



## Highgate Wood Joint Consultative Committee

**Date:** WEDNESDAY, 18 NOVEMBER 2015

**Time:** 1.45 pm

**Venue:** COMMITTEE ROOMS, GUILDHALL, LONDON, EC2P 2EJ

**Members:**

Virginia Rounding (Chairman)	Peter Corley (Tree Trust for Haringey)
Jeremy Simons (Deputy Chairman)	Councillor Gail Engert (London Borough of Haringey)
Professor John Lumley	Councillor Bob Hare (London Borough of Haringey)
Barbara Newman	Lucy Roots (Muswell Hill Friends of the Earth)
Stephanie Beer (Muswell Hill & Fortis Green Association)	Alison Watson (Friends of Queen's Wood)
Jan Brooker (Highgate Conservation Area Advisory Committee)	Michael Hammerson (Highgate Society)
Marguerite Clark (Highgate Society)	

**Enquiries:** David Arnold  
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020 7332 1174

**Lunch will be served in Guildhall Club at 1PM**  
**NB: Part of this meeting could be the subject of audio or video recording**

**John Barradell**  
Town Clerk and Chief Executive

# AGENDA

## Public Agenda

1. **APOLOGIES**
2. **MEMBERS DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THIS AGENDA**
3. **MINUTES**  
To agree the public minutes of the meeting held on 22 April 2015.  
**For Decision**  
(Pages 1 - 6)
4. **SUPERINTENDENT'S UPDATE REPORT**  
Report of the Superintendent of Hampstead Heath.  
**For Information**  
(Pages 7 - 18)
5. **UPDATE ON OAK PROCESSIONARY MOTH (OPM) AT THE NORTH LONDON OPEN SPACES DIVISION**  
Report of the Superintendent of Hampstead Heath.  
**For Information**  
(Pages 19 - 28)
6. **FEES AND CHARGES 2016/17**  
Report of the Superintendent of Hampstead Heath.  
**For Discussion**  
(Pages 29 - 52)
7. **NORTH LONDON OPEN SPACES - RISK REGISTER**  
Report of the Superintendent of Hampstead Heath.  
**For Information**  
(Pages 53 - 66)
8. **QUESTIONS**
9. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
10. **DATE OF NEXT MEETING**  
To note that the next meeting will be held at 12:00pm on 20 April 2016.

## HIGHGATE WOOD JOINT CONSULTATIVE COMMITTEE Wednesday, 22 April 2015

Minutes of the meeting of the Highgate Wood Joint Consultative Committee held at Highgate Wood Offices, Highgate Wood, Muswell Hill Road, N10 3JN on Wednesday, 22 April 2015 at 12.00 pm

### Present

#### Members:

Jeremy Simons (Chairman)  
Ann Holmes  
Professor John Lumley  
Barbara Newman  
Stephanie Beer (Muswell Hill & Fortis Green Association)  
Peter Corley (Tree Trust for Haringey)  
Michael Hammerson (Highgate Society)  
Alison Watson (Friends of Queen's Wood)

#### Officers:

David Arnold	Town Clerk's Department
Bob Warnock	Superintendent of Hampstead Heath
Jonathan Meares	Highgate Wood Conservation and Trees Manager

#### Also present:

Stephen Baron

#### 1. APOLOGIES

Apologies for absence were received from Virginia Rounding (Deputy Chairman), Jan Brooker (Highgate Conservation Area Advisory Committee), Marguerite Clark (Highgate Society), Councillor Gail Engert (London Borough of Haringey), Councillor Bob Hare (London Borough of Haringey), and Lucy Roots (Muswell Hill Friends of the Earth).

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

Ann Holmes declared a non-pecuniary interest in any discussions relating to the Pavilion Café as she was a personal friend of the owner.

#### 3. MINUTES

**RESOLVED** – That the minutes of the last meeting held on 18 November 2014 be approved subject the following amendments:-

##### Oak Decline

In response to a member's question, the Highgate Wood and Conservation Manager advised that there had been few **leaf-mining moths** found in this year's survey but a wide variety of weevil species were found.

### Tree Disease and Biosecurity issues

There had been further advances by the pest and there was now an infestation at the Regent's Park Zoo, just over two kilometres from **Hampstead Heath**.

### **Matters Arising**

#### Conservation Management Plan Summary Document

Members were provided with the Summary Document which was tabled at the meeting.

#### Play Area and Recreation

Members were advised that repairs to the roof hut would start shortly.

#### Community and Events

In response to a member's question, the Highgate Wood and Conservation Manager advised that a Friends of Highgate Wood group would not be developed as contributions and participation from Heath Hands was increasing.

#### Development Issues

Members were advised that a planning application for the redevelopment of the former Haringey Magistrates Court had been approved by the London Borough of Haringey.

#### Weddings and Civil Ceremonies

In response to a member's question, the Superintendent advised that the possibility to provide weddings and civil ceremonies at Highgate Wood would not be pursued due to licensing and access issues.

## 4. **SUPERINTENDENT'S UPDATE REPORT**

The Committee received a report of the Superintendent of Hampstead Heath that provided an update on management and operational activities in Highgate Wood over the past six months. Members were advised of the following matters:

#### Saving and Income Generation

By the 2017/18 Financial Year, the City of London Corporation's Open Spaces Department would be required to find £2.2m of savings, with £332,000 of savings identified across Hampstead Heath, Highgate Wood and Queen's Park in 2015/16.

Savings were being addressed through seven programmes that focussed on the following areas: learning; sports; Various Powers Bill; promotion of services; energy efficiency; fleet and equipment; and wayleaves. The Superintendent advised that officer project boards had now been set up for each of these programmes.

The Highgate Wood Conservation and Trees Manager added that Highgate Wood would be particularly affected by the Sports programme during a review of the true costs of its sports facilities. This would include benchmarking of fees for other sporting activities provided locally.

In response to a member's question, the Superintendent advised that donations for guided walks were not currently asked for but this could be considered.

#### Roman Kiln Project

Work was now underway to gather all the supporting documents that had to be submitted with the Heritage Lottery Fund (HLF) application. Letters of support would be obtained from local schools, The Museum of London and Bruce Castle Museum.

In response to a Member's question, the Superintendent advised that a fee of £4,500 would be paid to the small consultancy who had already produced the Interpretation and Display Plans for the reconfigured education building to help with assembling and submitting the Heritage Lottery Fund application.

#### Sustainability

The Open Spaces Department had recently launched its Sustainability Improvement Plan 2015-2017, which focussed on three actions: an increased focus on driving down energy and water usage; a department wide review and rationalisation of vehicle and machinery use; and a programme of delivering further Solar Power Projects or other sustainable energy technologies.

#### Conservation Management Plan

The images from the recent LIDAR survey of Highgate Wood and Queen's Wood were extremely interesting but the definition of the survey was not sufficiently detailed to be of any real value. A better way to carry out the survey would need to be established.

#### Woodland Conservation and Tree Management

Work continued with Heath Hands Volunteers to construct dead hedging around sensitive areas where there had been significant compaction, and encourage natural regeneration and soil remediation.

#### Tree Disease

Oak Processionary Moth (OPM) was advancing ever nearer and may well reach Hampstead Heath in summer 2015. The caterpillar had been found in several locations in Regent's Park, and was also present a few kilometres to the west in Brent Park just off the North Circular. The Division now had an Action Plan for OPM which had been circulated to all the sites and a number of staff attended training days organised by the Forestry Commission.

#### Play Area and Recreation

The sports field was gradually recovering from the wet winter months and starting to dry out, although there are some drainage issues to be resolved before the cricket season gets underway.

#### Pavilion Café

The current lease holder had used the quiet winter trading period to make a series of improvements to the internal serving area and also carried out a spring clean of the storage area next to the compactor. Meetings would continue to take place to discuss further improvements.

### Community and Events

The Highgate Wood Heritage Day Event had been renamed 'Community Day' and would be held on Sunday 6 September 2015. Members noted the name change and the Highgate Wood Conservation and Trees Manager advised that staff would be open to suggestions for the name of the event in 2016. He added that the Monkey Do climbing event would be available for two days this year instead of three in order to reduce costs.

Members suggested that the London Wildlife Trust could be invited to attend the event as long as this would not involve additional costs.

### Infrastructure and Buildings

Repairs to the main pathways were underway, which should make a major difference to the quality of the surface. The Superintendent added that the office had a new boiler installed and this was now working well.

**RESOLVED** – That the Superintendent's update be noted.

## 5. **OPEN SPACES LEGISLATION**

The Committee received a report of the Superintendent of Hampstead Heath regarding an informal consultation concerning possible modifications to the legislation governing the City of London Corporation's Open Spaces.

Members were advised that the changes would help to increase income generation at the Pavilion Café, which was currently restricted to a maximum three year licence under current legislation. Changes to management powers could lead to the consideration of dog control orders at Highgate Wood and the provision of licensed fitness sessions. Alison Watson (Friends of Queen's Wood) suggested that Queen's Wood be consulted on any future dog control policies.

The Superintendent added that any comments from members on the Changing Legislation document could be sent to him and the Highgate Wood Conservation and Trees Manager.

**RESOLVED** – That the report be noted.

## 6. **UPDATE ON TREE SAFETY MANAGEMENT AT THE NORTH LONDON OPEN SPACES DIVISION**

The Committee received a report of the Superintendent of Hampstead Heath that provided an update on areas of Tree Safety Management such as tree risk management guidance, tree inspections process, tree incident reporting, and tree health.

Members were advised that one quarter of the 25,000 trees across the North London Open Spaces Division were found in the 28 hectares at Highgate Wood. It was not practicable to inspect every single one of these trees as there was not sufficient resource to do this. An inspection process based on risk assessment and priority zoning was used at Highgate Wood.

In response to a member's question, the Highgate Wood Conservation and Trees Manager advised that there were 60-70 incidents of tree failure each year amongst the stock of 25,000 trees. An external risk audit was carried out by a qualified Tree Safety Consultant.

**RESOLVED** – That the report be noted.

**7. CYCLING IN HIGHGATE WOOD**

The Committee considered a report of the Superintendent of Hampstead Heath regarding the enforcement of Byelaw 10, which currently imposed a ban on cycling at Highgate Wood.

Members noted that there was and should be an emphasis on pedestrian priority in Highgate Wood, despite the increased usage of bicycles in London in recent years. The Highgate Wood Conservation and Trees Manager advised that staff would consult with the London Borough of Haringey (LBH) to help make Muswell Hill Road a safer cycling route if the recommendation to maintain Byelaw 10 was agreed. In response to a member's question, he added that the LBH would be looking into funding for improved cycling routes from Transport for London.

The Committee heard from the member of the public who had requested for the prohibition of cycling in Highgate Wood to be lifted based on the safer cycling environment the Wood offers compared to local roads. After careful consideration, members noted that the risk of collision with walkers would be too high as the current network of pathways in the Wood was not wide enough for both cyclists and pedestrians and that the surfaces were not suitable. The addition of separate cycling paths would also not be possible without the cutting down of trees to widen pathways, which would not be acceptable.

The Chairman noted that the view of this Committee that Byelaw 10 be maintained and enforced but that children under the age of 12 be allowed to cycle under close supervision would be passed on to the Hampstead Heath, Highgate Wood and Queen's Park Committee.

**RESOLVED** – That:-

- a) the report be noted; and
- b) the views of the Highgate Wood Joint Consultative Committee be conveyed to the Hampstead Heath, Highgate Wood and Queen's Park Committee in May 2015.

**8. THE STATE OF UK PUBLIC PARKS 2014 - RENAISSANCE TO RISK?**

The Committee received a report of the Director of Open Spaces regarding the issues relevant to the Division in managing and supporting green spaces across London.

Members were advised that the Hampstead Heath, Highgate Wood and Queen's Park Committee were in favour of appointing those members of the Highgate Wood Joint Consultative Committee who were elected local Ward

Councillors as Park Champion(s). The Superintendent added that he would approach the two members of this Committee who were Councillors for the LBH to appoint one or both as Park Champions for Highgate Wood.

**RESOLVED** – That the report and recommendation of the Hampstead Heath, Highgate Wood and Queen’s Park Committee be noted.

9. **QUESTIONS**

In response to a member’s question regarding Alexandra Palace railway land, the Highgate Wood Conservation and Trees Manager advised that it would be difficult to restrict access to the area under the bridge but it would be monitored.

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

The Chairman informed members that this meeting was his last in his term as Chairman. He thanked the Committee for their support, participation and input during his term.

In response, the Committee thanked the Chairman for his positive influence and contribution to Highgate Wood during his term as Chairman.

11. **DATE OF NEXT MEETING**

**RESOLVED** – That the date of the next meeting to be held on 18 November 2015 be noted.

**The meeting ended at 1.15 pm**

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Chairman

**Contact Officer: David Arnold  
David.Arnold@cityoflondon.gov.uk**



<b>Committee(s)</b>	<b>Dated:</b>
Highgate Wood Joint Consultative Committee	18 November 2015
Hampstead Heath, Highgate Wood and Queen's Park Committee	23 November 2015
<b>Subject:</b>	<b>Public</b>
Superintendent's update for November 2015	
<b>Report of:</b>	<b>For Information</b>
Superintendent of Hampstead Heath	

## Summary

This report provides an update to members of the Highgate Wood Joint Consultative Committee on management and operational activities in Highgate Wood over the past six months. The report describes progress on cost saving and income generation, sustainability, conservation and woodland management, infrastructure and facilities. This report also provides an update on The Roman Kiln Project and new signage and interpretation which is part of the work around the 'New identity' Project.

## **Recommendation(s)**

- That members note the report.
- That members of the Highgate Wood Joint Consultative Committee provide feedback on the proposed closing time changes, outlined as Options A & B in the report.
- That the views of the Highgate Wood Joint Consultative Committee be conveyed to the Hampstead Heath Highgate Wood and Queen's Park Committee at their meeting in November 2015.
- That members of the Hampstead Heath Highgate Wood and Queen's Park Committee provide feedback on the proposed closing time changes, outlined as Options A & B in the report.

## Main Report

### **Background**

1. It has been another busy six month period since April for the Highgate Wood Team. Licenced activities on the site are steadily increasing reflecting the popularity of Forest schools and the general principle of getting children out of the classroom and engaging with the natural world.
2. The sports activities had a relatively good year apart from some disruption due to bad weather later in the summer.
3. Sadly, after a great deal of effort both from the Team and the local community, the Roman Kiln Heritage Lottery application was not successful which, understandably, came as a great disappointment.

4. Heath Hands volunteers have had a good start to their woodland management activities, and the Hampstead Heath Tree Team have provided additional help with various tree works.

### **Budget update**

5. With the requirement to reduce spend and increase income there has been a significant amount of time and effort focused on identifying where these savings can be made and during the last few weeks the new Learning Programme has been released which will radically change the way the Open Spaces Department delivers this service. Although Highgate Wood is not directly involved in the new changes there will still be a requirement to make changes to working patterns and increase income from Licenced Events and Sports Activities.
6. Budget spend this year has been very carefully monitored, with a major reduction in overtime payments, and the greater use of casuals to infill on shifts where staff are off sick or on annual leave. This strategy has been successful and the spend profile has been successfully reduced.
7. Highgate Wood along with the other sites within the Department is subject to a sports provision review carried out by an external Finance and Business Analyst. The work is in process and the objective is to identify the true cost of sports provision and identify where there could be potential opportunities to make significant changes, reduce spend or increase income.
8. Licenced Events continued through the autumn and winter months providing useful additional income. Further details on income are provided below.

