project if the application is successful.

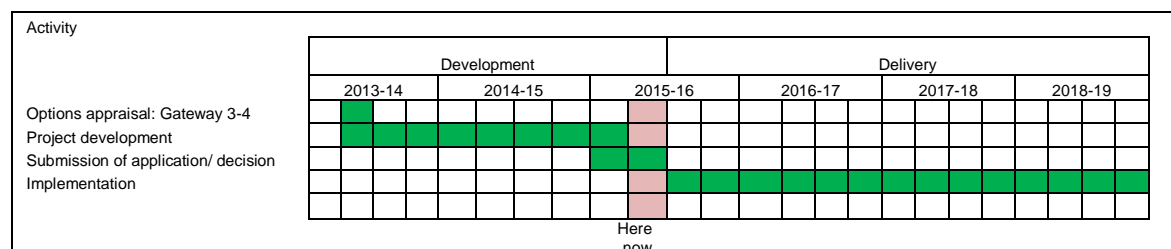
If successful, the project will conserve and protect the heritage of Kenley Airfield, removing the City owned parts of the Scheduled Monuments from the Heritage At Risk Register. It will also provide opportunities for people to engage with, and learn about the important role the airfield played during the Battle of Britain and throughout the Second World War.

Project status:



- Second-round application submitted June 2015
- HLF decision expected after September 17th 2015

Project timeline:



Total estimated cost:

- Total project delivery cost is £1,102,422 including the non-cash but costed elements of volunteer and in-kind contributions. The following diagram shows how the project will be funded. See Appendix 1 for detailed budget.

Chart 1

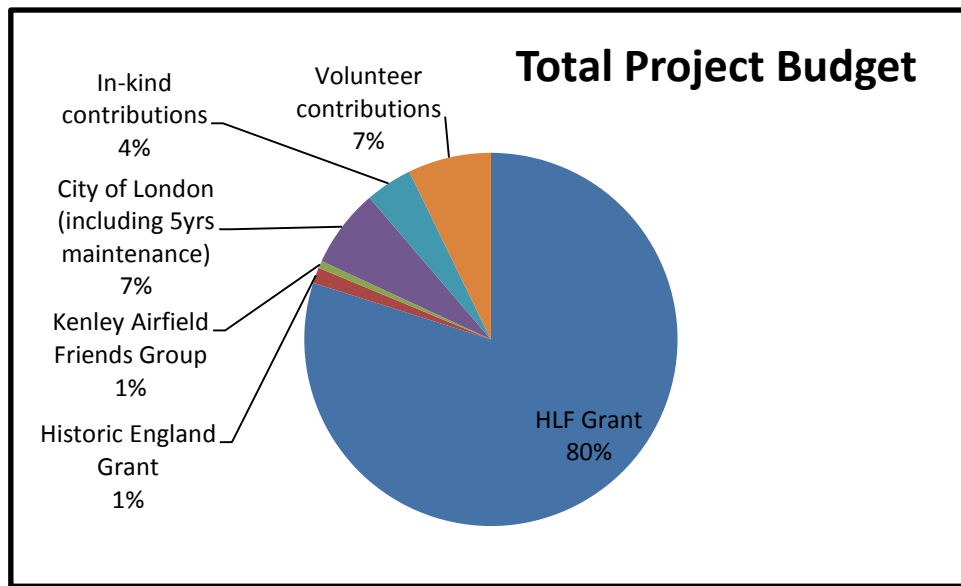
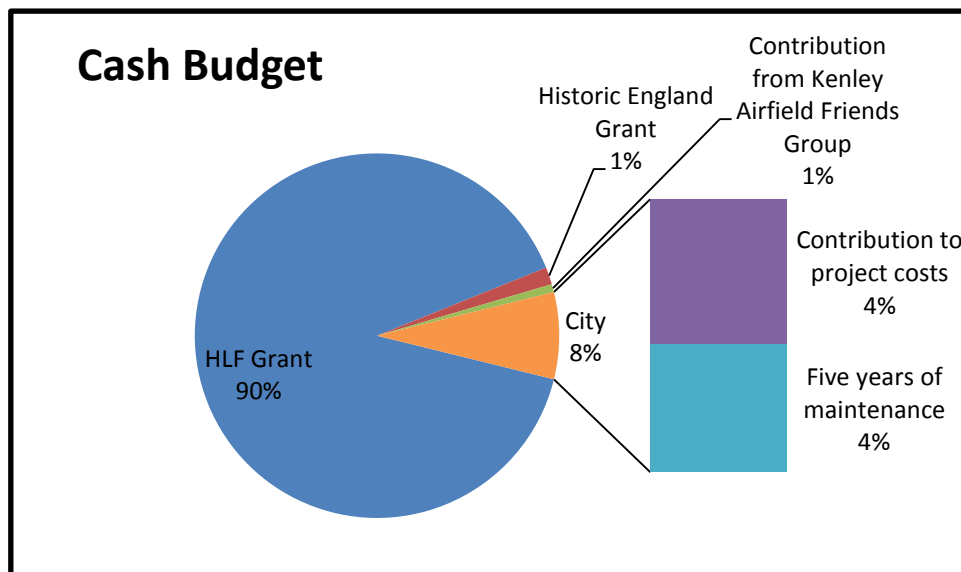


Chart 2

Total cash budget of £978,102 excluding in-kind and volunteer contributions (rounded to the nearest whole percentage figure):



City's financial contribution

- Contribution to project costs £40,000. (This figure is combined with the £15,000 contribution from Historic England and £12 to round the grant request to form the own reserves figure in the budget shown in Appendix 1). This will come from the local risk budget and will be spread over the course of three years
- On-going maintenance cost for five years £35,190
This is £2,190 more than is currently allocated in the City Surveyor's 20 year plan, so over a five year period the project will increase current maintenance costs. However, there is a saving of £8,700 in the predicted cost of on-going

maintenance over a 10 year period. This is partly because the deterioration of the restored heritage assets will be stabilised, and partly because the on-going maintenance needs are more fully understood within the context of the new conservation philosophy, resulting in a programme that is more finely tuned to need.

Amount spent developing the project to date:

Original estimate at Gateway 3-4	£67,000
Additional expenditure authorised on 21.01.15	<u>£ 8,850</u>
Therefore agreed development cost	£75,850
Actual development cost to date	£73,861

Overall project risk:



- 90% of funding provided by HLF
- Plans produced to design stage 4 and HLF second-round standard
- Reduced long-term maintenance liability and Scheduled Monuments will be removed from the Heritage At risk Register
- Quantified Risk Analysis of costs and Quantity Surveyor has reviewed capital costs
- Partnership approach provides specialist knowledge and additional scrutiny

Proposed way forward

To deliver the Kenley Revival Project should the second-round funding application submitted to the HLF be successful.

Recommendations

It is recommended that:

- authority to accept the HLF grant, should it be offered, be delegated to the Director of Open Spaces in consultation with the Chairman of the Epping Forest and Commons Committee and the Chairman of the Project-sub Committee
- authority to appoint the Conservation Consultant and Conservation Contractor is delegated to the Town Clerk in consultation with the Chairman of the Project Sub-Committee and the Chairman of the Epping Forest and Commons Committee