### **Proposed changes to closing times during the summer months.**

9. It is proposed to close Highgate Wood earlier during the eight week period starting in late May through to the end of July. This change will have a number of benefits for both the service and the staff. Closing the site at 9.45pm during the height of the summer is often not an easy task, and it is often virtually dark by the time all the gates are secured. Earlier closing would allow staff to lock up when it is still light, reduce Health & Safety issues, and improve the work life balance of staff. There would also be a small saving to the Department in anti-social hours payments.
10. The Manager of Highgate Wood is currently looking at two options. Option A, introducing a closing time of 9.15pm, which would see the Wood closed 30 minutes earlier than the current existing arrangements; Option B, introducing a closing time 9.30pm which would see the Wood closed 15 minutes earlier than the current arrangements. There may be some benefit in adopting a gradual approach to the process to allow the public to adjust to the changed times. It is proposed to introduce a time change in May 2016.

### **Roman Kiln Project**

11. An external consultant submitted the finalised 'Our Heritage' Heritage Lottery Fund application with supporting documents on the 5 August 2015. The application was accompanied by five letters of support, with both The Museum of London, and the Bruce Castle Museum writing letters of support.

In the later stages of completing the application process the consultant discovered documents that confirmed that the Kiln had actually been donated to the Bruce Castle Museum and was not, as previously thought, owned by the City of London.

12. On 15 September 2015 a letter was received from the Heritage Lottery Fund (HLF) Grants Office confirming that the application had not been successful. The explanation for this was given as:  
*'Although your bid was of good quality, there were a number of other applications which achieved our outcomes more strongly or represented better value for money. We were unable to support your bid on that basis.'*
13. Understandably this response has been very disappointing but the outcome demonstrates how the grant application process is becoming increasingly competitive and there are no means to foresee exactly what other bids are being considered at the same time. There is recognition that the application would merit resubmittal but consideration needs to be given to exactly how this should be done if the process is to be repeated.
14. In a discussion with the consultant following the news from HLF, it was suggested that the application could be re submitted by Bruce Castle Museum as they are the owners of the artefact. This option could be considered as a partnership arrangement with the London Borough of Haringey.
15. The news from HLF was all the more disappointing considering the great effort that had been invested by several members of the Working Group, who had spent a great deal of time raising local awareness about the Project and also provided a stall at the 2014 Heritage Day Event focusing on the Project.
16. Plans are already underway to re constitute the Working Group and decide how best to progress the Project. The intention is to hold a meeting either in December 2015 or early in the New Year of 2016.

## **Sustainability**

17. In the April report to the Committee the Department's Sustainability Improvement Plan was mentioned which had two overall objectives; the continued focus on reducing energy use, and seeking new opportunities for energy generation.
18. This Improvement Plan has now been converted into The Energy Efficiency Programme, one of the Department's ten core work Programmes created to realise the required savings identified in the City of London's Strategic Based Review (SBR). The Programme is progressing well and a Board comprised of the new Corporate Energy Manager, and the Responsible Procurement Officer in addition to representatives from other Open Spaces has already assembled a priority list of buildings and facilities which are energy inefficient.
19. The work of the Energy Efficiency Board is running parallel with the Corporate Energy Efficiency Programme which is being led by the Assistant Town Clerk and also the Director of Open Spaces. Much of the focus at the moment is around ensuring compliance with the new European Union Energy Efficiency Legislation encapsulated in the Energy Saving Opportunity Scheme (ESOS) which requires large Companies and Organisations to have a better understanding of their energy use.

20. This work will have a direct impact on Highgate Wood all and Divisions Open Spaces. The Open Spaces is unusual as it independently carries out internal sustainability audit and establishes Action Plans to improve performance.

### **Woodland Conservation and Tree Management**

21. Over the course of 2015 the Highgate Wood Team have facilitated 18 two hour sessions with Heath Hands volunteers. The groups taking part range in size from 5 to 12, and contributed a total of 238 volunteer hours towards conservation management in the Wood.
22. Projects have included creating natural post and woven hedges on the field edge, through the middle of a protected bluebell area, and within a site created for 'Wild Learning', using wood from tree work, and from trunks and brush from thinning and coppicing within the two conservation areas.
23. Volunteers have also helped out with meadow management, cutting ivy off trees, pruning in the café garden, and bramble and holly control within the bluebell area, the earthwork, and around hedges and young trees within two conservation areas. Work continues with Heath Hands volunteers been well attended, with a member of the Highgate Wood Team supervising each session.



**Figure 1: Volunteers enjoying a cup of tea**

24. At the start of the year, we completed our survey of trees in high use areas, and all inspections have been kept up to date. Several trees with potential hazards, such as signs of splitting, have been reduced, including two old willows on the field edge. One oak in the playground that died back rapidly over the summer was reduced, with help from the Hampstead Heath Tree Team. One hornbeam that died rapidly was reduced. Dead wood was removed, and some storm damage was cleared.
25. During the dry warm weather in May through to June, we noticed an unprecedented level of squirrel damage to scores of hornbeam and beech

trees. The explanation for the level of bark stripping is still not clearly understood, but it could have been connected with a very poor 'mast' year the previous autumn. This would have caused a significant deficit in food for the squirrels over the autumn and early spring. The same levels of damage have been recorded on other sites. A number of the younger trees are so badly stripped that they will probably have to be felled.



**Figure 2: extreme bark damage on young hornbeam**

26. During the second half of July we experienced a series of significant limb failures which can be attributed to what is known as 'Sudden Limb Drop'. The failures are thought to be caused by sudden changes in moisture levels in the internal structure of lateral limbs of older trees, notably oak but also other species. Following the failures the Team carried out a survey across the most highly used parts of the wood to identify other limbs that might be at risk. The same operation was carried out on Hampstead Heath and this will be included in the inspection process in future years.
27. The Hampstead Heath Tree Team carried out a number of visits during the summer and autumn to assist with various tree works, including the dismantling of a mature oak in the play area which died suddenly in the summer. The tree was directly over one of the play units and the tree could not be left in its condition due to concerns about falling debris.
28. A member of the Highgate Wood Team checked the bat boxes in Highgate Wood and in Queen's Wood, and led two bat walks in Coldfall Wood, and three on Parkland Walk; one for the Friend's group and two for Islington Council. They also surveyed trees for bats on Hampstead Heath prior to the Ponds Project works, and installed and checked 12 bat boxes as part of the Pond's Project Bat Mitigation Strategy, helped by one of the Hampstead Heath Ecologist's and the Tree Team.





**Figure 3: dismantling dead oak in play area**

### **Oak decline and oak regeneration**

29. Young trees were partially cut and laid to protect a section of the earthwork. The veteran oak canopy survey was carried out in June, and a new survey for protecting and monitoring 100 young oaks, so far, has been set up. As mentioned in the previous report from April all these young seedlings have now been plotted using GIS technology.
30. On the 4 October 2015 Queen's Wood and Highgate Wood launched their first joint walk looking at the two sites and comparing their differences and similarities. One of the areas the walk focused on was how the two sites have been managed over the last thirty or so years, and how successful the respective natural regeneration has been, through re coppicing. Highgate Wood started a programme of cyclical coppicing on a small scale in 1977 and has continued that to date, creating a total of eight small conservation areas.
31. In contrast Queen's Wood started their coppicing later, again on a small scale then changed to creating much more extensive areas and coppicing all the hornbeam and other tree species other than oak. The three areas coppiced over the last eight years have regenerated well and species diversity has increased significantly. Highgate Wood's more cautious approach has also been successful in allowing ground cover and the more gregarious hornbeam to naturally regenerate but it may be worth considering adopting a more vigorous approach when the next conservation area is created in 2017.



**Figure 4: Queen's Wood and Highgate Wood Walk**

32. Oak regeneration on both sites is poor but Queen's Wood has a higher number of younger oaks than Highgate Wood overall. Oak regeneration in woodland is a long term study area, with young trees often taking many years to establish and grow to early mature stage, unlike their counterparts growing on woodland edges or pasture, which grow at double the rate. We hope that there will be a resource to continue to monitor the successional process on both sites and to manage and conserve the oak population for successive generations.

#### **Tree disease and biosecurity issues**

33. Oak Processionary Moth (OPM) arrived as predicted on Hampstead Heath in mid-June this year, having been identified in Queen's Park only a week beforehand. This discovery triggered a flurry of activity to try and find all the existing nests and remove them before the caterpillars pupated. The Forestry Commission were very supportive providing a Team of surveyors, at no cost, who carried out a thorough search of large parts of the Heath. By the middle of July a total of 17 nests had been found, two of which were located in the Kenwood Estate.
34. Once the caterpillar presence is confirmed on a site the Forestry Commission issue a Statutory Plant Health Notice which includes a specific timelines for the removal of all nests found and the subsequent spraying of trees the following spring. Both Queen's Park and Hampstead Heath were issued with respective Plant Health Notices and both sites were then visited by a specialist contractor to remove the nests and destroy them. This work was successfully completed by the middle of July. The remaining operation will be the spraying operation which has to be carried out in the spring of 2016. It is hoped that this will at least help to contain the spread of the caterpillars, but evidence suggests that it may not necessarily accomplish this. Unfortunately



we will not know until the next summer. In the meantime we will continue to survey for other nests that may have gone unnoticed while the trees have been in leaf.

35. Two maps are shown below which clearly indicate how extensively the pest has spread this season. Figure 5 is from 2014, and Figure 6 is from 2015. Hampstead Heath is circled in black (Figure 6). Highgate Wood is around 1 o'clock on the line of the black circle.

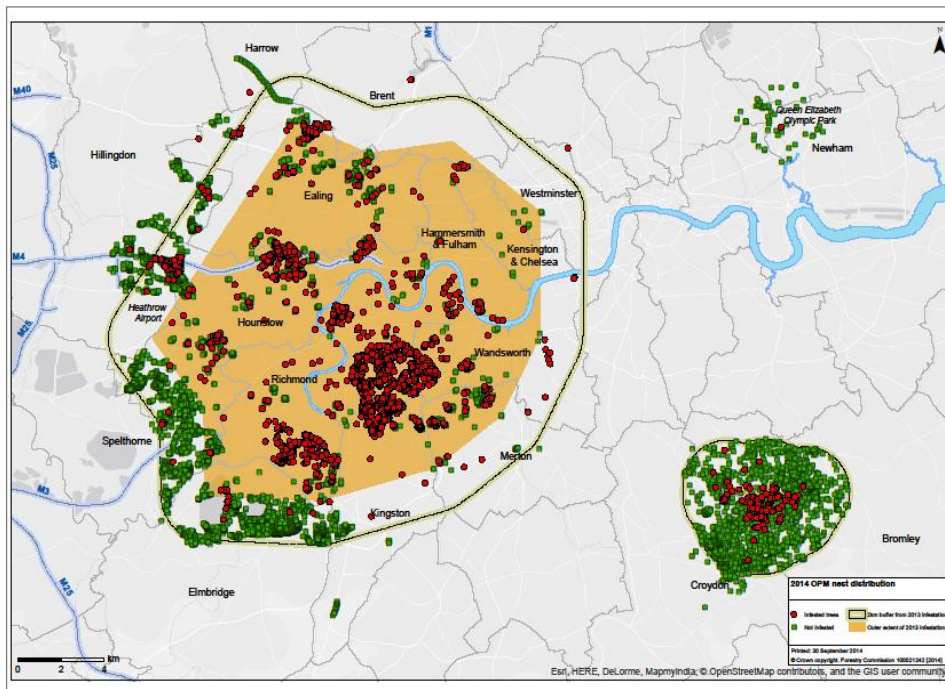


Figure 5: 2014 OPM distribution map. Red dots are confirmed OPM sites and green were clear of OPM.

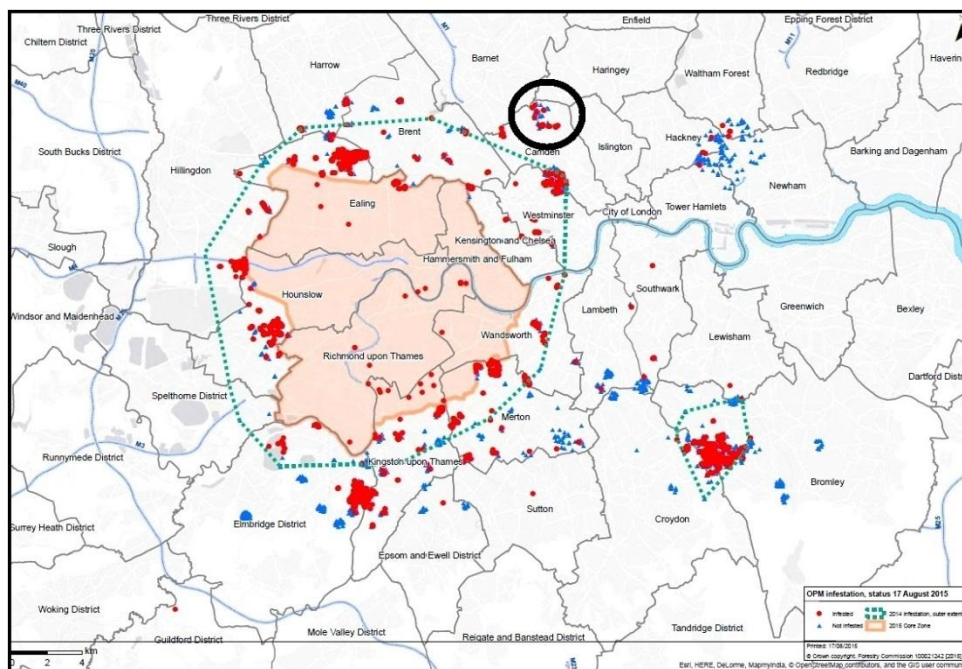


Figure 6: 2015 OPM distribution map. Red dots are confirmed OPM sites and green were clear of OPM.



## **Sports and Recreation**

36. The cricket season started on 25 April and ended on 6 September with 39 matches being played and with only one game being cancelled by staff due to inclement weather. The staff have worked hard this season to keep the pitch to a very good standard, and we have had excellent feedback from the Teams. This is mostly due to having access to Hampstead Heath's ride on roller. This has produced a much firmer playing surface with a more even bounce and a better batting surface. The end of season renovation works took place in the first week in October after the rain had ceased. This is completed by a contractor with larger machinery who can complete the whole square in a day and a half. It would normally take us at least a week with our smaller pedestrian machinery. All four Teams paid £877.50 for ten matches
37. The football season kicked off the week after the cricket season finished on 12 September. This means the field never has a vacant slot throughout the year. The first four games were played on the upper pitch (closest to the Café) to try to give the cricket outfield some breathing space. The season is now well underway and so far we have had only one cancellation due to an away Team not turning up. Each Team paid £935 for ten matches
38. Football coaching takes place every school holidays except the February half-term week. This is due to the weather being normally very bad which gives the areas we allocate for the coach a chance to survive from the onslaught of 20 children compacting the same area for a week. The coach generally has between 10 – 20 children, and coaches various skills / techniques with fun games and a league. We charge a licence fee of £100 per week.
39. We had six official summer sports days on the three tracks we provide, and schools are not charge for sports days.
40. The trim trail items are inspected on a weekly basis and proving to be very popular with the members of public exercising.