Main Report

<p>1. Design summary</p>	<p>Project summary taken from the HLF application:</p> <p><i>As the nation commemorates the 75th anniversary of the Battle of Britain, the Kenley Revival Project offers a unique and inspiring way to engage people with a period of our history when the country's future hung in the balance.</i></p> <p><i>The project will empower people to take ownership of Kenley's heritage by providing exciting and accessible opportunities for them to engage with history, through initiatives such as community archaeology, learning festivals and inspiring events like Sky Heroes Day.</i></p> <p><i>The project will raise the profile of Kenley as a nationally significant heritage resource by involving people in the creation of interpretation, including an on-line archive of memories, pictures and documents.</i></p> <p><i>The heritage will be conserved and protected in a way that promotes engagement and evokes the spirit of Kenley Airfield at war. This nuanced philosophy will be shared with others to inform the fledgling field of impermanent architecture conservation.</i></p>																								
<p>2. Delivery team</p>	<p>The City Corporation is the lead partner in a team also comprising the Kenley Airfield Friends Group and Historic England.</p> <p>Conservation works will be procured and overseen by a specialist Conservation Consultant and delivered by a Conservation Contractor. These contracts cannot be tendered until the outcome of the grant application is known.</p> <p>Please see the Project Execution Plan – Appendix 2.</p>																								
<p>3. Programme and key dates</p>	<table border="1" data-bbox="531 1473 1460 1982"> <thead> <tr> <th style="background-color: #003366; color: white;">Milestone (high level)</th> <th style="background-color: #003366; color: white;">Month</th> <th style="background-color: #003366; color: white;">Date</th> <th style="background-color: #003366; color: white;">Owner</th> </tr> </thead> <tbody> <tr> <td>Mobilise</td> <td>-1 to 1</td> <td>Sept-Nov 2015</td> <td>HR</td> </tr> <tr> <td>Staff in post</td> <td>3 to 4</td> <td>Jan-Feb 2016</td> <td>HR</td> </tr> <tr> <td>Appoint Conservation Consultant</td> <td>2</td> <td>Dec 2015</td> <td>HR</td> </tr> <tr> <td>Commence activity</td> <td>3</td> <td>Jan 2016</td> <td>PM</td> </tr> <tr> <td>Appoint Conservation Contractor</td> <td>6</td> <td>April 2016</td> <td>CC</td> </tr> </tbody> </table> <p>Continued over</p>	Milestone (high level)	Month	Date	Owner	Mobilise	-1 to 1	Sept-Nov 2015	HR	Staff in post	3 to 4	Jan-Feb 2016	HR	Appoint Conservation Consultant	2	Dec 2015	HR	Commence activity	3	Jan 2016	PM	Appoint Conservation Contractor	6	April 2016	CC
Milestone (high level)	Month	Date	Owner																						
Mobilise	-1 to 1	Sept-Nov 2015	HR																						
Staff in post	3 to 4	Jan-Feb 2016	HR																						
Appoint Conservation Consultant	2	Dec 2015	HR																						
Commence activity	3	Jan 2016	PM																						
Appoint Conservation Contractor	6	April 2016	CC																						

	Milestone (high level)	Month	Date	Owner
	Capital works 1 – signs and volunteer hub	4 to 8	Feb-Jun 2016	PM
	Website live	6	Apr 2016	PM
	Conservation works phase 1 – zone 1	8 to 10	Jun-Aug 2016	PM/CC
	Capital works phase 2 – signs	15 to 19	Jan-May 2017	PM
	Conservation works phase 2 – zone 2 + others	20 to 22	Jun-Aug 2017	PM/CC
	Staff finish	38	Dec 2018	HR
	RIBA stage 7, Evaluation and Outcome Reports	36 to 39	Oct-Jan 2018-19	HR
	Project completion	40	Feb 2019	HR
	Management and maintenance phase starts	42	Apr 2019	HR
	HR = Head Ranger PM = Project Manager CC = Conservation Consultant			
4. Outstanding risks	Please see the Quantified Risk Analysis – Appendix 3			
5. Budget	<p>The overall cost of the project is now £1,102,422. This is 25% higher than was reported at Gateway 3-4. Although the capital works cost of conserving the heritage assets has reduced, a number of costs have increased as the full potential of the project has been realised and targets have been tailored more closely to HLF’s outcomes. In particular the amount of activity associated with audience engagement, volunteering, education and interpretation (signage) have increased, with the knock-on effect of increasing the employee cost budget.</p> <p>HLF have indicated that they are prepared to accept this increase, which to them represents a 15% increase because an additional £80,000 worth of volunteer contributions was included in the first-round application. (This did not appear in the Gateway 3-4 report because it is a non-cash item).</p> <p>The project partners believe that despite the increase in cost, the project now represents better value for money for HLF because it achieves more of their outcomes.</p> <p>The effect of the increase on City budgets is to raise the amount of local risk money required to match HLFs contribution from an</p>			

	estimated £30,000 at Gateway 3-4 to £40,000. This increase is partly offset by the reduction in the long-term maintenance budget, making the net increase to the City £1,300.
6. Success criteria	<p>The project will be deemed successful when:</p> <ul style="list-style-type: none"> • The heritage associated with Kenley Airfield is conserved • The City owned parts of the Scheduled Monuments are removed from the Heritage at Risk Register • Targets for engaging people have been met <p>The second-round application contains multiple targets that will be monitored throughout the life of the project.</p>
7. Progress reporting	Monthly updates to be provided via Project Vision and any project changes will be sought by exception via Issue Report to Spending and Projects Sub Committees

Appendices

Appendix 1	Budget summary
Appendix 2	Project Execution Plan
Appendix 3	Quantified Risk Analysis

Contact

Report Author	Andy Thwaites
Email Address	Andrew.thwaites@cityoflondon.gov.uk
Telephone Number	01372 279083

Appendix 1

Kenley Revival Project Budget

Delivery Phase budget

Capital costs

Cost Heading	Description	Cost	Vat	Contingency		Total at Round 1	Current Forecast
		£	£	£	%	£	£
Repair and conservation work	Conservation of historic features	396,000	0	0	0	396,000	256,416
New building work	Volunteer hub £10,500. Line painting £5,600. Repairs & fencing £11,000	27,600	0	0	0	27,600	27,100
Other capital work	Nil	0	0	0		0	
Equipment and materials	Fabrication of new signage £95,995. Fabrication of travelling exhibition £18,000	106,100	0	0	0	106,100	113,995
Professional fees relating to any of the above	Conservation Consultant £30,000. Signage design £14,863. Exhibition design £8,000. Website design and hosting £19,913.	35,500	0	0	0	35,500	72,776
Total Costs		565,200	0	0	0	565,200	470,287

Activity costs

Cost Heading	Description	Cost	Vat	Contingency		Total @ Round 1	Current Forecast
		£	£	£	%	£	£
New staff costs	Project Manager, 3yrs FT £137,079. Learning and Volunteer Officer 35mnths PT £56,880. DBS checks £500	88,116	0	0	0	88,116	194,459
Training for staff	Staff training. 2% of basic pay	2,400	0	0	0	2,400	2,660
Training for volunteers	Volunteer training. Figure from Activity Plan	8,400	0	0	0	8,400	13,700
Travel for staff	Staff travel. Figure from Activity Plan	1,200	0	0	0	1,200	1,500
Travel and expenses for volunteers	Travel £2,100. Shuttle bus £7,800. Exhibition transport £1,500.	3,600	0	0	0	3,600	11,400
Equipment and materials	Equipment and materials. Figure from Activity Costs worksheet	4,000	0	0	0	4,000	60,244

Professional fees relating to any of the above	From Activity Costs worksheet. Includes: fly-pasts, speakers, artists, designers, learning consultant and practitioners	10,500	0	0	0	10,500	46,495
Total Costs		118,216	0	0	0	118,216	330,458

Other costs

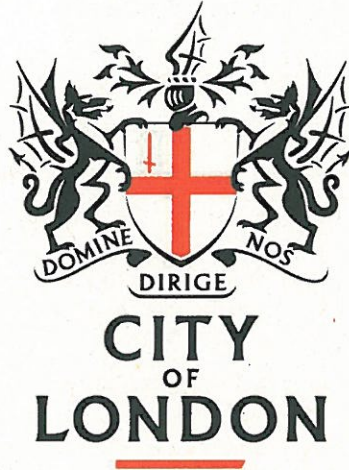
Cost Heading	Description	Cost	Vat	Contingency		Total @ Round 1	Current Forecasts
		£	£	£	%	£	£
Recruitment	Recruitment of staff and volunteers	3,000	0	0	0	3,000	3,000
Publicity and promotion	Production/ purchase of publicity material	4,800	0	0	0	4,800	4,800
Evaluation	Evaluation Consultant	6,000	0	0	0	6,000	6,000
Contingency	Quantified Risk Analysis used to calculate contingency on capital costs, then 10% added to other costs excluding staff	123,112	0	0	0	123,112	93,657
Inflation	3.5% for 3 yrs applied to activity costs, publicity and evaluation, plus capital (excludes conservation, new building and staff costs as these are considered elsewhere).	58,566	0	0	0	58,566	34,710
Increased management and maintenance costs (maximum five years)	Increased management and maintenance	15,000	0	0	0	15,000	35,190
Non cash contributions	Officer time - Information Ranger £12,000, Head Ranger £5,670, Senior Ranger £13,700, Surveyor £5,000, Finance £3,000. HE Insp. of Ancient M'ments £5,500.	44,870	0	0	0	44,870	44,870
Volunteer time	10,600 hours = 1193 days @ £50, 132 @ £150	79,450	0	0	0	79,450	79,450
Total Costs		334,798	0	0	0	334,798	301,677