## **Pavilion Café update**

41. The Pavilion Café installed their new external kiosk in July and this has had a successful first season with customers able to purchase teas, coffees and ice creams without having to enter the main café area.
42. The period of 'soft market testing' was extended due to a delay in commencing the Project, and ran into the early summer. The tendering exercise is currently open, and it is assumed that the present lease holder will express an interest in continuing to manage the facility.

## **Community and Events**

43. This year has been a busy year with the Wood being used daily for various Forest School activities. We have a partnership with two state schools, one local primary school who currently use the Wood for four days a week during school term time, and one specialist state secondary school providing education for children with specialist learning needs who use the Wood for two days a week during school term time.

44. Highgate Wood now hosts five licenced activities throughout the year, which has so far in 2015 earned £6,155.78. With Filming fees and donations income for 2015 so far coming to £900, the total income for Highgate Wood currently stands at £7,055.78 (excluding sports charges). In the previous report to this Committee there was mention that further licenced activity would have to be carefully considered against impact on the woodland environment. This may limit licenced activities to the current levels, but with a potential to increase the charges to increase income.
45. Income generation is an area that Highgate Wood clearly needs to develop but at the same time the Team are acutely aware of the impact that some of these activities are having on the woodland, particularly those events that tend to operate in the same area. For this reason the number of events may need to be capped at a level which is considered to be sustainable, and where any negative impact can be offset by moving groups to new areas to allow any ground damage to recover.
46. This year's Community Day Event (previously called the 'Highgate Wood Heritage Day') was once again well attended and enjoyed by both participants and public alike. The weather on the day was sunshine with temperatures in the low twenties. The dog show was even more popular than last year and the children enjoyed the 'back by demand' outdoor adventure play nets provide by Monkey Do.



**Figure 7: Community Day Event with Dog Show in progress.**

47. There appears to be broad support for changing the name of the event, but several participants suggested that the day should be more widely advertised and should be more commercially focused. In recent years attendance has been very uniform with a pleasant atmosphere and a mixture of regular users and visitors coming from further afield. The consensus from the Team is to maintain the event at its current level and retain the rural community atmosphere, and avoid the issues of trying to manage something on a larger scale with all the accompanying issues of vehicles and higher numbers of visitors.

## Infrastructure and buildings

48. Work is still in progress to install remote controlled electronic gates at the vehicle access point at Onslow Gate (Figure 8). This will make a huge difference to controlling vehicle access, especially vehicles pertaining to the café. Staff are working closely with colleagues in City Surveyors Department to identify the most cost effective solution to the Project, and make use of the adjacent electrical supply cabinet on Muswell Hill Road to provide a power source. It is hoped to have the gates fully operational in late January 2106.



Figure 8: Onslow Gate will be have new electric gates

49. Other important works include programmed external re-decoration of most of the lodges, the office and the machine shed, which were scheduled to be completed in late summer and early autumn, but had to be postponed to early 2016 due to resource issues.
50. The southern section of the main pathway that runs parallel to Muswell Hill Road was resurfaced in June 2015 due to poor condition. The work was arranged by City Surveyors Department as part of cyclical pathway maintenance. The pathway was refurbished with a self-binding aggregate which after several months of ‘bedding in’ has consolidated and should prove to be a durable pathway surface. Self-binding material is often problematic when first installed, especially during dry warm weather, but the wetter weather that arrived in July helped consolidate the material.

## Corporate & Strategic Implications

51. The proposal contributes to producing a Clean, Pleasant and Attractive City (Objective CPAC4) and to Conserve and Protect Biodiversity (Goal 15) in the Community Strategy. It will help fulfil the Department’s Strategic Goals and Objectives 2 (To adopt sustainable and sensitive working practices, promote biodiversity and protect the Open Spaces for the enjoyment of future

generations) and 5 (To ensure that the profile of the Open Spaces is further recognised through working in partnership with others to promote our sites and through influencing policies at a local, regional and national level).

### **Implications**

52. There are no financial implications arising from this report. The operational requirements highlighted in the Report will be met from the Superintendent's Local Risk Budget.

### **Conclusion**

53. The Highgate Wood Team have worked collectively to adapt to the new changes required of them, and have shown their characteristic professionalism and innovation in overcoming resource issues. The use of casual staff has been very effective and the Team have been able to take much needed breaks over the summer period. There are still some major challenges ahead in how the impact of public access has to be balanced with impact on the woodland environment, but this is not an insurmountable issue if the public can be made to understand the issue and support the Team in future proofing Highgate Wood. It is also critical that Highgate Wood works in close partnership with other woodland sites such as Queen's Wood.

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<b>Committee(s)</b>	<b>Dated:</b>
Hampstead Heath Consultative Committee	9 November 2015
Queen’s Park Joint Consultative Group	18 November 2015
Highgate Wood Joint Consultative Group	18 November 2015
Hampstead Heath, Highgate Wood and Queen’s Park Committee	23 November 2015
<b>Subject:</b>	<b>Public</b>
Update on Oak Processionary Moth (OPM) at the North London Open Spaces Division	
<b>Report of:</b>	<b>For Information</b>
Superintendent of Hampstead Heath	

## Summary

This report provides an update on the Oak Processionary Moth (OPM) *Thaumetopoea processionea* population and its management at the North London Open Spaces Division, following the discovery of caterpillars and nests at Queen’s Park and Hampstead Heath in June 2015.

## Recommendation

Members are asked to:

- Note the contents of this report.



**Figures 1 & 2. Forestry commission images of moth and caterpillars**

## Background

1. OPM is a native of southern Europe, where predators and environmental factors usually keep its numbers in check and minimise its impact. However, aided by the movement of plants, its range has been expanding northwards over the past 20 years, and it has become established as far north as the Netherlands, Belgium and northern Germany. The caterpillars arrived in the UK in 2006 in West London, close to Kew Gardens, as egg plaques on twigs of imported tree nursery stock from the Netherlands.





Figure 3. FC image of egg plaques



Figure 4. Author's image of browsing

2. The caterpillars feed on the foliage of oak trees from April through to early August, and have been known to cause significant defoliation and subsequent tree health issues where there are large populations and nests.

### **Health concerns**

3. Of most concern are the human health problems the caterpillars can potentially cause, placing it on the London Risk Register under Section 24. The caterpillars in their later stages of development carry barbed (urticating) hairs that can cause severe skin irritation and breathing difficulties. There is an additional risk to dogs, which are highly sensitive to the microscopic hairs.
4. Human contact with the hairs (setae) of OPM can be associated with a range of symptoms of varying severity, from urticarial rash and dermatitis to anaphylaxis. Following the investigation of an outbreak of dermatitis in a group of residents living in South West London, concerns were raised over the potential health risks to the population, with particular anxiety about the potential of the caterpillar setae to trigger anaphylaxis-like reactions.
5. Occupational exposure is a concern regularly reported across the Arboricultural industry, where repeated exposure has been identified as a risk factor for sensitisation to OPM caterpillars, with those who are sensitised experiencing an increasingly severe response. A previous history of exposure does not appear to be necessary for a reaction to occur.
6. Prevention and treatment advice can be found in appendices in the Public Health England document '*Health effects of exposure to setae of oak processionary moth larvae - Systematic review 2015*' (see appendices). This report places the risk from the pest between low and medium and refers to control in the UK and mainland Europe as 'encouraging'. This overall analysis of the situation is not necessarily shared by those professionals involved in the control programme or by a number of the duty holders who are struggling to keep on top of the relentless spread of the pest in the London area.



Figures 5 & 6. Gristwood & Toms images of rash symptoms on contractors exposed to OPM setae

## London-wide management

- Attempts to eradicate this pest have been through the use of Plant Health Notices issued by the Forestry Commission, which obligate landowners or duty holders to take action to control the caterpillars. Despite best efforts, treatment of the pest has turned to containment. Eradication measures are difficult, because the pesticides used are highly toxic to other insect species and the collateral damage is high. Kew Gardens for example has managed to limit the impact of OPM by the use of a non-biological chemical insecticide, but this treatment is not selective. Widespread use eradicates any other species susceptible to the chemical, many of which are beneficial to the natural system, with some species being endangered. This control option is simply not viable for many sites with significant nature conservation status.

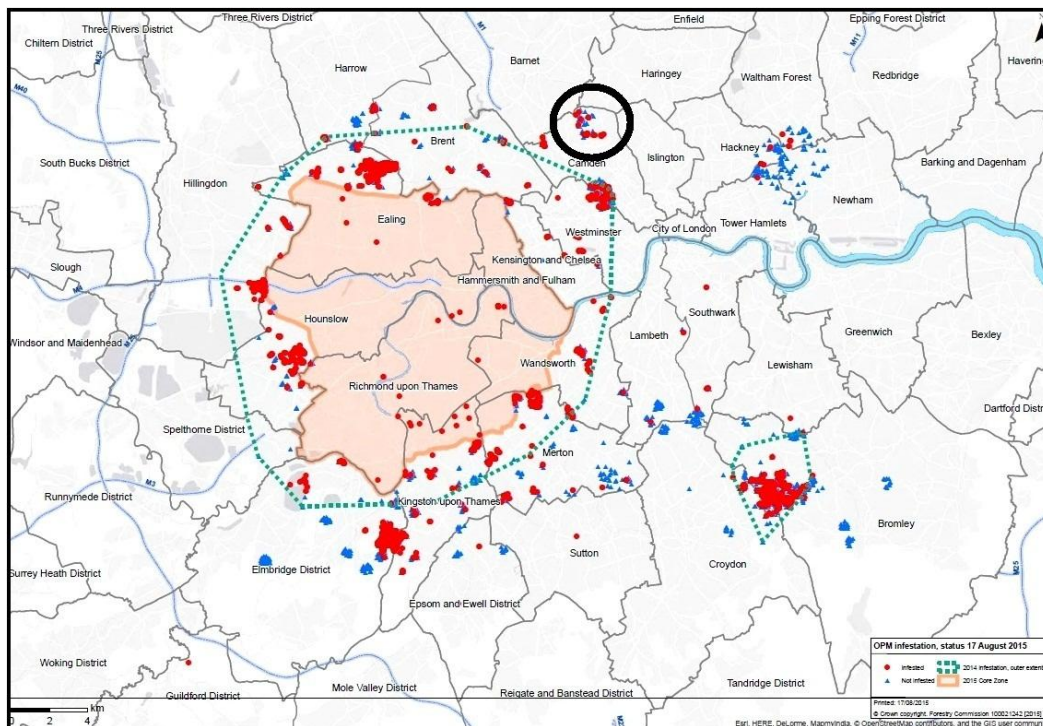


Figure 7. Current London spread (2015) FC map

## Tree safety and the Law with regard to OPM

- There are legal requirements for duty holders responsible for trees that affect our staff and the public.



9. **Health and Safety at Work Act 1974**: this is the most critical responsibility that we undertake, including Section 3 of the Act which is concerned with the safety of the public. Along with the duty owed to all our staff, we also have a duty of care to members of the public, to ensure their safety *'so far as is reasonably practicable'* while they are on our land. The execution of that duty of care should be *proportionate to the risk identified*, and the HSE recognises that there will be a financial aspect to this.
10. **Occupiers Liability Acts 1957 and 1984**: these impose a duty of care on the tree owner to take *'reasonable care to avoid acts or omissions which cause a reasonably foreseeable risk of injury to persons or property'*. Tree owners should adopt the approach of a reasonable and prudent landowner, as failure to do so could lead to potential claims of negligence or nuisance. The tree owner must also understand that the duty of care is owed to persons entering their land, both invited and uninvited.
11. **Management of Health and Safety at Work Regulations 1990**: regulation 3 imposes a responsibility to carry out risk assessments, to assess the risk to non-employees. These regulations require duty holders to carry out risk assessments on their trees, and operate an inspection system that focuses available resources on tree stock in high-use, high-target areas.
12. **Plant Health Act 1967 and the Plant Health (Forestry) Order 2005**: the 1967 Act forms the Foundation Legislation for imposing controls and biosecurity measures in the UK, and the 2005 Order deals specifically with the EEC Council Directive 2000/29/EC on Plant Health.

## **OPM management at Hampstead Heath, Highgate Woods, and Queen's Park.**

### **Training**

13. A number of key staff have had off-site training since 2010 at Syon Park and Richmond Park, looking at caterpillars, nests and browsing, and have also attended various seminars and London Tree Officer Association workshops.



**Figures 8 & 9. Author's own images of training**



## Pheromone trapping & inspection

14. The NLOS Tree Team first implemented pheromone trapping in 2007 at Hampstead Heath and Queen's Park, to catch male moths for the Forestry Commission's London-wide OPM flight study. This continued for the following two summers until 2009. One male was reported in 2009.
15. Three traps were placed across the Division: one at Queen's Park, one at Golders Hill Park, and the third on the Extension. Periodic visual inspections for caterpillars and foliage browsing were undertaken at the three sites each year during the OPM season (April to August)
16. Due to a change in the study programme parameters, the Team did not continue the trapping at NLOS after 2009, starting again in the summer of 2014. That year, seventeen males were captured from three of the four traps (Golders Hill Park, Spaniards Road and the Hampstead Way/Extension), which had been installed that August. Because of the confirmation of nests at Queen's Park and Hampstead Heath this year (2015), the four traps have been concentrated at Highgate Woods. There have been no records of male moths in these traps so far this year.



Figures 10 & 11. Author's own images of pheromone trapping

## Confirmation of first OPM at NLOS

17. During inspection in June 2015, the Tree Team discovered caterpillars in one oak and a suspected nest in an adjacent tree in Queen's Park, not far from the Café. Fences were erected to exclude the public from these trees and information signs were installed. At this point, we informed the Forestry Commission, who sent an Inspector to the site to confirm. The inspector then carried out a further 100m-radius thorough inspection around these trees. No further nests were discovered.
18. Over the next few days, a report by a member of the public who was running across the Heath suggested that they had rash-like symptoms, which may have been associated with OPM caterpillars. A map of the runner's route was created and the Tree Team was dispatched to inspect the trees along the route. A nest was discovered on one of the first trees inspected, which led to the FC inspectors being brought onto the Heath to confirm. After confirmation, a further 100m-radius inspection was carried out, with further nests being discovered.
19. Over the next month, a total of fifteen nests in thirteen trees on the Heath were discovered by a combination of FC inspectors and the Tree Team, as shown in Figure 12. A further two trees with a nest each were discovered within the neighbouring English Heritage Kenwood property.

20. During this period Hampstead Heath and Queen's Park received separate Statutory Plant Health Notices to remove all nests across the sites, and to carry out spraying operations in Spring 2016.



Figure 12. Map of chronological order of discovered nests on the Heath in yellow (orange marks nest located within the Kenwood Estate).

### Specialist Nest removal

21. Due to the significant health implications caused by the setae (urticating hairs) found on the caterpillars and in the nests, the decision was made not to expose the Tree Team to this hazard. Contractors were used who have specialist Personal Protective Equipment (PPE), including full respiratory helmets and disposable climbing kit.





Figures 13 & 14. Images of specialist PPE

22. The identified nests are removed and put into sealed double-skin plastic bags, which are placed into a container and then taken off-site for incineration. Figures 15 and 16 show nests containing the hairs at different stages of pupation, taken from trees no more than 50 metres apart.