d) Delivery Phase income

Delivery income

Income Heading	Description	Secured	Total @ Round 1	Current Forecast
Central government	EH contribution to conservation	Yes	15,000	-
Private donation - corporate	Contributions from local businesses - underwritten by Friends Group	Yes	5,000	7,000
Own reserves		Yes	30,124	55,012
Increased management and maintenance Costs (maximum five years)	Maintenance works included in 20yr plan	Yes	15,000	35,190
Non cash contributions	Officer time - Information Ranger £12,000, Head Ranger £5,670, Senior Ranger £13,700, Surveyor £5,000, Finance £3,000. HE Insp. of Ancient M'ments £5,500.	Yes	44,870	44,870
Volunteer time	10,600 hours = 1193 days @ £50, 132 days @ £150	No	79,450	79,450
HLF Grant			768,900	880,900
Total Income			958,344	1,102,422

Appendix 2



KENLEY REVIVAL PROJECT

Project Execution Plan

May 2015



		Signature	Date
Prepared by	Scott Lester Vice Chairman, KAFG	_____	_____
	Andrew Thwaites Head Ranger, City Corporation	_____	_____
Reviewed by	Dr Jane Siddell Inspector of Ancient Monuments, Historic England	_____	_____
	Kenley Airfield Friends Group Chairman - Alan Morgan	_____	_____
Approved by	Andy Barnard Project Sponsor & Superintendent, City Corporation	_____	_____
Distributed to	Heritage Lottery Fund Historic England City of London Corporation Kenley Airfield Friends Group		

Document History

Revision	Date	Summary of changes
V1.0	24/04/15	First draft
V2.0	16/05/15	Second draft

Table of Contents

1	Project scope	4
2	Key milestones.....	5
3	Governance.....	6
	3.1 Accountable organisation.....	6
	3.2 Project Board.....	6
	3.3 Project evaluation reviews.....	7
	3.4 Change control process.....	7
4	Organisation.....	8
	4.1 Core project roles.....	8
	4.2 Conservation works roles.....	8
	4.3 Organisation chart.....	9
5	Stakeholder Management.....	9
6	Sharing of information, coordination and cooperation.....	9
7	Dependencies.....	10
8	Key assumptions.....	10
9	Risk management and change impact.....	10
10	Delivery Approach.....	10
	10.1 Procurement strategy.....	10
	10.2 Supplier assurance.....	10
	10.3 Health, Safety & environmental management.....	10
	Appendix A Project Managers role in relation to conservation work.....	11
	Appendix B Partnership Agreement.....	22
	Appendix C Supplier selection questionnaire.....	25

1 Project scope

Baseline Item	Document Reference
Project requirements, governance, role responsibilities, procurement	Project Execution Plan
Informing strategy	Conservation Management Plan, Interpretation Plan, Activity Plan
HLF Submission documents	Project Execution Plan, Activity Plan, Conservation Management Plan, Interpretation Plan, Management and Maintenance Plan, Project Timetable, Conservation Works Specification, Brief for Evaluation, Brief for Web Design and Hosting, Community Archaeology Project Design, job descriptions and person specifications for the Project Manager and Community and Volunteer Officer, Budget and Cash Flow Forecast, Quantified Risk Analysis
Cost plan	Project Execution Plan, Activity Plan, Management and Maintenance Plan, Budget and Cash Flow Forecast, Quantified Risk Analysis

There has been a continual interest and appreciation of the role of RAF Kenley, especially during World War Two, from local people and historians. Kenley Airfield Friends Group (KAFG) was formed in 2008 to protect and enhance the airfield and in 2011, working with City of London Corporation, the decision to apply for Heritage Lottery funding was made.

The vision for the Kenley Revival Project being:

Kenley airfield and environs: conserved, promoted, understood and enjoyed as the UK's most complete surviving Battle of Britain fighter airfield, a site of nature conservation and public open space; an active airfield that maintains a direct and tangible link to its fighter airfield history.

A first-round application was made in 2013, which was accepted and the Heritage Lottery Fund awarded the Kenley Revival Project (KRP) with £56k of funding to progress the development of a second-round application.

Over the last 18 months, the second-round application has been prepared and the project developed with detailed cost estimates – the total value being £1.102m, with a request for £880,912 from the HLF.