Figures 15 & 16. Author's own images of removed nests

### Ongoing management

23. The thirteen identified trees will be revisited this winter (out of leaf) by the FC inspectors, to see if there are any additional nests that may have been missed. These target trees and a surrounding 50-metre radius will be sprayed by contractors with the biological pesticide *Bacillus thuringiensis* (BT). This will help control next year's early-stage caterpillars when they emerge from their egg plaques.



Figure 17. OPM spraying at Kew gardens

24. The Tree Team will continue inspections of areas deemed to be at risk, based on the previous year's inspection areas, the nest location map, the jogger's route map, FC inspectors' discoveries, plus public and staff reports. The Team will continue with the removal of discovered nests, and with staff presentations in the field showing nests, caterpillars and browsing.

### Other Pest and Disease threats

25. There has been a marked escalation in the rate of occurrence of novel threats from pests and diseases in the UK, mainly through importation.

26. As well as the control of OPM, the Tree Team is involved with the ongoing inspection and management of current and future pests, as well as with disease threats that are affecting the trees across the Division. These include:

- I. Monitoring for Chalara Ash dieback – *Hymenoscyphus fraxineus*.
- II. Detecting and removing branches on London Planes with Massaria disease – *Splanchnonema platani*.
- III. Monitoring for Acute Oak Decline.
- IV. Working with the LTOA inspecting sites across North London, looking for symptoms of Canker stain of plane – *Ceratocystis platani*.

### Corporate & Strategic Implications

27. Tree management contributes to producing a Clean, Pleasant and Attractive City (Objective CPAC4) and to Conserve and Protect Biodiversity (Goal 15) in the Community Strategy. It will also help fulfil the Department's Strategic Goals and Objectives: No. 2. To adopt sustainable and sensitive working practices, promote biodiversity and protect the Open Spaces for the enjoyment of future generations, and No. 5. To ensure that the profile of the Open Spaces is further recognised through working in partnership with others to promote our sites and through influencing policies at a local, regional and national level.

## Costs of managing OPM at NLOS 2015

### Inspection and admin time

- Tree Team inspection at Queen's Park and Hampstead Heath
- Liaison time with the FC inspectors and installing barriers around nest trees (FC will advise their Inspectors' time and rates)
- Managing the nest-removing contractors (thirteen trees/fifteen nests)
- Placing and surveying pheromone traps over the flight period
- Administration costs @ 10%

The individual hours total = 250:

- 75 hours for Arborist
- 75 hours for Tree Team Leader
- 60 hours for Trees Management Officer
- 40 hours for Tree Manager  
+ administration time

The time spent on OPM at Queen's Park = 40 hours

Time spent on OPM at Hampstead Heath = 210 hours

Cost of inspection and admin time = £8,080.00

### Nest removals

4 site visits by Gristwood & Toms

x 1 at QP = £200

x 3 at HH (£400 half days) = £1,200.00

Cost of nest removal = £1,400.00

**Total spend during 2015 is £9,480.00**

### Conclusions

28. It is quite clear that attempts to eradicate this pest across the London area have not been successful. This is due to a number of factors, including the moth's highly evolved survival strategy. Although we have been closely monitoring our Oak populations since the initial outbreak in 2006, the arrival of the egg-laying females has occurred earlier than we expected. Focussing resources on the current known populations will manage the individual trees that are affected but we have to face the certainty that Hampstead Heath, Queen's Park and potentially Highgate Woods will continue to have new nests as an ongoing management issue. There are several study programmes looking at various chemical and non-chemical controls, including natural predation by nematodes, bacteria, and predatory insects, but it could be a long time before a balanced mortality level in tune with the local ecosystem can be achieved.

29. Until that point, there is a need to assess the local resources required to continue managing this developing situation. This may include supplementing the Tree Team with independent Inspectors, looking at training and utilising local



volunteers, and a continuing dialogue with the Forestry Commission and neighbouring Local Authorities and site managers (including Kenwood)

31. Unfortunately the experience of other sites suggests that the caterpillar is virtually impossible to eradicate; it is a case of management and careful monitoring. They are here, they are not going away. City of London staff and the public will need to learn to live with them during the emergence, feeding, pupation and flight season of March to August.



Figure 18. Trees containing nests, fenced off in an open access public area (Parliament Hill Bandstand).

## Appendices

### Links & References

- **Forestry Commission** <http://www.forestry.gov.uk/opm>
- **London Tree Officer Association**  
[http://www.ltoa.org.uk/docs/Forestry Commission-A4.pdf](http://www.ltoa.org.uk/docs/Forestry_Commission-A4.pdf)
- **Public Health England**  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/432003/Oak\\_Processionary\\_Moth\\_FINAL\\_2\\_.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/432003/Oak_Processionary_Moth_FINAL_2_.pdf)
- **Tree diseases in London - Ian Keen Associates**  
<https://www.cityoflondon.gov.uk/business/economic-research-and-information/research-publications/Documents/research-2013/Tree-diseases-in-London-WebVersion.pdf>

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<b>Committee(s)</b>	<b>Dated:</b>
Hampstead Heath Consultative Committee	9 November 2015
Highgate Wood Joint Consultative Committee	18 November 2015
Queen’s Park Joint Consultative Group	18 November 2015
Hampstead Heath, Highgate Wood and Queen’s Park Committee – For Decision	23 November 2015
<b>Subject:</b> Fees and Charges 2016/17	<b>Public</b>
<b>Report of:</b> Superintendent of Hampstead Heath	<b>For Discussion</b>

## Summary

This report sets out the proposed fees and charges for a range of facilities and services provided at Hampstead Heath, Highgate Wood & Queen’s Park for 2016/17.

### Recommendations

It is recommended that:

- The views of the Hampstead Heath Consultative Committee be received on the proposed fees and charges for 2016/17, as set out in Appendix 1 of this report.
- The views of the Highgate Wood Joint Consultative Committee be received on the proposed fees and charges for 2016/17, as set out in Appendix 1 of this report.
- The views of the Queen’s Park Joint Consultative Group be received on the proposed fees and charges for 2016/17, as set out in Appendix 1 of this report.
- The views of the Hampstead Heath Consultative Committee, Highgate Wood Joint Consultative Committee, and Queen’s Park Joint Consultative Group be conveyed to the Hampstead Heath, Highgate Wood and Queen’s Park Committee at their November meeting.
- The Hampstead Heath, Highgate Wood and Queen’s Park Committee agree the proposed fees and charges for 2016/17, as set out in Appendix 1 of this report.

## Main Report

### Background

1. Charges for the wide range of recreation and sporting facilities that are provided in all the City Corporation’s Open Spaces are reviewed annually. The current 2015/16 charges for Hampstead Heath, Highgate Wood & Queen’s Park were approved by the Management Committee in November 2014.

## **Current Position**

2. Over the summer, a Consultant was engaged to undertake a benchmarking exercise to compare the Hampstead Heath facilities charges with other local providers (see Appendix 2).
3. The Sports Advisory Forum have been consulted on the proposed charges for 2016/17. At the October meeting of the Sports Advisory Forum the Superintendent updated the Forum on the Service Based Review and the level of savings the Open Spaces Department is required to achieve over the next two financial years.
4. The review will require the Superintendent to look at alternative ways of delivering activities that are not part of our core obligations. This will involve exploring the possibility of using third-party providers for sports facilities, attracting sponsorship for sports, and increasing the income generated from these activities.
5. The proposed fees and charges include concessionary rates. Following the benchmarking exercise, a new revised concessionary charging policy has been proposed. This methodology will provide a consistent concessionary rate across the facilities which reflects a 40% discount on the standard adult charge.
6. Tennis courts at Queen's Park is currently charged by the half hour. From 2016/17 it is proposed that charging will be by the hour to provide consistency across the Division.
7. The charges for children's football coaching at Queen's Park and Highgate Wood have been removed. This is due to the introduction of licences to external coaches and providers.
8. Car parking fees were uplifted in 2015/16; therefore, it is not proposed to increase the charges for car parking in 2016/17.

## **Proposed Charges 2016/17**

9. It is proposed that charges for 2016/17 be increased in line with the recommendations of the benchmarking exercise (Appendix 2). This exercise compared sporting facilities on a range of factors including location, price and quality. The prices set in Appendix 1 reflect the mid-range of the benchmarking exercise.
10. Where prices already reflected the mid-range price no further uplift has been proposed for 2016/17.
11. The Parliament Hill Bowling Club and Hampstead Heath Croquet Club have been consulted with respect to the revised charges for the facilities, as the public fees collected are passed on to the respective clubs.
12. Swimming charges have been reviewed and simplified. The book of 10 tickets for the price of 9 has been discontinued due to limited uptake in previous years.
13. For 2016/17, the prices for compound hire have been included for the first time. This is to assist the Superintendent when negotiating fees with



Contactors employed by neighbouring properties, businesses and organisations.

14. The charging year for Weddings and Civil ceremonies has been revised and brought into line with the financial year. Accordingly, the proposed charges from 1 April 2017 have been included in Appendix 1. It is necessary to set the charges for Weddings and Civil ceremonies two years in advance, as the bookings diary is opened on 1 January 2016 for 2017 ceremonies.
15. The charges for Education and Play have not been updated for 2016/17 as they will now form part of the Open Spaces Department Learning Programme, and will therefore be set for the Department at a later date.

### **Corporate & Strategic Implications**

16. The current Management Policy Plan states at Policy 78 that *“recreational facilities will be managed in a way which recognises the right and ability of everyone to use and enjoy the Heath ...”* The proposals set out in this report contain a range of charges with concessionary rates that have been assessed against other local providers.
17. The provision of sports facilities supports the City Together Strategy theme, *‘A World Class City which is vibrant and culturally rich’*. Linked to this is the associated Open Spaces Strategic Aim: *‘Promote opportunities to value and enjoy the outdoors for recreation, learning and healthy living’*.
18. Income generation forms a critical contribution towards delivering the required level of savings over the next two years.

### **Implications**

19. The City’s Financial Regulations require all Departments to recover full costs when setting charges to persons or external organisations, or submit reasons to the appropriate service Committee when that objective is not met. It is, therefore, at the discretion of individual spending Committees to determine the actual level of fees and charges relative to the services they provide, after taking into account local considerations and priorities.

### **Conclusion**

20. The proposed sports and recreation fees and charges have been determined by a number of factors, not least providing continued access to sports facilities while encouraging young people to participate. The proposed fees and charges for 2016/17 introduce a standardised concessionary discount of 40% to ensure consistency.
21. It is also recognised that it will be necessary in the coming years to continue to review how charges are levied across all facilities, to ensure the required level of Service Based Review savings are achieved.

## **Appendices**

Appendix 1 – Proposed Fees and Charges for 2016/17

Appendix 2 – Benchmarking exercise data

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## APPENDIX 1 – HAMPSTEAD HEATH, HIGHGATE WOOD AND QUEEN’S PARK

The proposed charges operate from 1 April 2016, all charges include VAT at 20%, except where stated.

<b>SPORTS FACILITIES</b>	Charges approved 1/4/14 (£) +2.6%	Charges approved 1/4/15 (£) +2.4%	<b>Proposed Charges for 1/4/16 (£)</b>
<b>ATHLETICS TRACK</b>			
● Meetings Monday - Friday (except bank holidays)	90.00	93.00	<b>120.00<sup>(*1)</sup></b>
● Meetings Peak Times	126.50	130.00	<b>150.00<sup>(*2)</sup></b>
● Schools Use - standard session charge	53.00	55.00	<b>72.00<sup>(*3)</sup></b>
● Corporate events	300.00	(*4)	(*4)
● Individual Ticket - Adults	3.00	3.50	<b>3.50</b>
● Individual ticket - Concessionary Rate	1.50	1.50	<b>2.10<sup>(*3)</sup></b>
● Season Ticket - Adults	60.00	62.00	<b>72.00<sup>(*5)</sup></b>
● Season Ticket - Concessionary Rate	30.00	31.00	<b>42.00<sup>(*3)</sup></b>
<b>BOWLS</b>		3.50	<b>3.50<sup>(+1)</sup></b>
<b>CROQUET (GOLDERS HILL)</b>			
● Hourly charge (members of HHCC) for lawn	4.00	4.50	<b>4.50<sup>(+1)</sup></b>
● Hourly charge (non members) for lawn	7.50	8.00	<b>8.00<sup>(+1)</sup></b>
<b>CRICKET</b>			
● Reserved match pitch (prepared and marked)	75.00	77.00	<b>90.00<sup>(*5)</sup></b>
● Reserved match pitch Parliament Hill weekends (prepared and marked)	95.00	98.00	<b>98.00</b>
● Junior pitch (prepared and marked)	45.00	46.00	<b>54.00<sup>(*3)</sup></b>
● Cricket nets (per hour)	6.50	7.00	<b>7.00</b>
● Private changing room with hot water (Keys - deposit or charge for loss)	42.00 (25.00)	43.00 (25.00)	<b>43.00 (25.00)</b>
<b>FOOTBALL AND RUGBY</b>			
● Reserved match pitch Adult (with goal posts)	70.00	72.00	<b>85.00<sup>(*5)</sup></b>
● Reserved match pitch Junior (with goal posts)	44.00	45.00	<b>51.00<sup>(*3)</sup></b>
● Hire of goal nets	14.50	15.00	<b>15.00</b>
● Private changing room with hot water (Keys - deposit or charge for loss)	42.00 (25.00)	43.00 (25.00)	<b>43.00 (25.00)</b>
<i>Schools Use - standard session charge</i>	40.00	41.00	<b>51.00<sup>(*3)</sup></b>
● Charge for damaged nets	38.50	Cost + admin fee	<b>Cost + 20% admin fee</b>
<b>BASEBALL/ SOFTBALL/ ROUNDERS/</b>			

<b>SPORTS FACILITIES</b>	Charges approved 1/4/14 (£) +2.6%	Charges approved 1/4/15 (£) +2.4%	<b>Proposed Charges for 1/4/16 (£)</b>
<b>VOLLEYBALL</b>			
● Reserved Pitch	50.00	52.00	<b>52.00<sup>(*6)</sup></b>
<b>PENTANQUE</b>			
● Hourly charge/rink	2.50	3.00	<b>3.00</b>
● (Returnable) Deposit for Boules hire	12.50	20.00	<b>20.00</b>
<b>PITCH &amp; PUTT (Queen's Park)</b>			
● One Round Adult	4.50	5.50	<b>5.50</b>
● One Round Concessionary rate	2.50	2.50	<b>3.30<sup>(*3)</sup></b>
<b>PUTTING (Golders Hill Park)</b>			
● One Round Adult	3.00	3.00	<b>3.00</b>
● One Round Concessionary rate	1.50	1.50	<b>1.80<sup>(*3)</sup></b>
● Lost or damaged putter	25.50	Cost + admin fee	<b>Cost + 20% admin fee</b>
● Lost ball	5.00	Cost + admin fee	<b>Cost + 20% admin fee</b>
<b>SWIMMING</b>			
<b>Lido</b>			
● Early Morning / Winter - Adult	2.00	2.50	<b>3.50<sup>(*5)</sup></b>
● Early Morning / Winter - Concessionary	1.00	1.50	<b>2.10<sup>(*3)</sup></b>
● Evening - Adult	2.50	2.50	<b>3.50<sup>(*5)</sup></b>
● Evening - Concessionary	1.50	1.50	<b>2.10<sup>(*3)</sup></b>
● Day Ticket - Adults	5.50	6.00	<b>6.60<sup>(*5)</sup></b>
● Day Ticket - Concessionary	3.50	4.00	<b>4.00<sup>(*3)</sup></b>
● Day family ticket (up to 2 adults & 2 children)	14.50	15.00	<b>17.20<sup>(*5)</sup></b>
● Day adult and child ticket	7.50	8.00	<b>9.00<sup>(*5)</sup></b>
● <del>Book of tickets (10 for the price of 9) – Adult</del>	49.50	54.00	<b>Discontinue<sup>(*7)</sup></b>
● <del>Book of tickets (10 for the price of 9) – Concessionary</del>	31.50	36.00	<b>Discontinue<sup>(*7)</sup></b>
● Lido Monthly Ticket - Adult	41.00	42.00	<b>42.00</b>
● Lido Monthly Ticket – Concessionary	20.50	21.00	<b>25.20<sup>(*3)</sup></b>
● Lido 12 Month Season Ticket - Adult	147.50	152.00	<b>175.00<sup>(*8)</sup></b>
● Lido 12 Month Season Ticket - Concessionary	95.00	98.00	<b>105.00<sup>(*3)</sup></b>
● Lido 6 Month Season Ticket - Adult	116.00	120.00	<b>120.00</b>
● Lido 6 Month Season Ticket - Concessionary	58.00	60.00	<b>72.00<sup>(*3)</sup></b>
● All Swimming Facilities 12 Month Season Ticket - Adult	190.00	195.00	<b>195.00</b>
● All Swimming Facilities 12 Month Season Ticket - Concessionary	105.50	108.00	<b>117.00<sup>(*3)</sup></b>