In summary:

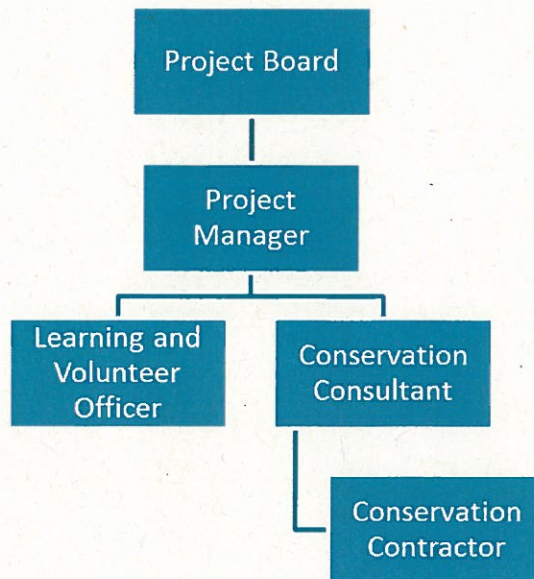
Capital costs	£470,287
Activity Plan costs (inc training & staffing)	£330,458
Other costs	<u>£301,677</u> +
	£1,102,422

2 Key milestones

Milestone (high level)	Month	Date	Owner
Mobilise	-1 to 1	Sept-Nov 2015	HR
Staff in post	3 to 4	Jan-Feb 2016	HR
Appoint Conservation Consultant	2	Dec 2015	HR
Commence activity	3	Jan 2016	PM
Appoint Conservation Contractor	6	April 2016	CC
Capital works 1 – signs and volunteer hub	4 to 8	Feb-Jun 2016	PM
Website live	6	Apr 2016	PM
Conservation works phase 1 – zone 1	8 to 10	Jun-Aug 2016	PM/CC
Capital works phase 2 – signs	15 to 19	Jan-May 2017	PM
Conservation works phase 2 – zone 2 + others	20 to 22	Jun-Aug 2017	PM/CC
Staff finish	38	Dec 2018	HR
RIBA stage 7, Evaluation and Outcome Reports	36 to 39	Oct-Jan 2018-19	HR
Project completion	40	Feb 2019	HR
Management and maintenance phase starts	42	Apr 2019	HR

HR – Head Ranger
 CC – Conservation Consultant
 PM – Project Manager

3 Governance



3.1 Accountable organisation

The City of London Corporation (City Corporation) will be the accountable organisation for the project.

All grant monies will be held by the City Corporation in accordance with the conditions set by the grant aid provider and the financial regulations of the City Corporation.

All expenditure on the project will be made by the City Corporation in accordance with its financial regulations.

All work undertaken on the project will be subject to the City Corporation's standing orders and procedures relating to procurement and contract administration, and in accordance with the regulations of the Heritage Lottery Fund.

3.2 Project Board

The Project Board will have the decision making authority over all aspects of the project. The Board will have representation from:

- The City of London Corporation; Superintendent, City Surveyors Department - Heritage Estate, Chamberlains Department, Kenley Revival Project Manager, Head Ranger
- The Kenley Airfield Friends Group; Chairman and Deputy Chairman
- Historic England; Inspector of Ancient Monuments and Assistant Inspector of Ancient Monuments

The Project Board will meet quarterly. However, the project partners will also conduct steering group meetings in-between these times. Steering group meetings can make decisions by consensus, but where this is not possible the matter must be referred to a meeting of the Project Board.

3.3 Project evaluation reviews

The Kenley Revival Project will report as follows:

- Quarterly progress reports and meetings with the Heritage Lottery Fund
- Quarterly progress reports and meetings with the Project Board
- Monthly reports to the City Corporation's Project Sub-Committee
- Regular verbal updates and an annual report to the City Corporation's Epping Forest and Commons Committee

A consultant will be appointed to produce an Evaluation Plan, support the gathering of evaluation data throughout the life of the project, and deliver an Evaluation Report at the end of the project.

Any variance from the project's targets will be highlighted via the reporting framework described above and managed through the Change Control Process described below.

3.4 Change control process

The Sponsor may issue a number of requests or directions to the Project Manager. Typically they could be:

- Clarifications of requirements of scope
- Decisions on specific scope or design issues resulting from trade off between capital cost or cost and benefits.
- New or revised documents
- Requests for estimates of the impact on time, costs and deliverables as a result of potential changes in funding or requirements
- Where these are complex or potentially resource intensive, the Sponsor will discuss them in draft form with the relevant stakeholders before issue

The Project Manager will inform the Heritage Lottery Fund of changes, and seek their input into the resolution.

Changes must be agreed by the Sponsor and the Kenley Revival Project Board before seeking HLF approval.

4.0 Organisation

4.1 Core project roles

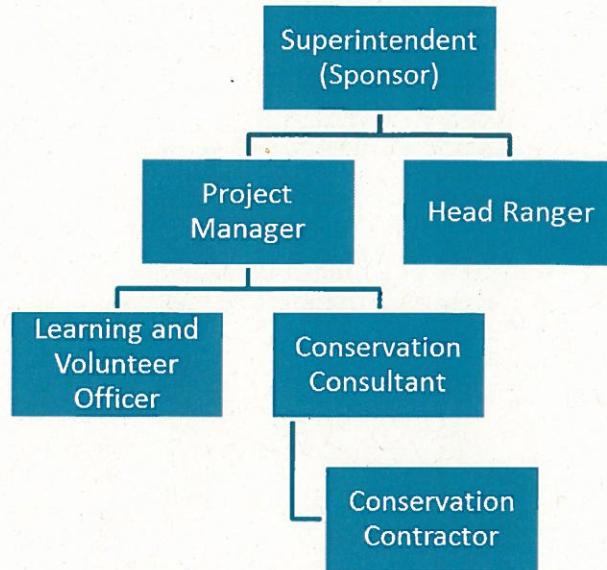
Role	Person	Directorate / Organisation
Project Manager	To be appointed	City of London Corporation
Learning and Volunteer Officer	To be appointed	City of London Corporation
Sponsor	Andy Barnard	Superintendent, City of London Corporation
Head Ranger	Andy Thwaites	City of London Corporation
User Representatives	Alan Morgan & Scott Lester	Chairman and Vice Chairman of the Kenley Airfield Friends Group
Conservation Consultant	To be appointed	TBC
Inspector of Ancient Monuments	Jane Sidell	Historic England

4.2 Conservation works roles

The project will appoint a Conservation Consultant to act as the Contract Administrator. The Conservation Consultant will report to the Kenley Revival Project Manager and will assist in the appointment of the Conservation Contractor. The Conservation Consultant will be responsible for overseeing the design and implementation of the works, and will appoint sub-contractors to perform these duties as required under CDM regulations.

Appendix A details the Project Manager's role in relation to the conservation works, which explains the relationship with the Conservation Consultant. A brief for the Conservation Consultant is submitted as part of the second-round HLF application.

4.3 Organisational chart



5 Stakeholder management

The Project Manager is responsible for managing stakeholder engagement with the project.

Engagement and stakeholder management is covered within the Activity Plan document, with the key stakeholders being KAFG, Croydon Council, Tandridge District Council and the Kenley Residents Association. The KAFG meet representatives of the wider community which includes councillors from Croydon and Tandridge Council, Surrey Hills Gliding Club twice a year to discuss and update on plans for Kenley and this will be used to update on the Kenley Revival Project. Further the Project Manager can use this meeting, and others, to encourage volunteers and enable wider community support.

6 Sharing of information, coordination and cooperation arrangements

The Project Manager will have oversight of all the activities occurring on Kenley Common. Therefore this role is key to ensuring that work activities are coordinated and planned in a way that encourages cooperation and avoids conflict.

The Conservation Contractor receives instructions via the Conservation Consultant for technical and contractual matters, and either the Project Manager or the Conservation Contractor for matters requiring on-site liaison and co-ordination.

7 Dependencies

The Kenley Revival Project will be implemented in conjunction with the on-going management of Kenley as a public open space.

Access arrangements and the risk management of operational flying activities are dependent upon the RAF and Defence Infrastructure Organisation. These organisations at times license third party activities on Kenley Airfield, and these must be coordinated with the work of the project. The Project Manager and Sponsor are responsible for maintaining a good working relationship and effective communications with these organisations.