<b>SPORTS FACILITIES</b>	Charges approved 1/4/14 (£) +2.6%	Charges approved 1/4/15 (£) +2.4%	<b>Proposed Charges for 1/4/16 (£)</b>
• All Swimming Facilities 6 Month Season Ticket - Adult	116.00	140.00	<b>140.00</b>
• All Swimming Facilities 6 Month Season Ticket - Concessionary	58.00	70.00	<b>84.00<sup>(*3)</sup></b>
<b><i>Natural Ponds</i></b>			
• Day Ticket: Highgate: Men's, Kenwood Ladies', Hampstead Mixed - Adult	2.00	2.00	<b>2.00<sup>(*9)</sup></b>
• Day Ticket: Highgate: Men's, Kenwood Ladies', Hampstead Mixed - Concessionary	1.00	1.00	<b>1.00<sup>(*9)</sup></b>
• Ponds 12 Month Season Ticket – Adult	121.50	125.00	<b>125.00<sup>(*9)</sup></b>
• Ponds 12 Month Season Ticket – Concessionary	63.50	66.00	<b>66.00<sup>(*9)</sup></b>
• Ponds 6 Month Season Ticket – Adult	63.50	66.00	<b>66.00<sup>(*9)</sup></b>
• Ponds 6 Month Season Ticket – Concessionary	32.00	33.00	<b>33.00<sup>(*9)</sup></b>
<b>TENNIS</b>			
• Annual registration fee	15.50	16.00	<b>25.00<sup>(*5)</sup></b>
• Adult Hourly Charge - hard or grass court (per hour) <sup>+2</sup>	6.50	7.00	<b>8.00<sup>(*5)</sup></b>
• Concessionary Rates - hard or grass court (per hour) <sup>+2</sup>	3.50	4.00	<b>4.80<sup>(*3)</sup></b>
<b>SPORTS COACHING</b>			
<b><i>Tennis Coaching and Development</i></b>			
<b>Adult Beginners/improvers</b>			
• 5 weekly 1 hour lessons	47.00	48.00	<b>50.00<sup>(*5)</sup></b>
• 5 weekly 1 ½ hour lessons	68.50	72.00	<b>75.00<sup>(*5)</sup></b>
• 5 weekly 2 hour lessons	90.00	96.00	<b>100.00<sup>(*5)</sup></b>
<b>Children Beginners/improvers</b>			
• 5 weekly 1 hour lessons	38.00	39.00	<b>40.00<sup>(*5)</sup></b>
<b><i>Children's Football Coaching</i></b> (Queen's Park and Highgate Wood)			<b>(+3)</b>
• 5 weekly 2 hour lessons	47.00	48.00	

\*1 Minimum booking time of 3 hours, based on a rate of £40 per hour. Each additional hour or part hour over 3 hours will be charged at £40.

\*2 Minimum booking time of 3 hours, based on a rate of £50 per hour. Each additional hour or part hour over 3 hours will be charged at £50.

\*3 A standardised concessionary discount of 40% of the adult price has been introduced. This is to ensure all our facilities and sports offer a consistent concessionary discount.

- \*4 Corporate Event prices will be worked up on a case by case basis.
- \*5 Price increases based on the “mid-range” charge following a comprehensive benchmarking review carried out October 2015.
- \*6 At Parliament Hill only softball and rounders pitches are marked out. Consequently, the reference to baseball and volley ball have been removed.
- \*7 It is proposed to discontinue this ticket due to lack of uptake.
- \*8 The benchmarking exercise has identified historic undercharging for this season ticket. Over the next two years the aim will be to increase this charge to £195 per annum.
- \*9 The charge for swimming in the ponds will remain unchanged for 2016/17. The swimming charges will be reviewed next autumn.

+1 The Parliament Hill Bowling Club and Hampstead Heath Croquet Club have been consulted on the charges for 2016/17. The public fees collected from Bowls and Croquet are passed onto the respective clubs.

+2 Queen’s Park Tennis courts will change to ‘by the hour’ charging.

+3 The charges for children’s football coaching at Queen’s Park and Highgate Wood have been removed. This is due to the introduction of licences to external coaches and providers.

<b>CAR PARKING</b>	Charges approved 1/4/14 (£) +2.6%	Charges approved 1/4/15 (£) +2.4%	<b>Proposed Charges for 1/4/16 (£)</b>
• Up to 2 hours	2.50	3.00	<b>3.00</b>
• Up to 4 hours	5.00	6.00	<b>6.00</b>
• Additional hours or part hours above 4 hours	4.50	5.00	<b>5.00</b>

<b>WEDDINGS &amp; CIVIL CEREMONIES</b>	Soft opening charges 2014 (£)	Pilot year charges 2015 (£)	Charges from 1/1/16 (£)	<b>Proposed Charges from 1/4/17 (£)</b>
<i>Hill Garden shelter</i>				
• Monday - Thursday	1,250.00	1,800.00	2,000.00	<b>2,400.00</b>
• Friday	1,250.00	2,100.00	2,400.00	<b>2,900.00</b>
• Weekends	1,250.00	2,400.00	2,800.00	<b>3,400.00</b>
<i>Pergola</i>				
• Monday - Thursday	1,000.00	1,500.00	1,800.00	<b>2,200.00</b>
• Friday	1,000.00	1,620.00	2,000.00	<b>2,400.00</b>
• Weekends	1,000.00	1,800.00	2,200.00	<b>2,700.00</b>
Table service charge			120.00	<b>150.00</b>

<b>SKIPS, COMPOUNDS &amp; SCAFFOLDING</b>	<b>Proposed Charges from 1/4/16 (£)</b>
Skips <sup>+4</sup>	£60.00 (VAT exempt) per week (Minimum fee £60)
Contractor compounds <sup>+4</sup>	£0.50 per M <sup>2</sup> per day (Minimum overall charge £60 per day)
Scaffolding <sup>+4</sup>	£0.50 per M <sup>2</sup> per day (Minimum overall charge £60 per day)

**+4 Where site meetings are required, fees will be applied to cover the cost of staff time.**

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	City of London 01/04/2015	GOLDEN LANE	BARNET BURNT OAK LEISURE CENTRE	ALL COUNCIL COURTS	FINCHLEY LAWN/ TENNIS CLUB	OAKLEIGH PARK TENNIS & SQUASH CLUB	BARNET LAWN TENNIS CLUB	ALL COUNCIL COURTS	CHANDOS RECREATION GROUND/ ROXHEATH/ BYRON	Hyde Park	BISHOPS PARK
TENNIS (hard or grass court)		CoLC	Barnet	Barnet	Barnet	Barnet	Barnet	Brent	Harrow	Westminster	Hammersmith and Fulham
Annual registration fee	£ 16.00	n/a	n/a	n/a	Membership applies Peak £195 (Adult), £148 (Snr). Junior £43, Midweek £115 (Adult), £115 (Snr)	bookable	Prices on Application	n/a	Membership applies	£120 Smart Card (advance booking)	n/a
Adult per hour	£ 7.00	£20 Adult non member, £13.00 Adult resident concession	£8.60	free	free	£15	-	£ 6.50	£6.00	£14	£9.00, Member
Concessionary per hour	£ 4.00	£14.00 Jnr ; £9.00 resident concession	£3.10	free	free	n/a	-	FREE (CHILDREN), Adult and child £3.25	free	n/a	£4.50(Child)
Tennis Coaching and development		Private coach		See Oakleigh Park for approved partner	Private club	Members Club	Private Club	not known	Provided through ange of private clubs and coaches only	Will to Win	Private Coach
Adult Beginners/Improvers		call									
Per hour	£9.60	£30.00-£40.00	n/a	n/a	on request	£8.00-£12.00	£7.83/£9.30 equiv per hour	n/a	£35	£45/£50	£45
5 weekly 1 hour lessons	£ 48.00	n/a	n/a	n/a	n/a	n/a	Member £94.00; Non member £112 (12 weeks)	n/a	on application	n/a	n/a
5 weekly 1 1/2 hour lessons	£ 72.00	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
5 weekly 2 hour lessons	£ 96.00	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Children Beginners/Improvers		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Per hour	£7.80	n/a	£8.10	n/a	on request	£7.00-£8.00	£7.83/£8.42- £9.30/£10.04	n/a	£10 per hour	£20/£25	n/a
5 weekly 1 hour lessons	£ 39.00	n/a	n/a	n/a	n/a	n/a	Member £94.00/£101. Non member £112/£120.50 (12 weeks)	n/a	£110 (11 weeks)	n/a	n/a

	City of London 01/04/2015	HOLLAND PARK	COUNCIL RUN PARKS	BUSH HLL PARK TENNIS CLUB	ENFIELD CHASE TENNIS CLUB	HAZELWOOD LAWN TENNIS CLUB	ALBERT ROAD RECREATION GROUND	BRUCE CASTLE PARK	DOWN LANE PARK TENNIS CLUB	NEW RIVER SPORT & FITNESS	FINSBURY PARK - TRACK & GYM	NORTHWOOD RECREATION GROUND
TENNIS (hard or grass court)		Kensington and Chelsea	Enfield	Enfield	Enfield	Enfield	Haringey	Haringey	Haringey	Haringey	Haringey	Hillingdon
Annual registration fee	£ 16.00	n/a	n/a	Membership terms apply	Membership terms apply	Members only	n/a	n/a	n/a	£15 (Adult), £10(Jnrs)	n/a	Free
Adult per hour	£ 7.00	Non member £7.90 (peak); £5.20 (off peak)	Free	£7 (members), £10 Non members	-	-	£6 and £11 with floodlights	£ 5.00	free	£ 6.00	£ 6.00	Free
Concessionary per hour	£ 4.00	£4.00 /£2.50 (Child)	Free	n/a	-	-	£4.00/£9.00 (Adult) Child £3.50/£8.50 (floodlights)	reduced	free	£ 3.00	£ 3.00	Free
Tennis Coaching and development		Private Coach	See Enfield Chase and Bush Hill for details	Club coaches	Club coaches	Private	PSANDC Partnership	PSANDC Partnership	Fusion Lifestyle	Fusion Lifestyle	Finsbury Sports Partnership	Wayfarers (Ickenham)
Adult Beginners/Improvers											email	
Per hour	£9.60	£45	n/a	£7 (members); £10 non members	£9 or £7.50 (block of £6 pre booked)	£7-£10 per hour	£10/£11.50 (Member/Non member)	Private group and individual start at £25 per hour	£1 per session	£10-£12 per session (2 hours)		£3
5 weekly 1 hour lessons	£ 48.00	n/a	n/a	n/a	£45 (six lessons)	n/a	n/a					£30 (10 weeks)
5 weekly 1 1/2 hour lessons	£ 72.00	n/a	n/a	n/a		n/a	n/a					
5 weekly 2 hour lessons Children Beginners/Improvers	£ 96.00	n/a	n/a	n/a		n/a	n/a			£67.20 (£56 (conc) 7 week course		
Per hour	£7.80	n/a	n/a	circa £10 per hour	called	£ 10.00	£5.40-£6.50 per hour	as above		£4.00-£4.50 per hour		no details currently available
5 weekly 1 hour lessons	£ 39.00	n/a	n/a	£125 -£130 per term		n/a	£65/£78 (12 weeks)		£27/£24 (conc) 6 week course	£31.50 (£28 Conces) 7 weeks course		

	City of London 01/04/2015	FULHAM POOLS	HAGGERSTON PARK	ISLINGTON TENNIS CENTRE	TUFNELL PARK PLAYING FIELDS	AVONDALE/HOLLAND AND KENSINGTON MEMORIAL PARK	ROYAL HOSPITAL SOUTH GROUNDS	WESTWAY SPORTS CENTRE	ARCHBISHOPS PARK/VAUXHALL PARK	KENNINGTON PARK PITCH	Council Parks	BURGESS PARK/TANNER STREET
TENNIS (hard or grass court)		Hammersmith and Fulham	Hackney	Islington	Islington	Kensington and Chelsea	Kensington and Chelsea	Kensington and Chelsea	Lambeth	Lambeth	Newham	Southwark
Annual registration fee	£ 16.00	Adult £34.00 (resident), £55 (non resident), Jnr £17 (resident) and £28 (non resident)	n/a		n/a	£15.50	n/a	n/a	n/a	n/a	na	
Adult per hour	£ 7.00	£ 10.40	£7.55	£ 10.00	£10.00	£ 7.90	£7.40	£10.50(peak), £8	£5.10	£ 8.15	free	£6.00 (non member); £4.80 (member)
Concessionary per hour	£ 4.00	£ 8.35	n/a	£ 10.00	not known	£ 4.00	£3.70 (child)	£8/£5, Conc £6	n/a	£4.00 (child)	free	£2.40 (non member); £1.20 (member)
Tennis Coaching and development		signposted to provider at Harbour Club		GLL	1. GLL 2. Access to Sport	Registered Private Coaches Simply Tennis	Private	Trust	GLL	Private Coach	Active Newham	
Adult Beginners/Improvers												
Per hour	£9.60	£10.35		£12.25	1. £14.30 2. £7.00	£50/£55	n/a	£35/£50 per hour	n/a	On application	n/a	
5 weekly 1 hour lessons	£ 48.00	£145 (14 weeks)		n/a	2. £35 (5 weeks)	n/a	n/a	6 Sessions £90	n/a			£30.00 (six weeks)
5 weekly 1 1/2 hour lessons	£ 72.00	n/a		n/a	n/a	n/a	n/a		n/a			n/a
5 weekly 2 hour lessons Children Beginners/Improvers	£ 96.00	n/a		£110.25 (9 weeks) non member	n/a	n/a	n/a		n/a			n/a
Per hour	£7.80	£8.20		£9.50	1 £8.50/£9.50 2 £4.00	£39/£45	n/a	£4.50	n/a	Private Coach	n/a	
5 weekly 1 hour lessons	£ 39.00	£115 (14 weeks)		£85.50 (9 weeks) non member	2. £20.00 (five weeks)	n/a	n/a		n/a	Unknown		£30.00 (six weeks)

	City of London 01/04/2015	Council Courts	VICTORIA PARK/MILE END STADIUM/ BETHNAL GREEN	BATTERSEA PARK MILLENIUM	CLAPHAM COMMON	PADDINGTON RECREATION GROUND	REGENTS PARK
TENNIS (hard or grass court)		Sutton	Tower Hamlets	Wandsworth	Wandsworth	Westminster	Westminster
Annual registration fee	£ 16.00	n/a	n/a	n/a	n/a	n/a	£68
Adult per hour	£ 7.00	free	£6.00	£8.85 peak, £8 per hour (Off Peak)	£8.15	£14.25 (synthetic) or £9.35 (Tarmac)	£10 before 5pm £12 after 5pm
Concessionary per hour	£ 4.00	free	£0.00	£1.80 per hour (Off Peak Junior)	n/a	£10.35/£6.80	Child £6.00/ £7.00
Tennis Coaching and Development		Sutton Tennis Academy	Council	Places For People		GLL	Will to Win operation
Adult Beginners/Improvers				n/a			
Per hour	£9.60	£21.00-£60.00	n/a	£15.50	n/a	£12.80 or £10.70 if member	£43 per hour
5 weekly 1 hour lessons	£ 48.00	n/a	n/a	£93.00 ( 6 weeks x 1 hour)	n/a	£115.20 (9 weeks)	£84 (1 hour) 6 weeks
5 weekly 1 1/2 hour lessons	£ 72.00	n/a	£17.50 (90 min workshop)	n/a	n/a		n/a
5 weekly 2 hour lessons	£ 96.00	n/a	£13.00 (midweek) £13.50	n/a	n/a		n/a
Children Beginners/Improvers				n/a			
Per hour	£7.80	n/a	£2.00	n/a	n/a	£6.40 or £5.81	n/a
5 weekly 1 hour lessons	£ 39.00	£172.50 (15 weeks)		£42 (LTA mini tennis)	n/a	£57.60 or £52.20 with resident card (9 weeks)	£154 per term (14 weeks)



	City of London 01/04/2015	FINCHLEY LIDO	HILLINGDON SPORTS AND LEISURE COMPLEX	BROCKWELL PARK LIDO	KING'S CROSS POND CLUB	SERPENTINE LIDO	TOOTING BEC LIDO	PARK ROAD POOLS AND FITNESS	OASIS SPORTS CENTRE	CHARLTON LIDO AND LIFESTYLE CLUB	LONDON FIELDS LIDO		
LIDO	Unheated	Unheated	Unheated		Unheated	Unheated	Unheated	Yes 24- 25degrees	Yes heated	Yes 24-25 degrees			
			Hillingdon (under 3's free)		Lewisham	Camden	Westminster	Wandsworth	Haringey	Greenwich		Hackney	
			Resident	Non Resident	under 5's free			Under5's go free	(under 3's free	Camden	At Reception	Online	Non member
Early Morning/Winter - Adult	£ 2.50		£ 2.70	£ 3.20	£ 3.10	-			£ 4.60	-	-	-	
Early Morning/Winter - Concessionary	£ 1.50		£ 2.20	£ 3.20	£ 2.00	-			£ 3.20	-	-	-	
Evening - Adult	£ 2.50				£ 3.30	-	£ 4.10	-	£ 2.20	-	-	-	
Evening - Concessionary	£ 1.50	£ 2.65			£ 2.65	-	£ 3.10	-	£ 3.20	-	-	-	£ 2.90
Day Tickets - Adult	£ 6.00	£ 6.10	£ 5.40	£ 6.00	£ 5.95	-	£ 4.80	£ 6.70	£ 5.60	£ 5.30	£ 6.00	£ 5.00	£ 4.80
Day Tickets - Concessionary	£ 4.00	£ 4.30	£ 3.70	£ 4.70	£ 3.90	-	£ 3.80	-	£ 3.80	-	£ 6.00	£3.00/£4.00	£ 2.85
Child	?	£ 3.75	£ 3.20	£ 3.30	£ 3.40		£1.80/£1.10	£ 4.10	£ 2.20	£ 1.00	£ 4.00	£3.00/£2.00	£ 2.90
Day Ticket -Family (up to 2 adults & 2 Children)	£ 15.00	-	£ 14.00	£ 16.50	£ 14.90	-	£12.00/£9.00	£ 17.50	-	-	£ 18.00	£ 16.00	-
Day Ticket - Adult and Child	£ 8.00	-	-	-	£ 7.40	-		-	-	-	-	-	-
Book of Tickets - Adult (10 for price of 9)	£ 54.00	-	-	-	£ 45.70	-	£ 40.00	-	-	-	-	-	-
Book of Tickets - Concessionary (10 for price of 9)	£ 36.00	-	-	-	£27.95 (child)	-	-	-	-	-	-	-	-
Lido Monthly Ticket - Adult	£ 42.00	-	-	-	-	-	£ 27.50	-	£ 29.95	£ 29.95	-	-	-
Lido Monthly Ticket - Concessionary	£ 21.00	-	-	-	-	-	n/a	-	£ 23.70	£ 23.70	-	-	-
Lido 12 Month Season Ticket - Adult	£ 152.00	-	-	-	-	-	-	-	-	-	-	-	-
Lido 12 Month Season Ticket - Concessionary	£ 98.00	-	-	-	-	-	-	-	-	-	-	-	-
Lido 6 Month Season Ticket - Adult	£ 120.00	-	-	-	£ 193.10	-	-	-	-	-	-	-	-
Lido 6 Month Season Ticket - Concessionary	£ 60.00	-	-	-	£159.90 (Adult), £129.40 (Child)	-	-	-	-	-	-	-	-
All Swimming Facilities 12 Month Season Ticket - Adult	£ 195.00	-	-	-	-	-	-	-	-	-	-	-	-
All Swimming Facilities 12 Month Season Ticket - Concessionary	£ 108.00	-	-	-	-	-	-	-	-	-	-	-	-
All Swimming Facilities 6 Month Season Ticket - Adult	£ 140.00	-	-	-	-	-	-	-	-	-	-	-	-
All Swimming Facilities 6 Month Season Ticket - Concessionary	£ 70.00	-	-	-	-	-	-	-	-	-	-	-	-
<b>Natural Ponds</b>						Time dependent							
Day Ticket: Highgate Men's Kenwood; Ladies' Hampstead Mixed- Adult	£ 2.00	-	-	-	-	£3.50-£6.50							
Day Ticket Highgate Men's Kenwood; Ladies' Hampstead Mixed- Concessionary	£ 1.00	-	-	-	-	n/a							
Ponds 12 Month Season Ticket - Adult	£ 125.00	-	-	-	-	n/a							
Ponds 12 Month Season Ticket - Concessionary	£ 66.00	-	-	-	-	n/a							
Ponds 6 Month Season Ticket - Adult	£ 66.00	-	-	-	-	n/a							
Ponds 6 Month Season Ticket - Concessionary	£ 33.00	-	-	-	-	n/a							

	City of London 01/04/2015	CRYSTAL PALACE NSC	PRIMROSE HILL	ENFIELD PLAYING FIELDS	LOXFORD PARK BEACH COURTS	WANDSWORTH COMMON	ROEHAMPTON PLAYING FIELDS	PADDINGTON RECREATION GROUND	REGENTS PARK	LITTLE VENICE/MOBERLY and JUBILEE CENTRES	YELLOW WAVE	TILGATE PARK
BASEBALL/ SOFTBALL/ ROUNDERS/ VOLLEYBALL		Bromley	Camden	Enfield	Redbridge	Wandsworth	Wandsworth	Westminster	Westminster	Westminster	Brighton	Crawley
BASEBALL												
Reserved pitch	£ 52.00	n/a	n/a	£50 per day		n/a	n/a	Free	n/a	n/a	n/a	n/a
SOFTBALL												
Reserved pitch	£ 52.00		£ 55.00			Mon -Sat (afternoon/evening £46.95; Full day £52.85) Sunday pm only £52.85; full day £58.20	Mon -Sat (afternoon/evening £46.95; Full day £52.85) Sunday pm only £52.85; full day £58.20	Free	£ 55.00	n/a	n/a	£33.30
			3.5 hours						3.5 hours			
ROUNDERS												
Reserved pitch	£ 52.00		£ 55.00			n/a	£25.60 per hour (M-Sat); £29.85( per hour Sun)		£ 55.00	n/a	n/a	£33.30
			3.5 hours						3.5 hours			
VOLLEYBALL		Beach			Beach						Beach	
Reserved pitch	£ 52.00	£15.45 per hour	n/a	n/a	£12 per hour	n/a	n/a	n/a	n/a	£56 (inside)	£21.00 per hour	£33.30

	City of London 01/04/2015	HAMPSTEAD HEATH EXTENSION	COUNCIL PITCHES	COUNCIL SPORTS PITCHES	ENFIELD PLAYING FIELDS	HACKNEY MARSHES	HJURLINHAM PARK	NEW RIVER SPORT & FITNESS	COUNCIL PITCHES	RICHMOND ATHLETIC ASSOCIATION	BURGESS PARK	ALL COUNCIL PITCHES	GARRATT GREEN/ WANDSWORTH COMMON// BATTERSEA PARK	REGENTS PARK	TILGATE PARK
RUGBY		Barnet	Brent	Bexley	Enfield	Hackney	Hammersmith & Fulham	Haringey	Hillingdon	Richmond	Southwark	Waltham Forest	Wandsworth	Westminster	Crawley
Reserved match pitch Adult (with goal posts)	£ 72.00	£90.25	£ 81.50	£91.50 (Premier); £91 (Grade 1) and £52 Grade 2	Grade 1 (£87 (Sat); £95 (Sun); Grade 2 £64 (Sat) : £70 (Sun)	£ 84.00	£ 87.00	£75.50 (peak); £35 Off Peak 2 hours) 2. Haringey Council £43.00	£ 55.00	£285.00	£84.00	Grade A £108-£130 (inc VAT) £112-£135) Grade B £70-£100 (£72-£103 inc VAT)	£67.20 (M-S); £60.85 (Sunday)	£72.00(inc VAT)	£83.20
Reserved match pitch Junior (with goal posts)	£ 45.00	£44.75	£ 47.25	n/a	£ 47.00	£42.00-£45.00	£ 87.00	n/a	£ 18.00	n/a	£43.20	Grade A £56.00-£65.00 (inc VAT) Grade B £36-£52 (inc VAT)	n/a	£60.00 (incl. VAT)	£65.10
Private changing room with hot water (Keys - deposit or charge for loss (£25.00))	£ 43.00	included in above prices	unknown	included	included in Grade 1 bookings only	included	included	n/a	Included with Adult charges	n/a	n/a	included	n/a	£39.60 (incl VAT)	included
School Use (standard session charge)	£ 41.00	£ 44.75	£ 47.25	£39.00	£ 47.00	n/a	n/a	n/a	unknown	n/a	£66.00 (Community hire)	£30.00 (inc VAT)	n/a	n/a	£65.10



City of London 01/04/2015	HAMPSTEAD HEATH EXTENSION	COUNCIL SPORTS PITCHES	COUNCIL FOOTBALL PITCHES	VALE FARM SPORTS GROUND	ASPIRE HEALTH & FITNESS	ALL PARKS	HACKNEY MARSHES/ MABLEY GREEN	WORMWOOD SCRUBS	ALL COUNCIL PITCHES	NEW RIVER SPORT & FITNESS	BANNISTER SPORTS CENTRE	THE HIVE	HATCH END PARK	COUNCIL PITCHES	
	Barnet	Bexley	Brent	Brent	Enfield	Enfield	Hackney	Hammersmith & Fulham	Haringey	Haringey	Harrow	Harrow	Harrow	Hillingdon	
Reserved match pitch Adult (with goal posts)	£ 72.00	£96.50	£52 Grade 2	£ 75.50	n/a	n/a	Grade 1 (£87 (Sat); £95 (Sun); Grade 2 £64 (Sat) ; £70 (Sun)	£82 (peak); £68 (off peak)	£87.00	Grade A £91.00; Grade B £75.00 with changing; No change Grade B £53.00	£75.50 £35 (Off Peak) 2 hours	£94.75 and £67.70 (Sats)	£440	£172.58	£ 55.00
Reserved match pitch Junior (with goal posts)	£ 45.00	£48	£91.50 (Premier); £91 (Grade 1) and £52 Grade 3	£ 45.20	n/a	n/a	Grade 2 £47.00	£41.00 (peak); £34 (off peak)	Senior £87.00; 9v9 £55.00	n/a	£ 25.00	na	£240 (U15's); £330 U18's	£ 85.00	£ 18.00
Hire of goal nets	£ 15.00	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Private changing room with hot water (Keys - deposit or charge for loss £25.00)	£ 43.00	Price includes use of Pavilion	included	not disclosed	n/a	n/a	including in Pitch 1 booking only	n/a	not disclosed	not disclosed	n/a	n/a	n/a	included	Adult price includes changing rooms
School Use (standard session charge)	£ 41.00	£ 48.00	£ 39.00	£48.00 (unmarked)	n/a	n/a	£ 24.00	n/a	£ 23.00	£25.00 Jnr League + £10 registration fee)		n/a	n/a	£ 18.00	
Charge for damaged nets	cost + admin fee	Not given	n/a	unknown	n/a	n/a	n/a	n/a	n/a	n/a	not given	n/a	n/a	n/a	
														QPR In the Community	
Children's Football Coaching (Queen's Park and Highgate Wood)		1. Powerleague (Muswell Hill) 2. The Hive (Barnet FC) 3. GLL (Barnet Burnt Oak LC)	1. QPR (Ark Academy) 2. Superskills (Willesden SC-members)	Everyone Active		1. Football Excel Academy Albany Park 2. Soccerkidz (Enfield Playing Fields)	1. GLL King's Hall LC 2. The FA Skills			1. Fusion 2. Excel Academy		1. The Hive 2. Harrow Games (Claremont School)	n/a	1. Hillingdon Sports & Leisure Complex 2. Botwell Green	
5 weekly 2 hour lessons	£ 48.00	1. n/a 2. £25.00 (after school /£40.00 (Sat) (6weeks x 90 mins) 3.n/a		n/a	£63.70 (Sats term time )	1. £60.00 (6 weeks x 1 hour) 2. £4.00 (after school); Sat am £50.00 (10 weeks)	1. £30.00 (1 hour x 14 weeks)			1. est £55.00 2. £60 (six weeks)		1. £25 (6 sessions) 2.£125 (90 mins) (term)	n/a	n/a	
Per hour	£4.80 equiv	1 £5.00 2. £5.00/ £8.00 3. £10.00	1 £5.00 2 £10.00	Sat £3.90	£4.90	1. £10.00 2. £4.00/£5.00	1. £2.70 2.£3.00			1.£5.50 2. £10.00		£5.00 2 £8.33	n/a	1 £.5.00 2. £3.00.	
												90 mins			

FOOTBALL

Children's Football Coaching (Queen's Park and Highgate Wood)

5 weekly 2 hour lessons

Per hour



	City of London 01/04/2015	TUFNELL PARK	HOLLAND PARK	KENSINGTON MEMORIAL PARK	ROYAL HOSPITAL SOUTH GROUNDS	COUNCIL PITCHES	ALL COUNCIL SITES	SUTTON PARKS	COUNCIL SITES	COUNCIL SITES	REGENTS PARK	TILGATE PARK
<b>FOOTBALL</b>		Islington	Kensington and Chelsea	Kensington and Chelsea	Kensington and Chelsea	Redbridge	Southwark	Sutton	1. Wandsworth 2. GLL	Waltham Forest	Westminster	Crawley
Reserved match pitch Adult (with goal posts)	£ 72.00	£89.50 (2 HOURS)	£91.40 (2 hours)	£72.50 (7 a side only)	£ 79.90	£77 (Saturday); £88 (Sunday)	£84.00 (incl VAT) Non Council managed; £33.60 (Council Managed)	£89.00	1. M-S £60.85; Sun (am) £76.30; Sun (pm) £73.60 2. £65.80	Grade A £108-£130 (inc VAT £112-£135) Grade B £70-£100 (£72-£103 inc VAT)	£72.00 (incl VAT)	£ 80.90
Reserved match pitch Junior (with goal posts)	£ 45.00	£33.70	£59.90	n/a	n/a	£43.20 (inc VAT) Non Council managed; £18.00 (Council Managed)	£54.00	1. M-S £16.00; Sun (am) £18.15; Sun (pm) £18.15 2. n/a	Grade A £56.00-£65.00 (inc VAT) Grade B £36-£52 (inc VAT)	£60.00 (incl. VAT)	£ 41.60	
Hire of goal nets	£ 15.00	n/a	included	n/a			n/a	n/a	1 £21.10 2. n/a			n/a
Private changing room with hot water (Keys - deposit or charge for loss £25.00)	£ 43.00	Included	included	n/a		33	£44.00	included			£39.60 (incl VAT)	n/a
School Use (standard session charge)	£ 41.00	n/a	not disclosed	n/a			n/a	£54.00		£24.00	n/a	not disclosed
Charge for damaged nets	post + admin f	n/a	n/a	n/a			n/a				n/a	n/a
						Vision Charitable Trust	not checked	Sutton Football Academy			n/a	
<b>Children's Football Coaching (Queen's Park and Highgate Wood)</b>			Little Foxes (Partner)	not available	n/a		n/a		1. Furzedown Rec 2. Tooting LC 3. Wandle Rec Centre 4. Battersea Park (Little Foxes)			
5 weekly 2 hour lessons	£ 48.00		£195 (15 weeks)	n/a	n/a	£20 00 ( 5 weeks)	n/a		4. £135 (15 weeks)			
Per hour	£4.80 equiv		£13.00	n/a	n/a	£4.00	n/a		1. £3.00 (1.5hr) 2. £3.90 (1 hr) 3. £2.00 (1 hr) 4. £9.00 (1 hr)			

**CRICKET**

City of London 01/04/2015	COUNCIL CRICKET SQUARES	COUNCIL RUN PITCHES	ALL RELEVANT COUNCIL SITES	HACKNEY MARSHE S	ROXBORNE PARK	COUNCIL PITCHES	WRAY CRESCENT	HOLLAND PARK	KENSINGTON MEMORIAL PARK	COUNCIL PITCHES	SUTTON PARKS	BURGES S PARK./ BELAIR/ DULWISH	ALL COUNCIL SITES	ALL SITES	REGENTS PARK	TILGATE PARK	
	Brent	Barnet	Enfield	Hackney	Harrow	Hillingdon	Islington	Kensington and Chelsea	Kensington and Chelsea	Redbridge	Sutton	Southwark	Wallham Forest	Wandsworth	Westminster	Crawley	
Reserved match pitch (prepared and marked)	£ 77.00	£ 105.00	£68.70 based on 20 week season (equiv £82.50 for one off inc VAT)	Casual: Grade 1 £90; Grade 2 £75;	£77.00	£ 183.00	£122.00 (Full day)	Full Day £89.50 (non member; £75.80 member Half Day £67.15 /£56,85	£71.40	n/a	£92.40	£84.00	£120 (all day); £69.60 (half day) inc VAT	£132.00 (inc VAT)	Mon -Friday £48 (Afternoon); £42.70 (evening); Full day £58.70	£62.50 (Std); Premier £100	£73.30 (full game); After 5pm £50.50
Reserved match pitch Parliament Hill weekends (prepared and marked)	£ 98.00	£ 105.00	£68.70 based on 20 weeks	Casual: Grade 1 £90; Grade 2 £75;	£94.50	£ 183.00	£ 122.00	n/a	n/a	n/a	£92.40	£84.00	£120 (all day); £69.60 (half day) (inc VAT)	£152.00 (inc VAT)	Afternoon £50.20; Full Day £62.95	£62.50/ £100	£83.30 and £57.70 (after 5pm)
Junior Pitch prepared and marked)	£ 46.00	£ 63.00	£34.35 based on 20 week season	£41 (peak); £34 (off peak)	n/a	n/a	n/a	£33.70 non member; £28.45 (member)	£31.50 (practice only)	£31.50	n/a	£ 84.00	£91.20 (all day); £45.60 (half day)	n/a	as above	£62.50	£42.10- £35.90 (Full ); £28.70 - £25.00 after 5pm
Cricket nets (per hour)	£ 7.00	n/a	n/a	n/a	n/a	n/a	n/a	N/A	£4.00 Adults; £2.00 (Juniors)	£4.00 and £2.00 (junior)	n/a	n/a	n/a	n/a	£5.75	£10	n/a
Private changing room with hot water (Keys - deposit or charge for loss (£25.00)	£ 43.00	included	included	included with Grade 1 pitch bookings only	n/a	included	included	n/a	n/a	n/a	included	included	n/a	n/a	£37.50	n/a	n/a

	City of London 01/04/2015	ALLIANZ PARK	WILLESDEN SPORTS CENTRE	PERIVALE PARK ATHLETICS TRACK	LEE VALLEY ATHLETIC S CENTRE	QE2 STADIUM	LINFORD CHRISTIE OUTDOOR SPORTS CENTRE	NEW RIVER SPORT & FITNESS	FINSBURY PARK - TRACK & GYM	BANNISTER SPORTS CENTRE	LADYWELL ARENA	SOUTHWARK ATHLETICS CENTRE	MILE END PARK STADIUM	BATTERSEA PARK MILLENNIUM ARENA	TOOTING BEC ATHLETICS TRACK & GYM	PADDINGTON RECREATION GROUND	
		Barnet	Brent	Ealing	Enfield	Enfield	Hammersmith and Fulham	Haringey	Haringey	Harrow	Lewisham	Southwark	Tower Hamlets	Wandsworth	Wandsworth	Westminster	
<b>ATHLETICS TRACK</b>												In development	Non Member	Member			
Meetings Monday - Friday (except bank holidays)	£ 93.00	£ 60.00	£ 75.00	£ 27.00	£140 per hour	£33.50 per hour	£ 56.00	£ 55.00	£50 per hour	£ 115.00	£28.30 (Non res), £25.90 (Res) per hour	tbc	£179.50	£126.05	£430 (4 hours)	£230.00 (3.5 hours)	£64.40 per hour
Meetings Peak Times	£ 130.00	£ 60.00	£ 75.00	£ 27.00	£140 per hour		£ 56.00	£ 55.00	£50 per hour		£28.30 (Non res), £25.90 (Res) per hour	tbc	£230.45	£161.06	£430 (4 hours)	£327.50 (4.5 hours)	£64.40 per hour
Schools Use - standard session charge	£ 55.00	n/a	£ 56.00	£ 27.00	£75 per hour	£27.50 per hour	£ 56.00	£ 55.00	£25 per hour	£ 27.00	£20.35 (Non res), £18.65 (Res) per hour	tbc	n/a	n/a	£255 (borough school 4 hours)	Weekday £156.00; Weekend £255.00	£32.20 per hour
Corporate Events	POA	POA	POA	POA	POA	POA	POA	POA	POA	POA	POA	POA	POA	POA	POA	POA	POA
Individual Adult	£ 3.50	does not appear to be offered	£ 2.70	£ 2.95	£ 4.00		Free		n/a	£ 4.40	£2.80 (non res), £2.60 Res Peak; £2.60/£2.40 (off peak)	tbc	£ 3.20	£ 2.20	£ 4.20	£ 4.20	Free
Individual Adult - Concessionary	£ 1.50	does not appear to be offered	£1.40 (Child)	£1.95 (Child)	£2.70 (under 16)		Free		n/a	£ 3.00	£ 1.80	tbc	£1.60 (child)	£1.30 (child)	£ 2.90	£ 2.90	Free
Season ticket Adult	£ 62.00	does not appear to be offered	£73.60 / £46.85 (concs)	£ 65.25	£360		Free	n/a	n/a	-	n/a	tbc	n/a	n/a	£ 156.00	£ 156.00	Free
Season Ticket Concessionary	£ 31.00	does not appear to be offered	£48 (child)	£ 32.00	£260/210 Juniors		Free	n/a	n/a	-	n/a	tbc	n/a	n/a	£ 105.00	£ 105.00	Free



			Somerford Grove	SWAPA	TVAP	Toffee Park	Regents Park	Little Wormwood Scrubs	Battersea Park Zoo	Hounslow Urban Farm	Belmont Farm	Lee Valley Urban Farm		Tilgate Urban Farm
			Haringey	Hackney	Thames Valley	Islington	Westminster	Kensington & Chelsea	Wandsworth	Hounslow	Barent	Enfield		Crawley
	Charges from 01/04/2015	Cost per head	Cost per hour											
<b>EDUCATION CENTRE</b>														
Standard 2 hour session										Season ticket £30.00 (unlimited)		Primary	Secondary	
State Schools - up to 30 children	£ 99.00	£ 3.30	£ 1.65						Guided £180.00 (£6.00 per head; special needs £5.00 per head + carer free) Non guided £5.50 £4.50 (SEN) per head	£180 (teachers free) £6.00 per head	£6.50 per head	Full day 2 programmes £234.00 (£7.80 per head); Half day 1 programme £150.00 (£5.00 per head)	Full day 2 programmes £276.00 (£9.20 per head), Half day 1 programme £168.00 (£5.60 per head)	Crawley schools £48.00 (£1.60 per head)
State Schools - incremental prices above 30 children. Fixed price for up to 15 additional students	£ 49.50								£90.00 (guided/ £82.50 (non guided) Guided £6.00/£5.00 (SEN) per head; non guided £5.50/£4.50 (SEN)			£7.80/£5.00 per head	£9.20/£5.60	
Independent Schools - up to 30 children	£ 129.00	£ 4.30	£ 2.15						£180 (guided) £165.00 (non guided)	as above		Full day 2 programmes £234.00 (£7.80 per head), Half day 1 programme £150.00 (£5.00 per head)	Full day 2 programmes £276.00 (£9.20 per head), Half day 1 programme £168.00 (£5.60 per head)	£96.00 non borough (£3.20 per head)
Independent Schools - incremental prices above 30 children. Fixed price for up to 15 additional students	£ 65.00								£ 90.00 (guided); £82.50 (non guided)			£7.80/£5.00 per head	£9.20/£5.60	
<b>ADVENTURE PLAYGROUND</b>														
Full day and education session		Per session	Assume 6 hours			Suggested donation				n/a				
State Schools - up to 30 children	£ 132.00	£ 4.40	£ 0.73	free	free	£8.00 per child	free	free	free	n/a		n/a		£30.00 (£1.00 per head)
State Schools - incremental prices above 30 children. Fixed price for up to 15 additional students	£ 66.00			free	free		free	free	free	n/a		n/a		£1.00 per head
Independent Schools - up to 30 children	£ 172.00	£ 5.73	£ 0.96	free	free		free	free	free	n/a		n/a		£30.00 (£1.00 per head)
Independent Schools - incremental prices above 30 children. Fixed price for up to 15 additional students	£ 86.00			free	free		free	free	n/a	n/a		n/a		£1.00 per head
<b>ORGANISED PLAY SESSION</b>		Per session												
State Schools - up to 30 children	£ 66.00	£ 2.20		n/a	n/a	£8.00 per child	n/a	free		n/a		n/a	Orienteering/ and Use of VeloPark	n/a
State Schools - incremental prices above 30 children. Fixed price for up to 15 additional students	£ 33.00			n/a	n/a		n/a	free		n/a		n/a		n/a
Independent Schools - up to 30 children	£ 86.00	£ 2.87		n/a	n/a		n/a	n/a		n/a		n/a		n/a
Independent Schools - incremental prices above 30 children. Fixed price for up to 15 additional students	£ 43.00			n/a	n/a		n/a	n/a		n/a		n/a		n/a

### Courses

GLL (costs 25/08/2015)	Kids Football session	Tennis			
	Hourly Rate	3-4 yrs	5-8 yrs	9+yrs	Adult
Barnet	£10.00			£8.10	
Bromley	£5.70	£5.50	£6.25	£7.50	£7.50
Camden	£5.25				
Greenwich	£14.70	£3.75	£3.75	£5.00	£5.00
Hackney	£2.70				
Hillingdon	n/a				£6.25
Islington	£5.00	£4.70	£7.50-£9.00	£7.50-£9.00	£12.25-£14.30
Lambeth	£5.25				
Merton	£4.85	£5.50	£6.25	£6.25	
QE Olympic Park	£4.00				
Tower Hamlets	£4.05				
Waltham Forest	£3.45				



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<b>Committee(s)</b>	<b>Dated:</b>
Hampstead Heath, Highgate Wood and Queen's Park Committee – For Decision	21 September 2015
Hampstead Heath Consultative Committee – For Information	9 November 2015
Queen's Park Joint Consultative Group – For Information	18 November 2015
Highgate Wood Joint Consultative Committee – For Information	18 November 2015
<b>Subject:</b> North London Open Spaces – Risk Register	<b>Public</b>
<b>Report of:</b> Superintendent of Hampstead Heath	<b>For Information</b>

## Summary

The North London Open Spaces (NLOS) Division is formed of four locations; Hampstead Heath, including Golders Hill Park, Highgate Wood and Queen's Park and two separate charities. These charities are;

1. Hampstead Heath (Charity Number 803392)
2. Highgate Wood and Queen's Park (Charity Number 232986)

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.

This report sets out the collective risk register for the aforementioned charities using corporate risk register guidance so that they meet the requirements of the Charities Commission whilst sitting appropriately within the Open Spaces departmental risk management hierarchy.

## Recommendation(s)

Members are asked to:

- The members of Hampstead Heath, Highgate Wood and Queen's Park Committee are asked to approve the NLOS Risk Register as outlined in this report and attached at Appendix 2.

## **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 as NLOS, 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 which covers the two charities across the Division is required.
6. The Superintendent and NLOS Management Team have used the corporate risk management guidance to develop the Risk Register for the division. Attached at Appendix 1 is a guide to the 4 point scale risk matrix system.
7. The Hampstead Heath Ponds Project is a corporate risk (CR11 City of London Hampstead Heath Ponds – overtopping leading to dam failure) and is shown at Appendix 3

### **Proposals**

8. That the NLOS Risk Register forms part of the departmental risk management strategy.
9. That the Risk Register forms part of the division's annual reports to Charity Commission and is reviewed annually.

### **Corporate & Strategic Implications**

10. The Divisional Risk Register reflects the Open Spaces department's four objectives as set out in its latest business plan;
  - 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.

11. 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

12. The need to systematically manage risk across the NLOS Division is addressed by the production of this Risk Register as too are the requirements of the Charity Commission.
13. This document in turn will inform the collective risk across the Department's business activities. This document forms part of the assessment of risk within the Open Spaces Department.

## Appendices

- Appendix 1 – City of London Risk Matrix 4 Point Scale
- Appendix 2 – North London Open Spaces Risk Register
- Appendix 3 – City of London Hampstead Heath Ponds – overtopping leading to dam failure.

## Richard Gentry

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## Appendix 1 – City of London Risk Matrix 4 Point Scale

Every risk should be assessed to help determine how much attention is given to the particular event. This is done by ranking the risks with a set of scores determined by their individual likelihood and impact rating.

The City of London Corporation uses a 4 point scale and the multiple of the likelihood and impact gives us the risk score, which is used to determine the risk profile. See Appendix 1 for details on how risks should be scored. The risk score is placed on the Risk matrix (Figure 2) and is used to help prioritise and assist risk owners in the actions they need to take to manage the risk.

The following chart shows the area the risk will fall in to dependant on its score, with red being the most severe and green being the least. The scores within the chart are multiples of the likelihood and impact.

e.g. (Likelihood of) 4 x (Impact of) 4 = (Risk Score of) 16

Impact scores increase by a factor of 2, thus having greater weighting in comparison to the Likelihood scores.

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

Figure 1 – COL Risk Matrix

### What the colours mean (as a guide):

- Red - Urgent action required to reduce rating
- Amber - Action required to maintain or reduce rating
- Green - Action required to maintain rating

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# Appendix 2

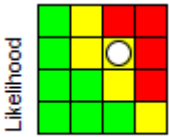
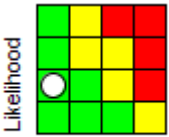
## OSD NLOS Report

Report Author: Martin Falder

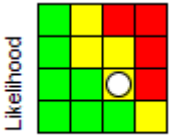
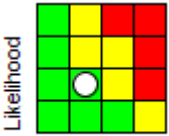
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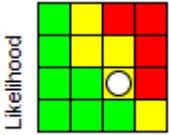
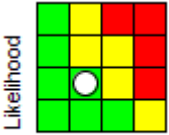
Code & Title: CR Corporate Risk Register 1 OSD Department of Open Spaces Risk Register 1 OSD NLOS Hampstead Heath, Queens Park & Highgate Wood 9

Risk No. & Title	Risk Description (Cause, Event, Impact)	Risk Owner	Current Risk Rating & Score	Risk Update	Target Risk Rating & Score	Target Date
OSD NLOS 001 Delivering the Departmental and Divisional Road Map for Projects and Programmes	<p><b>Causes:</b> A gap of appropriate skill sets to deliver projects; cultural resistance; initial scoping of project outcomes, timescales and deliverables.</p> <p><b>Event:</b> The Division is unable to deliver its agreed roadmap projects and programmes in agreed timescales or achieving agreed outcomes</p> <p><b>Impact:</b> Alternative savings undertaken which may not be consistent with achieving cultural change or improving outcomes.</p>	Bob Warnock	 <p>Likelihood</p> <p>Impact</p> <p>12</p>	Programme boards are underway and projects are being delivered against agreed timescales or moving in a positive direction. Project training completed by staff.	 <p>Likelihood</p> <p>Impact</p> <p>2</p>	01-Apr-2016

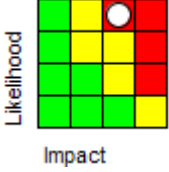
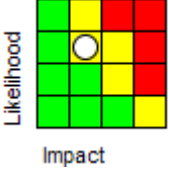
## Appendix 2

Risk No. & Title	Risk Description (Cause, Event, Impact)	Risk Owner	Current Risk Rating & Score	Risk Update	Target Risk Rating & Score	Target Date
OSD NLOS 002 Outbreak of Fire in Woodland / Heathland	<p><b>Causes:</b> Lack of appropriate training to respond to the outbreak of fire in woodland and heathland</p> <p><b>Event:</b> Large scale fire damages site, endangers life. Ecological damage caused to environment.</p> <p><b>Impact:</b> Service capability is disrupted: increased demand for staff resource to respond to incidents and maintain safety of site and visitors: loss of species: temporary site closure and associated access: increased costs for reactive management: possible loss of life, serious injury to staff, visitors, contractors and volunteers: damage/loss of fragile/rare habitats and species.</p>	Bob Warnock	 Likelihood Impact 8	Staff have access to fire fighting equipment which allows them to respond to small fires. All staff should have received fire awareness training. Radio communication and access to Emergency services allows for a swift response to fires.	 Likelihood Impact 4	01 – Apr – 2016

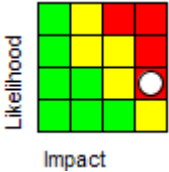
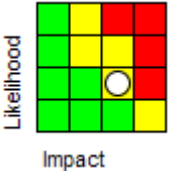
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Risk No. & Title	Risk Description (Cause, Event, Impact)	Risk Owner	Current Risk Rating & Score	Risk Update	Target Risk Rating & Score	Target Date
OSD NLOS 003 Extreme Weather Events	<p><b>Causes:</b> Severe wind events, prolonged precipitation or restricted Precipitation</p> <p><b>Event:</b> Severe weather/climate impacts at one or more sites within the Division</p> <p><b>Impact:</b> Service capability disrupted; Strong winds cause tree limb drop, prolonged heat results in fires, snow disrupts site access, rainfall results in flooding and impassable areas, site closures: severe damage to flora and fauna: risk to life and limb: damage to property</p>	Bob Warnock	 Likelihood Impact 8	Local Policies and Procedures are in place to respond to extreme weather e.g. site closures & Emergency Action Plan call out. Updates are received from the Met Office frequently	 Likelihood Impact 4	01 – Apr – 2016

## Appendix 2

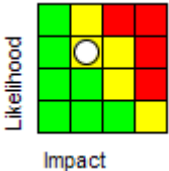
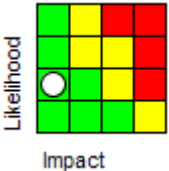
Risk No. & Title	Risk Description (Cause, Event, Impact)	Risk Owner	Current Risk Rating & Score	Risk Update	Target Risk Rating & Score	Target Date
<b>OSD NLOS 004</b> <b>Animal, Plant and Tree Disease</b>	<p><b>Causes:</b> Inadequate biosecurity, buying of infected trees, plants or animals, spread of windblown OPM (oak processionary moth) from adjacent sites</p> <p><b>Event:</b> Sites become infected by animal, plant or tree diseases</p> <p><b>Impact:</b> Service capability disrupted, Public access to sites restricted, reduction of animal population, tree decline, reputational damage, substantial cost of removal of OPM, risk to human health from OPM</p>	Bob Warnock	 <p>16</p>	The division is engaged in the Forestry Commission's national effort to combat and control OPM Zoo and Farm receive twice yearly checks from consultant vet. OPM has been identified on site.	 <p>6</p>	01-Apr-2016

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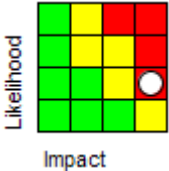
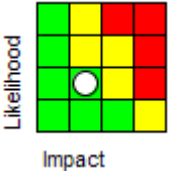
Risk No. & Title	Risk Description (Cause, Event, Impact)	Risk Owner	Current Risk Rating & Score	Risk Update	Target Risk Rating & Score	Target Date
<b>OSD NLOS 005</b> <b>Terrorist Attacks</b>	<p><b>Cause:</b> High profile sites a possible target for attacks.</p> <p><b>Event:</b> Sites across the Division become the target for terrorist attack. Large events and facilities targeted.</p> <p><b>Impact:</b> Service capability disrupted: loss of life, serious injury: damage to property and infrastructure</p>	Bob Warnock	 <p>16</p>	Staff attended Counter Terrorism workshop. Special Branch have delivered talk to Divisional Staff Large events include protocol on evacuation. Regular meetings take place with stakeholders. Contact is maintained with the Police for intelligence updates.	 <p>8</p>	01-Apr-2016



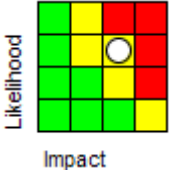
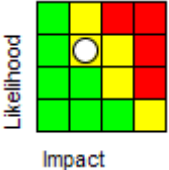
## Appendix 2

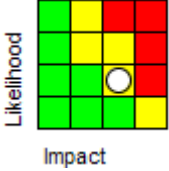
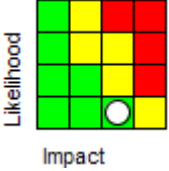
Risk No. & Title	Risk Description (Cause, Event, Impact)	Risk Owner	Current Risk Rating & Score	Risk Update	Target Risk Rating & Score	Target Date
OSD NLOS 006 Ensuring the Health and Safety of staff, contractors, visitors and volunteers	<p><b>Cause:</b> Poor understanding and/or delivery of Health and Safety policies, procedures and safe systems of work; inadequate training; failure to implement results of Divisional H &amp; S Audits; dynamic risk assessments not undertaken. Security, antisocial behaviour, dealing with members of the public.</p> <p><b>Event:</b> Staff or contractors undertake unsafe working practices</p> <p><b>Impact:</b> Death or injury of a member of staff, contractor or a member of the public, reputational damage; financial penalty</p>	Bob Warnock	 <p>6</p>	Annual Health and Safety Audits. Qtr. Divisional H & S meetings and tool box talks currently taking place across the Division. Constabulary carrying out enforcement.	 <p>4</p>	01 – Apr – 2016

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Risk No. & Title	Risk Description (Cause, Event, Impact)	Risk Owner	Current Risk Rating & Score	Risk Update	Target Risk Rating & Score	Target Date
OSD NLOS 007 Hampstead Heath Bathing Ponds	<p><b>Cause:</b> Lack of suitably experienced and qualified lifeguarding staff at Hampstead Heath Bathing Ponds. Members of the public swimming in unauthorised areas. Swimmers fail to pay attention to acclimatisation requirements.</p> <p><b>Event:</b> Unable to effect safe rescue of swimmers. Death or serious injury of swimmers in ponds.</p> <p><b>Impact:</b> Death or injury to members of the public or staff who enter water. Possible legal challenge. Emotional impact on staff. Reputational risk.</p>	Bob Warnock	 <p>16</p>	National Water Safety Programme Management training module will be delivered to relevant staff. Qualified lifeguards at pond facilities train on a regular basis. Signage available at three levels, this includes information signs, at entrances, Nag signs and safety points are visible at the ponds. Social media reminds users of safety. Meetings with user forums sharing relevant information.	 <p>4</p>	01 – Apr – 2016

## Appendix 2

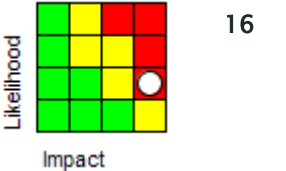
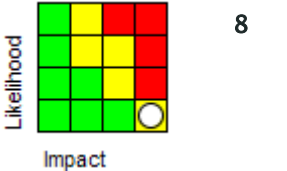
Risk No. & Title	Risk Description (Cause, Event, Impact)	Risk Owner	Current Risk Rating & Score	Risk Update	Target Risk Rating & Score	Target Date
OSD NLOS 008 Maintenance of buildings and equipment	<p><b>Cause:</b> Inadequate proactive and reactive maintenance; failure to identify and communicate maintenance issues</p> <p><b>Event:</b> Operational or public building become unusable</p> <p><b>Impact:</b> Service capability disrupted; ineffective use of staff resources; damage to corporate reputation; increased costs for reactive maintenance. Delay will have operational impact. Overrun of additional work programme.</p>	Bob Warnock	 <p>12</p>	Review of assets being undertaken in consultation with the City Surveyors Dept. Working with property facilities manager. Operational property review in progress.	 <p>6</p>	01 – Apr – 2016

Risk No. & Title	Risk Description (Cause, Event, Impact)	Risk Owner	Current Risk Rating & Score	Risk Update	Target Risk Rating & Score	Target Date
OSD NLOS 009 Water Bodies	<p><b>Cause:</b> Improper use of water bodies, including bathing ponds. Poor maintenance of banks. Insufficient signage.</p> <p><b>Event:</b> Injury of drowning of member of public or staff member.</p> <p><b>Impact:</b> Legal impact. Reputational damage. Impact on staff.</p>	Bob Warnock	 <p>8</p>	Banks remain well maintained. Rangers carry out regular review of signage and banks. Water safety policy regularly reviewed.	 <p>4</p>	01 – Apr – 2016

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Risk No. & Title	Risk Description (Cause, Event, Impact)	Risk Owner	Current Risk Rating & Score	Risk Update	Target Risk Rating & Score	Target Date
OSD NLOS Hampstead Heath, Queens Park & Highgate Wood		Bob Warnock	<p>12</p>			

Appendix 3 – City of London Hampstead Heath Ponds – overtopping leading to dam failure.

Risk No. & Title	Risk Description (Cause, Event, Impact)	Risk Owner	Current Risk Rating & Score	Risk Update	Target Risk Rating & Score	Target Date
<p><b>CR11</b> <b>Hampstead Heath Ponds – overtopping leading to dam failure</b></p>	<p><b>Cause:</b> The earth dams on Hampstead Heath are vulnerable to erosion caused by overtopping</p> <p><b>Event:</b> Severe rainfall event which causes erosion which results in breach, leading to failure of one or more dams</p> <p><b>Impact:</b> Loss of life within the downstream community and disruption to property and infrastructure – including Kings Cross station and the Royal Free Hospital. A major emergency response would need to be initiated by Camden Council and the police at a time when they are likely to already be dealing with significant surface water flooding. Damage to downstream buildings and infrastructure would result in significant re-build costs. The City's reputation would be damaged. An inquiry and legal action could be launched against the City.</p> <p>The Ponds Project has been initiated to mitigate this risk as the current interim mitigations of telemetry, weather monitoring, an on-site emergency action plan do not address the issue of the dam's vulnerability to overtopping</p>	<p>Sue Ireland; Paul Monaghan</p>	<p> 16</p>	<p>The "Ponds Project" has been initiated to address the vulnerability of the dams to overtopping and the associated erosion. As this project is the ultimate mitigation of this risk and all other feasible mitigations are already in place, the issues reported related principally to the successful and timely completion of the Ponds Project.</p> <p><b>Potential for land ownership issues to cause delays</b>– The various adjoining landowners have been engaged with and there is no concern currently that this will impact on project progression.</p> <p><b>Potential for protest</b> – Officers have engaged with Met Police, Camden and specialist contractors to ensure that we are in a position to respond to any</p>	<p> 8</p>	<p>31- Oct- 2016</p>

				<p>protest which occurs. A "Gold Strategic Intent" document has been drafted. This sets out the principles of accommodating protest which is safe, peaceful and non-disruptive.</p> <p><b>Health &amp; Safety</b> – The Heath is a public open space and therefore the interaction between people, dogs and construction plant must be managed. All construction vehicles will be escorted and move at walking pace.</p> <p><b>Cost increases</b> – The budget is managed by the Project Board. A separate risk contingency has been established.</p> <p><b>Further challenge</b> – Although much reduced following the JR and planning decision, some local groups are continuing to lobby government to prevent the project.</p>		
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