8 Key assumptions

The key assumption being that HLF will fund the Kenley Revival Project. This PEP forms part of the bid for £1.1m being submitted by the City of London Corporation.

9 Risk management & change impact

The Kenley Revival Project Board will discuss, assess and agree changes to the project scope and requests for the release of risk funds. A Quantified Risk Analysis was completed in April 2015 and will be reviewed by the project at every Project Board meeting.

10 Delivery approach

10.1 Procurement strategy

Goods and services will be procured in accordance with the City Corporations financial regulations and procedures.

All tenders submitted in relation to the Kenley Revival Project will be assessed on quality as well as price.

The tender process operates through Capitaesourcing:

<https://www.capitaesourcing.com/web/login.shtml>

Standard terms and conditions will apply:

<http://www.cityoflondon.gov.uk/business/tenders-and-procurement/Pages/Terms.aspx>

10.2 Supplier assurance

Suppliers will be required to provide evidence to the City Corporation during the tender process to provide assurance that they have the competency and capacity to undertake the work. The evidence required is detailed in the briefs submitted as part of the second-round HLF application.

10.3 Health, safety and environmental management

Appendix C contains the checklist used to gather evidence of compliance in relation to these items. Contractors will be required to assess any sub-contractor they employ against these criteria.

Kenley Revival Project - Quantified Risk Analysis

Risk Phase	Risk Categories	Risk Name	Cause	Effect	Risk Description	Risk Owner	Current Probability %	MIN (£000)	LIKELY (£000)
Delivery	Project Delivery - Technical	Additional concrete repair to the Fighter Pen KC12; KC40; KC52; KC44; KC18	Increased concrete spalling and corrugated steel sheeting decay	Delay to project	Additional cost and time to complete	Col.	25	30	60
Delivery	People & Skills	Lack of availability of suitable contractors	Too much work in the sector or insufficient resulting in companies seeking alternative work packages	Delay to start of project	Additional cost and time to complete	Col.	10	30	50
Delivery	Project Delivery - Technical	Asbestos	As the concrete air raid shelters are conserved, asbestos could be uncovered.	Delay to project	Additional cost and time to complete	Col.	20	20	30
Delivery	Project Delivery - Technical	Unexploded ordnance	Working on the airfield, the conservation work could unearth unexploded munitions	Delay to project	Additional cost and time to complete and possible cessation of certain elements	Col.	10	10	20
Delivery	Project Delivery - Technical	Construction Inflation	Delivery costs increased	Reducing the level of conservation	Reduction in scope and loss of benefits	Col.	15	0	7

MAX (£000)	Current Min Time (Wks)	Current Exp Time (Wks)	Current Max Time (Wks)	Target Probability %	MIN (£000)	LIKELY (£000)	MAX (£000)	Target Min Time (Wks)	Target Exp Time (Wks)	Target Max Time (Wks)	Cost assumption	Mitigation	Mitigation Owner	Current update	Next Review Due Date
100	3	4	6	10	10	10	15	80	2	3	5. Increasing the level of rebuild and brickwork repairs	Timely action by contract administrator/deck of works to assess and determine additional work	Col	Risk is still assessed as low and there are no issues at present.	04-Jan-16
75	4	6	9	10	15	20	50	50	2	3	4. Risk values are based on the costs of repairing concrete structures	Early contractor involvement once HLF bid is secured and detailed discussions with Historic England	Col	Risk is still assessed as low and there are no issues at present.	04-Jan-16
50	4	6	9	15	5	10	25	25	2	3	5. Risk values are based on stopping work and covering exposed asbestos or removing to designated tip and re-appraising work going forward.	Early contractor involvement once HLF bid is secured and detailed discussions with Historic England	Col	Risk is still assessed as low and there are no issues at present.	04-Jan-16
50	1	2	3	5	5	10	40	40	1	2	3. Cessation of works while the ordnance is removed from site or detonated safely on site aware from structures.	Employ contractor to check records with MoD	Col	Risk is still assessed as low and there are no issues at present.	04-Jan-16
11	1	2	3	5	0	0	11	11	1	0	2. Consideration of a fixed price contract or agreement for an uplift for the contractor prior to contract being let.	Early contractor involvement once HLF bid is secured and detailed discussions between Col and the contractor	Col	Risk is still assessed as low and there are no issues at present.	04-Jan-16

60

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank