



## Open Spaces and City Gardens

**Date:** MONDAY, 6 JUNE 2016

**Time:** 1:45pm

**Venue:** COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL

**Members:** Alderman Robert Howard  
Alderman Ian Luder  
Michael Welbank (Chief Commoner)  
Graeme Smith  
Wendy Mead  
Barbara Newman  
Deputy John Barker  
Jeremy Simons  
Virginia Rounding (Ex-Officio Member)  
Philip Woodhouse (Ex-Officio Member)  
Karina Dostalova (Ex-Officio Member)  
Catherine Bickmore (Observer)  
John Beyer (Observer)  
Verderer Peter Adams (Observer)

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

Lunch will be served in the Guildhall Club at 1pm.  
N.B. Part of this meeting may be subject to audio visual recording.

John Barradell  
Town Clerk and Chief Executive

# AGENDA

## Part 1 - Public Agenda

1. **APOLOGIES**
  2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
  3. **ORDER OF THE COURT OF COMMON COUNCIL**  
The Committee are invited to receive the Order of the Court of Common Council.  

**For Information**  
(Pages 1 - 2)
  4. **ELECTION OF CHAIRMAN**  
The Committee are invited to elect a Chairman in accordance with Standing Order 29.  

**For Decision**
  5. **ELECTION OF DEPUTY CHAIRMAN**  
The Committee are invited to elect a Deputy Chairman in accordance with Standing Order 30.  

**For Decision**
  6. **TO APPOINT A REPRESENTATIVE TO THE STREETS AND WALKWAYS SUB COMMITTEE**  
The Committee are invited to appoint one representative to the Streets and Walkways Sub Committee for the ensuing year.  

**For Decision**
  7. **MINUTES**  
To agree the minutes of the previous meeting.  

**For Decision**  
(Pages 3 - 6)
- Open Spaces**
8. **BUSINESS PLAN 2015/16**  
Report of the Director of Open Spaces.  

**For Information**  
(Pages 7 - 12)
  9. **ACCIDENTS AND INCIDENTS IN THE OPEN SPACES DEPARTMENT IN 2015**  
Report of the Director of Open Spaces.  

**For Information**  
(Pages 13 - 20)

10. **ENJOYING OPEN SPACES AND THE NATURAL ENVIRONMENT GRANT FUNDING THEME**

Report of the Director of Open Spaces.

**For Information**  
(Pages 21 - 26)

**City Gardens**

11. **CITY GARDENS EVENT POLICY**

Report of the Director of Open Spaces.

*(The City Gardens Event Policy document has been circulated via email. Hard copies are available from the Town Clerk).*

**For Decision**  
(Pages 27 - 30)

12. **UPDATE REPORT OF SUPERINTENDENT OF PARKS AND GARDENS**

Report of the Superintendent of Parks and Gardens.

**For Information**  
(Pages 31 - 34)

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

14. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED**

**Part 2 - Non-Public Agenda**

15. **EXCLUSION OF THE PUBLIC**

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

**For Decision**

16. **NON-PUBLIC MINUTES**

To agree the minutes of the previous meeting.

**For Decision**  
(Pages 35 - 36)

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

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

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MOUNTEVANS, Mayor	<b>RESOLVED:</b> That the Court of Common Council holden in the Guildhall of the City of London on Thursday 21st April 2016, doth hereby appoint the following Committee until the first meeting of the Court in April, 2017.
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## **OPEN SPACES & CITY GARDENS COMMITTEE**

### 1. **Constitution**

A Non-Ward Committee consisting of,

- eight Members elected by the Court of Common Council, at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
- the following ex-officio Members:-
  - the Chairman and Deputy Chairman of the Epping Forest & Commons Committee
  - the Chairman and Deputy Chairman of the Hampstead Heath, Highgate Wood & Queen's Park Committee

### 2. **Quorum**

The quorum consists of any five Members.

### 3. **Membership 2016/17**

- 4 (4) Robert Picton Seymour Howard, Alderman
- 4 (4) Barbara Patricia Newman, C.B.E.
- 6 (3) Ian David Luder J.P., Alderman
- 3 (3) Graeme Martyn Smith
- 6 (2) Wendy Mead, O.B.E.
- 6 (2) Michael Welbank, M.B.E.
- 1 (1) John Alfred Barker, O.B.E., Deputy
- 4 (1) Jeremy Lewis Simons

together with the ex-officio Members referred to in paragraph 1 above.

### 4. **Terms of Reference**

To be responsible for:-

- (a) The allocation of grants in relation to Open Spaces taking account of any views or recommendations expressed by the Epping Forest and Commons Committee, West Ham Park Committee or Hampstead Heath, Highgate Wood and Queen's Park Committee as relevant;

#### **Open Spaces**

- (b) dealing with, or making recommendations to the Court of Common Council where appropriate, all matters relating to the strategic management (e.g. policy, financial and staffing) of the City of London Corporation's open spaces where such matters are not specifically the responsibility of another Committee; and
- (c) the appointment of the Director of Open Spaces (in consultation with the Port Health and Environmental Services Committee);

#### **City Open Spaces**

- (d) the management and day-to-day administration of the gardens, churchyards and open spaces in the City under the control of the Common Council, together with Bunhill Fields Burial Ground;
- (e) arrangements for the planting and maintenance of trees and other plants and shrubs in open spaces and in footpaths adjacent to highways in the City;
- (f) advising on applications for planning permission relating in whole or in part to the gardens, churchyards or open spaces in the City under the control of the Common Council; and
- (g) the functions of the Common Council under the Local Government (Miscellaneous Provisions) Act 1976 to make safe by felling, or otherwise, dangerous trees in the City generally on receipt of notices served on the City of London Corporation in the circumstances set out in Section 23 of the Act and where trees are in danger of damaging property.

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## OPEN SPACES AND CITY GARDENS Monday, 18 April 2016

Minutes of the meeting of the Open Spaces and City Gardens held at Committee Room - 2nd Floor West Wing, Guildhall on Monday, 18 April 2016 at 2.15 pm

### Present

#### Members:

Alderman Ian Luder (Chairman)  
Alderman Gordon Haines (Ex-Officio Member)  
Virginia Rounding (Ex-Officio Member)  
Jeremy Simons  
Michael Welbank  
Verderer Peter Adams (Observer)  
Catherine Bickmore (Observer)  
Alderman Robert Howard

#### Officers:

Natasha Dogra	- Town Clerk's Department
Sue Ireland	- Director of Open Spaces
Louisa Allen	- City Gardens Manager
Martin Rodman	- Superintendent of Parks and Gardens
Lucy Murphy	- West Ham Park Manager
Alison Elam	- Group Accountant, Chamberlain's Department
Edward Wood	- Comptroller and City Solicitor's Department

#### 1. APOLOGIES

Apologies had been received from Graeme Smith, Philip Woodhouse, Deputy Alex Deane, Barbara Newman, Wendy Mead and John Beyer.

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

There were no declarations.

#### 3. MINUTES

Resolved – that the minutes of the previous meeting be agreed as an accurate record.

#### 4. 2016 TO 2019 OPEN SPACES BUSINESS PLAN

The Business Plan details fifteen key actions over a five year period that will deliver these departmental and charitable objectives. In order to manage performance, twenty four 'SMART' performance indicators have been proposed. This will enable the Department to show, over a three year period that it is working towards continuous improvement.

Members noted that the Department's vision was to "*Preserve and protect our world class green spaces for the benefit of our*

*local communities and the environment*". The Committee suggested that this vision also should infer the importance of the enhancement of the green spaces.

The Committee agreed that the strategic role played by Elected Members and the function of decision making Committees should be brought to the forefront of the business plan. The Committee said the Superintendents should continue to work with Members, especially their Chairmen, for a steer before reports were considered at committee meetings.

Resolved – that the business plan and risk register be agreed, with any minor amendments being delegated to the Director of Open Spaces and the Town Clerk in consultation with the Chairman and Deputy Chairman.

5. **OAK PROCESSIONARY MOTH PLAN 2016**

Members were provided with a briefing on the plans for Oak Processionary Moth (OPM) management across London and the South East in 2016. The Director informed Members of the implications for the management of OPM on City of London Open Spaces. Members were advised on the Department for Environment, Food and Rural Affairs (Defra) plans for a review following their three year pilot. The Committee noted that a further report would be presented to Members later in the year to advise on both the outcome of the review and actions taken to manage OPM on City of London Open Spaces in 2016.

Members were informed that on 7<sup>th</sup> April 2016 caterpillars had appeared in London and had been sprayed. Spraying of affected trees will start during April on sites outside of the core zone. Members noted that Defra had committed a further one year's funding for 2016, to enable the current pilot to continue whilst the evaluation work is completed. It is expected that the outcome of this review will be known by the autumn of 2016.

In response to a query, Officers informed the Committee that the Chamberlain has confirmed that, if control works place undue pressure on local risk budgets, then additional support would be found.

Resolved – that the report be received.

6. **SUPERINTENDENT'S UPDATE**

The Committee received the update from the City Gardens Manager and noted that since 1<sup>st</sup> February, Parkguard Ltd, had been delivering a patrol service in Bunhill Fields Burial Ground. Patrol officers dealt with a number of issues, including dog owners not keeping their dogs on leads and nuisance bicyclists riding through the main thoroughfare. They provided advice and guidance to offenders, reminding them of the site byelaws and in one incident called the police due to criminal activity. The pilot continues until August when findings from the service will be appraised and recommendations for future management planned.

The Committee noted that a City in Bloom launch event attended by representatives from the City's community groups, residents and businesses



took place on 29<sup>th</sup> February. The groups were assisting the City Gardens team to plan and implement this year's Britain, London and City in Bloom campaigns. Members noted that Clean for The Queen was a campaign launched by Country Life magazine in partnership with Keep Britain Tidy to clear up Britain in time for The Queen's 90<sup>th</sup> birthday. The City Gardens team in partnership with the Built Environment department used the opportunity to create a display of cigarette stubs which had been collected across the City during the previous two weeks. The display was set up in Festival Gardens over the weekend of 5<sup>th</sup> and 6<sup>th</sup> March.

Resolved – that the report be received.

7. **CITY OF LONDON DRAFT BIODIVERSITY ACTION PLAN (2016-2020)**

Members were informed that the report was a follow-up report to that dated 1<sup>st</sup> February, and explains the consultation process regarding the production of the draft City of London Biodiversity Action Plan. Following a period of consultation, proposed changes have been added where appropriate. Comments from the consultation have been summarised and collated.

Resolved – that Members agreed the final draft City of London Biodiversity Action Plan for adoption and publication.

**7B Christ's Hospital Foundation Artwork Installation**

Members noted that the Christ's Hospital Foundation were seeking consent to place a sculpture in Christchurch Greyfriars Garden. The sculpture was to be donated to the City Corporation to commemorate the 350-year history of the school's association with the City.

Resolved – that Members agreed, in principle, to the siting of the Christ's Hospital Foundation sculpture at Christchurch Greyfriars Garden and delegated authority to the Director of Open Spaces in consultation with the Chairman and Deputy Chairman to agree the details of installation and enter into the required licence, subject to all costs being met by Christ's Hospital Foundation.

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

There were two questions raised by Members.

**Open Spaces Bill**

The Director informed Members that the Open Spaces Bill had received a second reading in the House of Commons and had obtained agreement from the Charity Commission. The Remembrancer was now dealing with a technical matter regarding how the views of objectors would be addressed. The Director and Remembrancer were due to meet with the Open Spaces Society tomorrow. The Director emphasised the need for a full and in depth consultation process to ensure the views of all relevant parties were sought.

**Park Run**

In response to a query regarding the possibility of charging for Park Run, the Director informed Members that this recent national issue had not yet been discussed at a departmental leadership team meeting.

9. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED**

There was no urgent business.

10. **EXCLUSION OF THE PUBLIC**

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

11. **NON-PUBLIC MINUTES**

Resolved – that the minutes be agreed as an accurate record.

13. **FINSBURY CIRCUS - CROSSRAIL REINSTATEMENT ISSUES**

The Committee considered a report informing Members regarding the reinstatement of Finsbury Circus Garden.

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

There were no questions.

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

There was no urgent business.

**The meeting ended at 3:20pm.**

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Chairman

**Contact Officer: Natasha Dogra**  
**natasha.dogra@cityoflondon.gov.uk**

<b>Committee:</b> Open Spaces and City Gardens Committee	<b>Date:</b> 6 June 2016
<b>Subject:</b> 2015 to 2018 Year End Business Plan Progress Report	<b>Public</b>
<b>Report of:</b> Director of Open Spaces	<b>For information</b>
<b>Report author:</b> Gerry Kiefer, Directorate Business Manager	

## Summary

This report provides information to Members on the progress made by the Open Spaces Department on its 2015-18 business plan. The report lists the performance indicators set for the department and achievement against these targets. The majority of these performance indicators have been achieved including: 15 Green Flag Awards, 12 Green Heritage Awards, 11 London in Bloom Awards, 95% of survey respondents scoring the 'overall rating' of open space's as 'good or better than good' and cemetery income exceeding its income target.

The identified SBR saving of £699k was made in 2015/16.

The report provides 'by exception' progress against our Roadmap programmes. Many of the roadmap programmes are three year projects and some have slipped to amber RAG status from green, although actions are being implemented to bring the programmes back within agreed limits.

## Recommendation

Members are asked to:

- Note this report.

### 1. Background

- 1.1. The 2015 – 18 Business Plan was approved by the Open Spaces and City Gardens Committee on 20 April 2015. The plan focused on the Department's roadmap for key programmes and projects. The delivery of the Programmes and Projects necessitates officers to work more collaboratively across divisions and with other Departments. Eleven Programmes were identified, many of which are focussed on achieving the Service Based Review Departmental savings of £2.189m over the three year period 2015 to 2018.
- 1.2. In addition to the delivery of the Programmes and projects a number of performance indicators were identified.

### 2. Performance Indicators

- 2.1. In 2014/15 there were four Departmental key performance targets (KPI's):
  - KPI 1 Conservation
  - KPI 2 Customer Satisfaction
  - KPI 3 Finance Management
  - KPI 4 People Management

KPI's 1, 2 and 4 were included in the 2015/16 list of performance indicators and results from 2014/15 have been included in the information below for comparison.

2.2. Excellent progress has been made against the majority of 2015/16 performance indicators.

Performance Indicator	Indicators for 2015/16	Achievement to year end
<b>Preserving the ecology and biodiversity of our sites</b>	Sites with current management plan	All sites except Epping Forest hold a current management plan although progress is being made on the development of the Epping plan. Epping Forest & Commons Committee (May 2016) gave approval to publish the summary consultation response document and broad response statements from the Conservators. During 2016 officers will progress drafting the Epping Forest Management Plan 2017-2027 for further Member consideration.  2014/15 KPI 1 = all the sites except Epping held a current management plan.
	Green flags awards	Green Flags retained at 15 sites.
	Green heritage awards	Green Heritage awards retained at 12 sites. A new application at Riddlesdown was unsuccessful. This was a speculative application but with the knowledge that the judge's report would provide useful information that could help us to achieve accreditation in the future. Recommendations included; better integration and utilisation of the quarry with walks and talks and improved information regarding the heritage aspects of the site.
	SSSI condition	Four sites are favourable: Burnham Beeches, Ashstead, Farthing Downs and Riddlesdown.  Leyton Flats – Following Natural England's recommendation, a botanical survey of the grassland and ponds was undertaken and the management plan amended to accommodate recommendations. Scrub management programme undertaken on the dry acid grassland areas (priority habitat) and network of agreed fire belts established across the flats. Highams Park - Keystone trees mapped, conservation works agreed and scrub management to restore vistas of the lake undertaken. Both sites however remain 'unfavourable , no change'
	London in Bloom awards	London in Bloom Awards achieved at 11 sites.
	Heritage assets at risk	Wanstead Park: significant preparatory includes community consultation on the draft Parkland Plan, 18 <sup>th</sup> Century tree survey undertaken, six year abstraction licence obtained for maintain water levels in the lake cascade system, enhanced vegetation management programme implemented to open up the path around the Ornamental Water and the edge of the Perch Pond, and condition assessment completed on the Grotto. The Parkland Plan is to be completed in 2016 and funding opportunities identified to support the plans implementation.

		Eight Fighter Blast Pens on Kenley Common: The first phase of a two year HLF funded programme of conservation work will commence summer 2016. The second phase will be completed by autumn 2017. Following this work the condition of these Scheduled Monuments in the City Corporation's ownership will be such that they could be removed from the Heritage At Risk Register.
<b>Customer satisfaction</b>	Completion of one hundred, 60 second surveys for each site	754 surveys completed across the Department. 95% of respondents scored the 'overall rating' of the open space as 'good or better' and 69% as 'very good or excellent'.  2014/15 KPI 2 = 90% of respondents scored the 'overall rating' of the open space as 'good or better'.
<b>Energy efficiency and sustainability</b>	<ul style="list-style-type: none"> <li>a. Reduce utility consumption by 2.5% per annum</li> <li>b. Reduce fuel consumption by 5% per annum</li> <li>c. Increase in electricity generation of 100KW (two additional buildings generating at least 50KW each)</li> </ul>	<ul style="list-style-type: none"> <li>• Utility consumption reduced by 1.0%</li> <li>• Fuel use increased by 14.6%</li> <li>• Electricity generation increased by 22.6%.</li> </ul> <p>(Please note these figures represent data from 3 quarterly return and will need to be updated when the 4<sup>th</sup> Quarter data is collected)</p>

#### Developing our staff performance indicator

- 2.3. The target was for 1.5% of direct employee costs to be spent on training. Since the outset of the reporting period it has been clear that this target was not achievable. £98.8k has been spent on 'paid for' training which with a current workforce of 338 full time employees (FTE) this equates to approx. £292 per FTE. In addition staff will have received training that has no financial cost such as: in-house and on-line training, City Learning Live events, Continuing Professional Development (CPD), mentoring and shadowing.

<b>Division</b>	<b>% spend on training as a % of direct employee costs 2014/15</b>	<b>% spend on training as a % of direct employee costs 2015/16</b>	<b>Actual financial Spend on training 2015/16</b>
City Gardens	1.0%	0.77%	£7,990
Cemetery & Crematorium	0.4%	0.36%	£7,291
Directorate	0.3%	4.28%*	£22,788*
Epping Forest	0.8%	0.80%	£21,607
The Commons	1.1%	1.31%	£15,638
North London Open Space	0.3%	0.29%	£16,469
West Ham Park	1.0%	0.96%	£7,049
<b>Departmental Total</b>	<b>0.65%</b> (KPI 4)	<b>0.71%</b>	<b>£98,832</b>

\* Note – this spend includes learning and development training for the Department’s Senior Leadership team which involved the five Superintendent’s, Director and Business Manager. These roles aren’t captured in the Directorates % of direct employee costs and this is why the Directorates % spend is significantly higher than all the other divisions.

2.4. **Cemetery & Crematorium performance indicators** The Cemetery and Crematorium has an additional set of PIs. Performance against these PI’s were reported to Port Health and Environmental Services Committee on 23 May 2016.

Performance Indicator	Actual 2014/15	Target 2015/16	Actual Year End 2015/16
Market share of cremations	22.02%	23%	20.2%
Market share of burials	7.2%	8%	6.9%
Income compared to income target	£4,593,562	£4,357,000	£4,741,052
Percentage of cremations using the new fully abated cremator	50%	60%	62%

### Roadmap Programmes

2.5. As detailed in the Business Plan there are eleven Roadmap Programmes. Many of these Programmes span a three year period and as such progress against various milestones may fluctuate as the programmes and associated projects progress over time. Some of these Programmes will help the Department achieve its service based review (SBR) savings. The £699k savings required in 2015/16 were achieved.

2.6. As discussed previously at the Open Spaces and City Gardens Committee meeting, information on the progress of programmes will be provided ‘by exception only’ i.e. where a programme is amber or red. Progress of the Programmes is considered in relation to the full project plan and currently five Programmes are being reported as amber. This means that the Programme timetable may have slipped, the financial position or benefits realisation may not be achieved in full, but action is being taken to ensure that the project will be delivered within agreed limits. The amber programmes are listed below. Progress of these Programmes is reviewed regularly by the Open Spaces Senior Leadership Team.

Lodges	Amber (steady state)	Various work streams are progressing on this Programme. Undertaken in phases, the Programme will initially only affect lodges where the City of London has existing powers. This is the case for example at West Ham Park. Officers continue to work with City Surveyors Department who are looking into the feasibility of residential use through corporate leases.
Energy Efficiency	Amber (steady state)	This Programme has two themes: improving the department’s energy efficiency and delivering new energy generating installations within the building portfolio. The Programme is currently meeting the overall programme timetable. However, ‘benefits realisation’ is a work in progress and relies on accurate project costings. These are not currently available. The Board is working closely with the City Surveyor to provide this information.
Fleet and Motorised Equipment	Amber (improving state)	This Programme is reviewing the existing fleet and motorised equipment (FME) practice so as to produce a departmental acquisition and management strategy to reduce fleet operating costs and enhance environmental performance. The Programme is currently amber predominantly as a minor milestone has slipped; specifically the delay in signing off the disposals list amongst officers. It is anticipated that a disposals report will be presented to senior officers in July and the overall disposal window remains sufficient.
Car Parks	Amber (descending)	Due to staff vacancies at Epping, the introduction of car parking charges at some sites across Epping has been delayed. A new Head Forest

	state)	Keeper is 'in post' and significant behind the scenes work has been undertaken. A report is due to the Epping Forest and City Commons Committee in July and infrastructure installation can commence subject to approval being granted.
Learning Programme	Amber (descending state)	Recruitment to the learning team took longer than anticipated and some posts had to be advertised twice, however the majority of officers are now 'in post'. Until external funding bids are successful there remains uncertainty and risk associated with achieving the required levels of income in 17/18 and 18/19. The new learning team however have a wide range and depth of expertise including that of attaining funding which should assist in achieving the required future funding.

### 3. Corporate & Strategic Implications

- 3.1. Delivering the Business Plan supports the Corporation's strategic aims to:
- SA2 - Provide modern, efficient and high quality local services, including policing, within the Square mile for workers, residents and visitors
  - SA3 - Provide valued services, such as education, employment, culture and leisure to London and the nation.
- 3.2. In addition it will deliver the key policy priorities: KPP2, KPP3, KPP4, and KPP5 as defined in the [Corporate plan](#).

### 4. Implications

- 4.1. **Finance** - The Open Spaces 2015/18 Service Based Review identified that £2,189,000 savings would be made over three years. Savings of £699k have been achieved in year 1 (2015/16). Savings of £721k are required in 2016/17 and are planned to be met.
- 4.2. The Department's latest financial position for 2015/16 year end is a net underspend of £884,500. This is predominantly down to additional income generated at the Cemetery and Crematorium (£388k), expenditure savings and additional income across North London Open Spaces (£284k) and expenditure savings in the Directorate due to the delayed establishment of the new Learning Team (£114k). Carry forward proposals totalling £500k have been requested for specific areas of work which will be completed by 31 March 2017 including: refresh of planting schemes in various City Gardens, various consultation projects across Hampstead Heath to inform the Heath management plan and café options, improvements to the café at Epping Forest Golf Course and some additional operational machinery for West Ham Park and the Cemetery and Crematorium.

### 5. Conclusion

- 5.1. The majority of PI's were achieved in 2015/16 and the SBR savings were also achieved. There has been some slippage of some Programmes as we move out of 2015/16 into 2016/17 but officers are putting in place actions to bring these Programmes 'back on track'.

### Background Papers

2015/16 Business Plan Quarterly Performance Update - Quarter 3 (April to December 2015) - Open Spaces Committee 1 February 2016.

### Gerry Kiefer

Directorate Business Manager

T: 020 7332 3517

E: [gerry.kiefer@cityoflondon.gov.uk](mailto:gerry.kiefer@cityoflondon.gov.uk)

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<b>Committee(s)</b>	<b>Dated:</b>
Open Spaces and City Gardens	06062016
<b>Subject:</b> Accidents and Incidents in the Open Spaces Department in 2015	<b>Public</b>
<b>Report of:</b> Director of Open Spaces	<b>For Information</b>
<b>Report author:</b> Patrick Hegarty, Open Spaces Department	

## Summary

There has been a slight fall in employee accidents resulting in injuries in 2015 compared with previous years. Overall accident rates are at the lowest they have been in four years. Whilst the severity and causes of accidents vary greatly, the majority were minor injuries resulting in little or no time off work and few accidents to members of the public necessitated going directly to hospital, the exception being a fatality at Hampstead Heath Ponds which has been reported elsewhere.

There has been an increase in incidents involving damage to property which is believed to be due to improved reporting and a reduction in reported incidents of verbal abuse which is believed to be due to additional staff training in managing enforcement duties.

## Recommendation

Members are asked to:

- Note this report.

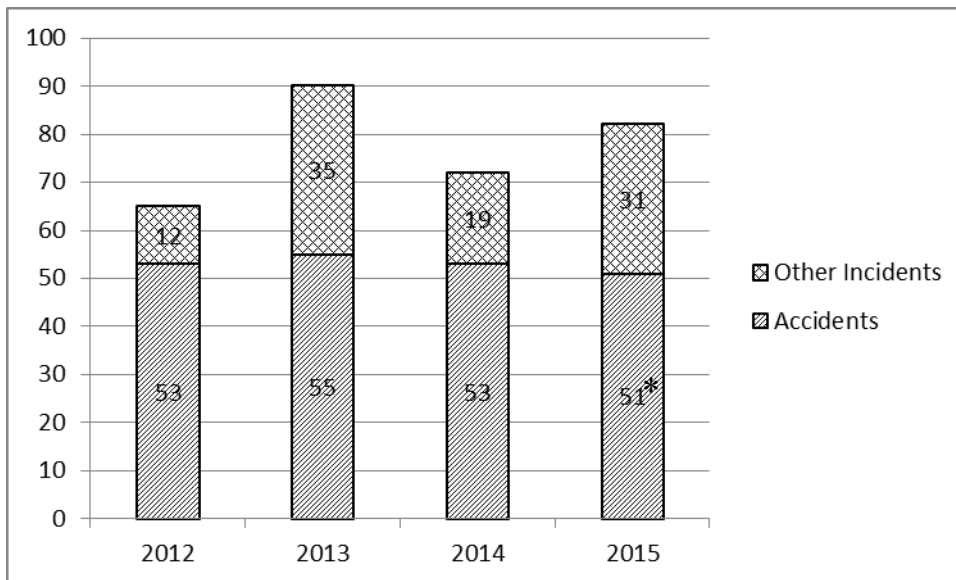
## Main Report

### Background

1. In accordance with Health & Safety legislation, all accidents, incidents and near misses in the workplace must be recorded and investigated. On the presentation of the Annual Audit report in February 2016 your Committee requested further information on accidents statistics.

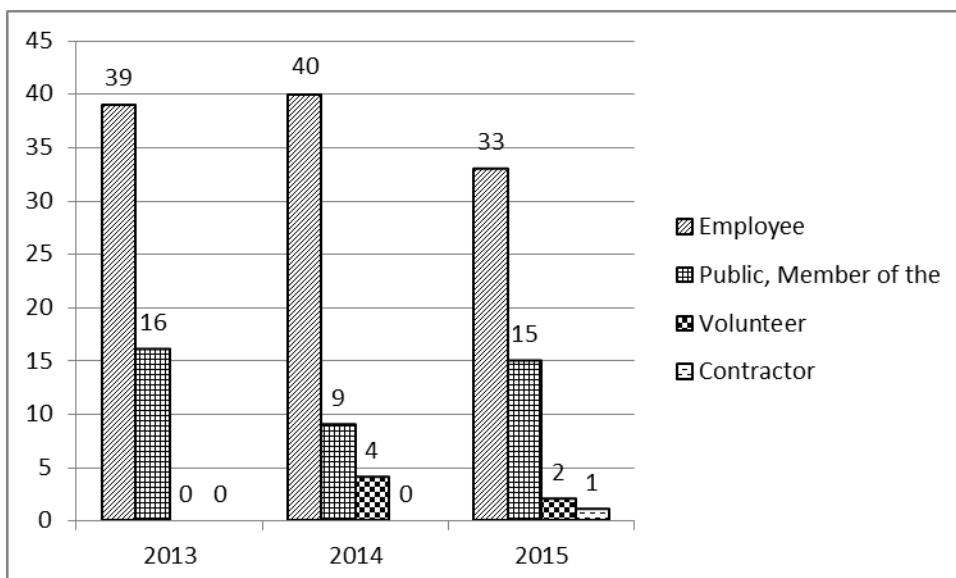
### Current Position

2. There were 82 accidents and incidents recorded in the calendar year 2015 of which 51 resulted in injury. The graph at Figure 1 shows this in relation to the three previous years and it can be seen that the number of accidents resulting in injuries is slightly fewer than in previous years, representing the lowest it has been in four years.



**Figure 1** Accidents (resulting in injuries) and Other Incidents (no personal injury), 2012 to 2015. ( \*Excluding work related diseases )

3. The level of accidents resulting in injuries in Open Spaces is consistent with a large department with high numbers of visitors and a high proportion of manual staff working in the natural environment. The overall level of accidents resulting in injuries has been remarkably stable over the last four years; however there is a slight decrease in the number of injuries to employees in the last year, as can be seen in the breakdown of accidents to employees, members of the public, contractors or volunteers, in Figure 2. The decrease in employee accidents is still apparent when expressed as a percentage of accidents per Full Time Equivalent employees (to compensate for changes in employee numbers over the three years): 11.1% in 2013; 11.7% in 2014; 9.7% in 2015.



**Figure 2** Accidents (resulting in injuries) to Employees, Volunteers, Contractors and Members of the Public.

4. Management focus on H&S is likely to be most effective in reducing employee accidents rather than those involving members of the public, due to having greater levels of control and the ability to provide training, appropriate protective equipment and safe procedures. However major efforts are made to provide a safe environment for the public against everyday hazards. The level of stability of the overall accident levels is possibly a reflection of having robust H&S systems in place which target the most obvious hazards. However we also focus on minor accidents and near miss incidents to reduce the occurrence of more serious accidents.

### **Severity of accidents**

5. Members will be aware that sadly a member of the public drowned at the Highgate Men's Bathing Pond on Hampstead Heath in 2015. This has been the subject of an inquest and appropriate actions have been taken.
6. The majority of accidents in 2015 involved minor injuries (Table 1 in Appendix 1). However three involved members of the public being taken directly from site to a hospital for further treatment.
7. Seven members of staff had injuries or illness arising from work activities which necessitated taking significant time off work, generally involving severe bruising, muscle and ligament damage and one employee had a partial amputation of the tip of a finger while using a tail lift on a lorry. In addition one employee was off work for three weeks as a result of contracting Lyme disease, believed to have been contracted as a result of work activities.
8. Nine incidents/accidents were reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). These are outlined in Table 2 of Appendix 1. This is an increase from three reportable incidents in 2014.

### **Types of Accidents and Incidents**

9. The types of accidents and incidents vary greatly. Table 3 in Appendix 1 summarises the types of accidents and incidents which occur repeatedly across all groups in 2015.
10. Recording and understanding incidents where injury did not occur is an important part of accident reduction. These events (Table 4 in Appendix 1) include outcomes where there was damage to property, near misses and other incidents such as verbal abuse.
11. The increase in reporting of damage to property between 2014 and 2015 is believed to be related to better reporting since the introduction of the Santia telephone incident reporting system. Many damage to property incidents involved damage to vehicles or damage caused by vehicles. Near Miss reporting involves a variety of causes and all incidents are investigated along with accidents to determine if there were lessons to be learnt from the event and information to be shared across the department.

12. Verbal Abuse incidents have shown a marked decrease between 2014 and 2015. This is believed to be partly as a result of staff training which has taken place with regard to methods of dealing with enforcement incidents.

### **Performance Indicator (PI)**

13. The PI is based on a target of investigating accidents within 14 days. For the year 2015 this worked out as 71% for Open Spaces (compared to 69% for the City Corporation as a whole). Although this is not a poor performance and investigations were generally carried out to a high standard, managers and supervisors are working to improve on this figure and have set a performance target of 80% of accidents to be investigated within 14 days for 2016.

### **Preventative action**

14. As well as an ongoing programme of risk management there has been a programme of department led work to avoid chronic issues, such as hand arm vibration and noise related conditions. The surveillance of noise related conditions has been improved and assessments of equipment likely to cause vibration and procedures for monitoring staff exposure to vibration have been put in place. Improvements to driver assessment, training and driver management guidance are being developed in line with a new corporate driving policy.
15. In 2015 a Health & Wellbeing Survey of staff across the organisation, which had a response rate of 38%, indicated poor mental wellbeing in 44% of respondents. The mental health charity Mind, point out that there is evidence of a link between poor mental health and higher rates of accidents in the workplace. Prolonged absence following an accident may also hide underlying poor mental wellbeing. In April 2016 the CityWell initiative was launched to promote greater awareness and support for improved health and wellbeing across the workforce, including mental health.

### **Corporate & Strategic Implications**

16. Reducing our accident rates is driven by three of our departmental values of 'Quality', 'Inclusion' and 'People' as expressed in the Open Spaces Business Plan. Accident reduction is a key part of the Open Spaces H&S Plan as part of the Corporate H&S Policy.

### **Conclusion**

17. 2015 saw an overall decrease in accident numbers in the Open Spaces Department, now at their lowest levels in four years. The majority of accidents across all groups resulted in minor injuries however nine incidents warranted reporting to the Health & Safety Executive under RIDDOR, including a fatality due to drowning at Hampstead Heath. Accidents and incidents where no injury has occurred, are investigated and lessons learned are shared across Open Spaces.

## **Appendices**

- Appendix 1 – Tables 1 to 4

### **Patrick Hegarty**

Technical Manager, Open Spaces Department

T: 020 7332 3516

E: [patrick.hegarty@cityoflondon.gov.uk](mailto:patrick.hegarty@cityoflondon.gov.uk)

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**Appendix 1 – Tables 1 to 4**

**Table 1** Severity of accidents (\*including a work related disease occurrence)

<b>Severity</b>	<b>Employee</b>	<b>Public</b>	<b>Volunteer</b>	<b>Contractor</b>	<b>2015 total</b>
Fatality	0	1	0	0	1
MOP Going to Hospital	0	3	0	0	3
Employee Over 7 Day Injury	4	0	0	0	4
Employee Over 3 Day Injury	2	0	0	0	2
Disease (work related)	1	0	0	0	1
Minor Injury	27	11	2	1	41
<b>Total</b>	<b>34</b>	<b>15</b>	<b>2</b>	<b>1</b>	<b>52*</b>

MOP = Member of the Public

**Table 2** RIDDOR reportable accidents/occurrences 2015

<b>Accidents/Occurrences</b>	<b>2015</b>	
Dangerous Occurrence	1	Lifting equipment tipped over when ground gave way under a support.
Over 7 days off normal duties	4	Lifting injury while moving a bin. Fall 20ft from a tree resulting in severe bruising. Impact/crushing injury to hand while emptying a bin on to a dust cart. Partial finger amputation when caught in a vehicle tail lift.
Member of the Public (MoP) going to hospital (following an accident related to CoL activities)	2	Fracture following a fall from a boardwalk. Suspected Carbon Monoxide (CO) poisoning.**
Disease (related to work activities)	1	Lyme disease contracted
Fatality	1	Drowning
<b>Total</b>	<b>9</b>	

\*\*Although reported under RIDDOR as a MoP going to hospital because of the circumstances of when this happened, this was actually an employee who

overnight in a CoL lodge and the following day was noticed by a colleague to be exhibiting symptoms of CO poisoning. They recovered fully following hospital treatment. The incident was followed up by the City Surveyor and appropriate actions taken. Arrangements in the Open Spaces were also reviewed following this occurrence.

**Table 3** Common recurring accident/incident types

<b>Accident/incident type</b>	<b>Occurrence</b>
Unsafe practice	13
Not paying sufficient attention to local conditions	12
Hit something while driving vehicle/equipment	10
Poor maintenance/installation / faulty equipment	7
Slipped, tripped or fell in the natural environment	5
Manual handling / musculo-skeletal injury	5
Hit by a falling branch	4
Untidy location resulting in accident	3
Not paying due attention to equipment	3
Insect bite/sting	3
Person or CoL vehicle hit by another vehicle	3
Dust/material in eye or inhaled	3
Animal bite/scratch	3

**Table 4** Incidents where no injury has occurred

<b>Incidents</b>	<b>2015</b>	<b>2014</b>
Damage to property	16	8
Near Miss	11	9
Verbal Abuse	4	12
Other incidents	0	2
<b>Total</b>	<b>31</b>	<b>19</b>



<b>Committee</b> Open Spaces and City Gardens Committee	<b>Dated:</b> 6 June 2016
<b>Subject</b> Enjoying Open Spaces and the Natural Environment grant Funding Theme	<b>Public</b>
<b>Report of:</b> Director, Open Spaces	<b>For Discussion</b>
<b>Report author:</b> Gerry Kiefer, Business Manager	

## Summary

Policy and Resources Committee has approved a new grant scheme following a recent 'grants review'. As part of this a new two year (2016 – 2018) grant funding theme has been created entitled 'Enjoying Open Spaces and the Natural Environment' and an allocation of approx. £110k funding has been assigned to this over a two year period.

This discussion paper identifies the main criteria which officers request a lead from Members on, to help them develop a final grant criteria paper for consideration at this Open Spaces and City Gardens Committee on 4 July 2016.

## Recommendation(s)

Members are asked to:

Direct officers as to their preference in relation to the following grant criteria:

- funding parties
- geographical area
- number of sub-themes
- sub themes
- value of grant awards
- length of grant
- number of funding rounds

### 1. Main Report

#### Background

- 1.1. In March 2016, Resource Allocation Sub Committee (RASC) and Policy and Resources Committee (PRC) received a report outlining the need to; increase the strategic impact of grant-making, ensure that grants are managed more efficiently and effectively and improve the consistency and quality of the customer experience.

- 1.2. One outcome of the report was that four overarching funding themes would be implemented for a two year grant programme (2016-2018). These grants would be established and administered by the Central Grants Unit .The four funding themes are:
- Stronger Communities
  - Education and Employment Support
  - Enjoying Open Spaces and the Natural Environment
  - Inspiring London through Culture.
- 1.3. The Open Spaces and City Gardens Committee terms of reference were amended 'To take joint responsibility for allocating grants in relation to Open Spaces taking into account of any views or recommendations expressed by the Epping Forest and Commons Committee, West Ham Park Committee or Hampstead Heath, Highgate Wood and Queen's Park Committee as relevant' and this amendment was approved in the annual report to the Court of Common Council in April 2016.

## **2. Current Position**

- 2.1. Resource Allocation Sub Committee and Policy and Resources Committee resolved that the geographical area and grant eligibility criteria for the four funding themes would be left to the discretion of the decision making Committees.
- 2.2. City's Cash funding of £72,569.83 per annum has been allocated to the 'Enjoying Open Spaces and the Natural Environment theme' over two years (£145,139.67 in total). However, it should be noted that this total funding amount does NOT include deductions for the management fee. The more resource intensive the grant criteria to administer the higher the management fee is likely to be. This management fee has yet to be determined but it is anticipated that the available funding will be in the region of £110k over the two years.
- 2.3. The central grants unit is aiming for the four funding themes to 'go live' in September and therefore the grant criteria will need to be agreed to enable the application form to be developed and the grant funding opportunity promoted.

## **3. Options**

- 3.1. Members are asked to discuss the following different approaches to direct the development of the funding criteria.
- funding parties
  - geographical area
  - number of sub-themes
  - sub themes
  - value of grant awards
  - length of grant
  - number of funding rounds
- 3.2. Members are requested to consider that from both an applicants and the Grant Unit's perspective, the simpler the approach the easier for all.

### **Funding parties**

- 3.3. Ordinarily grants are invited from constituted organisations as this provides a more robust and auditable funding approach which reduces the reputational risk to the COL. This would include registered charity's; registered community interest companies; registered charitable incorporated organisations; charitable companies (incorporated as a not-for-profit); exempt or excepted charity; registered charitable industrial and provident societies or charitable cooperatives (bencom) or constituted voluntary organisation. Generally grants to individuals are very specific and are usually only made to an individual when they are the primary beneficiary e.g. support for training/expedition.
- 3.4. Members are asked to consider if they wish to fund:
- only groups / organisations
  - only individuals
  - both

### **Geographical area**

- 3.5. Members are asked to discuss whether they wish to accept applications from across London or from a more restricted area. Suggested options for discussion are:
- Fund projects that take place entirely within the COL's Open Spaces.
  - Fund projects where the majority of impact will be on the COL's Open Spaces.
  - Fund projects that take place within Greater London which may have little or no direct benefit to the COL's Open Spaces.

### **Sub Themes**

- 3.6. The overall funding theme agreed by RASC and PRC is 'Enjoying Open Spaces and the Natural Environment' and it is requested that each grant decision making committee discuss and agree any appropriate sub-themes for their specific theme.
- 3.7. Members are requested to direct officers as to the number of sub-themes they would like.
- 3.8. To initiate discussion some suggested sub themes for this funding could be for projects which:

If a) or b) is chosen in paragraph 3.5 in relation to 'geographical area'

- deliver the Open Spaces charitable objectives of the 'preservation of open space' and/or 'provision for recreation and enjoyment of the public'.
- deliver actions/outcomes within the Open Space's Management Plans
- support the development of Col Open Spaces 'Friends of Groups' (FOG) – e.g. website development, training, FOG led activities and

events to increase awareness and involvement but excluding ongoing day to day costs.

d) any of the suggestions listed below (e to k)

If a) or b) or c) is chosen in paragraph 3.5 in relation to 'geographical area'

- e) focus on rough sleeping within open spaces
- f) focus on conservation
- g) focus on heritage
- h) connect communities with their green spaces
- i) focus on the use of open spaces to improve the quality of life for people with mental health issues
- j) reduce the impact of the use of open spaces as public sex environments
- k) focus on education to reduce the amount of litter and flytipping within open spaces

### **Grant finance**

**3.9.** A total of approximately £110k funding should be available for 'award' across 2016/17 and 2017/18. Members are asked to consider their preference in relation to the number of funding rounds; the value of the grants awarded and the length of the grant, recognising that the decisions on each are inter-connected.

**3.10. The approach to the number of funding rounds could be:**

- a) One funding round
- b) More than one funding round
- c) Different number of funding rounds for each sub-theme which could also relate to the value of funding to be awarded and the length of the grant

**3.11. The value of grant awards could be:**

- a) A maximum and minimum value that is the same for all sub-themes, for example £5k to £25k
- b) A maximum and minimum value that is different for each sub-theme e.g. £5k to £10k for a sub-theme which is aimed to attract smaller local organisations and a larger amount for a sub-themes which is anticipated to attract larger organisations and the grant duration is for a longer period.
- c) One grant value for each sub-theme with no maximum or minimum value.
- d) Applicants for larger grants could be asked to contribute a percentage of match funding / support 'in kind'.

**3.12.** It is felt that a lower level of grant e.g. £5k will be more manageable by many of the smaller 'friends of groups' or smaller voluntary organisations who may struggle to spend larger sums.

**3.13.** The number of funding rounds and the value of grants would inform the **length of grant** (and visa-versa) and these could be that the:

- a) Grant duration is fixed so projects have to be completed within a set timeframe e.g. 31 March 2018.
- b) Grant duration is determined by the applicant but finishing no later than 31 March 2018
- c) Grant is for a specific period e.g. six months determined by the funding round closure dates
- d) Grant is for two years e.g. end August 2018 so long as all funding is claimed/awarded by 31 March 2018.

#### **4. Next Steps**

- 4.1. Officers will use the information arising from discussion of this paper to present a final report for agreement in July 2016. If agreed the final paper will set the criteria for funding.
  
- 4.2. There will be a standardised application form which the Grants Unit will make available online, via a dedicated web page on the City of London Corporation website and will be promoted by the Open Spaces Department. The Grants Unit will be resourced so that they can administer, manage, monitor and evaluate the 'Enjoying Open Spaces and the Natural Environment' grants as per their normal small grants funding process.

#### **Background Papers:**

Policy and resources Committee, March 2016 'Implementation of Grants Review'

#### **Gerry Kiefer**

Directorate Business Manager, Open Spaces

T: 020 7332 3517

E: [Gerry.kiefer@cityoflondon.gov.uk](mailto:Gerry.kiefer@cityoflondon.gov.uk)

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<b>Committee:</b>	<b>Dated:</b>
Open Spaces and City Gardens Committee	06/06/2016
<b>Subject:</b> City Gardens Draft Events Policy	<b>Public</b>
<b>Report of:</b> Director of Open Spaces	<b>For Decision</b>
<b>Report author:</b> Louisa Allen	

## Summary

This report is a follow-up report to that dated 20<sup>th</sup> April 2015, and explains the progress regarding the pilot and implementation of the City Gardens Draft Event Policy to date.

During the pilot period, which took place between June 2015 and April 2016, a few minor amendments have been made to the draft policy as a result of feedback from users and to assist with the administration of events.

Members are asked to agree the final version of the draft event policy circulated by the Town Clerk.

## Recommendations

Members are asked to:

- Approve the minor amendments outlined in the City Gardens Draft Event Policy, circulated by the Town Clerk.
- Formally adopt the policy as the City Gardens Event Policy.

## Main Report

### Background

1. City Gardens regularly organises and facilitates small scale events and activities, the majority are walks and talks, seasonal lunchtime well-being activities and environmental volunteering activities. These events are either funded through external grants or arranged by the City Gardens team in partnership with community groups such as the Friends of City Gardens and the City of London Guides at minimal cost to the City.
2. In addition, the gardens attract regular filming and photography requests; these are managed by the CoL Film Team and facilitated by City Gardens, accruing modest amounts of income. In recent years the City Gardens team has experienced an increasing number of requests from members of the public to use the gardens to hold special events such as wedding celebrations.

3. The City's open spaces are protected by various legislation and regulations which help protect and govern the use of the gardens and restrict certain activities.
4. All of the City of London's open spaces are less than two hectares in size and fall within the definition of the London Plan's (2011) hierarchy of open spaces as Small Open Spaces and Pocket Parks. Due to size these are therefore considered suitable only for small scale events. According to the Health and Safety Executive (HSE) a small event is classified as 'the attendance of 500 people or less'.
5. Until June 2015, the City Gardens section had not actively publicised the gardens to be used for event purposes. Any fees that had been charged were minimal and had been used to cover costs incurred by the gardening team for facilitating an event. However, officer time responding to and assessing requests had not been charged for.
6. The current Service Base Review is tasked with finding ways to identify savings as well as increasing income to support revenue budgets. The introduction of a draft policy is an opportunity to increase income for the City Gardens revenue budget. In addition, the inclusion of organised events has and will provide more diverse opportunities for communities to enjoy and make use of the City Gardens.

### **Current Position**

7. Following committee approval in April 2015 the City Gardens Draft Event Policy was published on the City Gardens pages of the website and is provided to anyone enquiring about holding events or hiring a garden.
8. Since May 2015 a total of 25 event applications have been received for small events planned for both 2015/2016 and 2016/2017. Events have generated an income of £2,000 between May 2015 and April 2016. Applications have been and continue to be assessed monthly by the City Gardens Event Group. The most popular events continue to be group wedding photography and associated celebrations with up to 100 participants. A few events did not go ahead due to either the lateness of the event application, inadequate Public Liability insurance or applicants finding more suitable locations.
9. The events held so far have provided new opportunities for members of the public; they have been well managed with no negative impact on any of the gardens or complaints from nearby residences or businesses
10. Events that have taken place and that are planned for 2016-2017 include: a successful ticketed evening event in Postman's Park organised by the Friends of City Gardens; a birthday party celebration for 40 people; two wedding celebrations and two group wedding photography events. The Worshipful Company of Brewers will be holding an evening drinks reception in St Mary Aldermanbury garden. An opera charity have applied to use Postman's Park for a reception and a recital and an application to hold weekly lunchtime fitness sessions is in process, as is an sponsored open air film screening in Festival Gardens for 380 people in August.



11. The City Gardens team in partnership with the Open Spaces Marketing & Development Manager have designed and converted online event documents to make the application process as easy as possible for the user and for administration purposes. Minor amendments have been made to the original draft event policy appendices. The downloadable forms have reduced the number of telephone enquiries and are proving successful with applicants using the website as first port of call to find the information that they need.

## Proposals

12. It is proposed that the fees will remain the same for this second year as the policy is still a relatively new initiative and an hourly rate as opposed to just a fixed day rate has been included. The inclusion of an hourly rate has suited the type of events that most applicants have been interested in, such as wedding photography and small celebrations.
13. Wider policy work in relation to events will be required as a result of the additional powers sought in the City of London Corporation (Open Spaces) Bill. A more positive approach to publicising the opportunities offered by the City Gardens could complement this work.

## Corporate & Strategic Implications

14. The provision of a well-designed events programme supports a number of key City of London policies and objectives as follows:
  - **The Corporate Plan 2013-17** through a key policy priority of maximising the opportunities and benefits afforded by our role in supporting London's communities
  - **Visit the City** -a visitor destination strategy for the City of London 2013/17 which seeks to provide a framework for the delivery of the City of London Corporation's visitor services, providing a clear statement of our vision for the assets we control and the areas over which we may have influence within the City area.

## Conclusion

15. The completion and adoption of a comprehensive revised City Gardens Event Policy will enable City Gardens to continue to manage events and garden hire requests effectively whilst at the same time generating income to support the City Gardens revenue budget.
16. To date, interest shown for undertaking events in City Gardens has been gradually growing, it is envisaged that once the City Gardens Event Policy has become more established and with future marketing opportunities this interest will engender increased event activities and revenue.

## Appendix

- City Gardens Draft Event Policy circulated by the Town Clerk.

Louisa Allen

T: 020 7374 4140

E: [Louisa.allen@cityofglondon.gov.uk](mailto:Louisa.allen@cityofglondon.gov.uk)

<b>Committee</b>	<b>Dated:</b>
Open Spaces & City Gardens	06/06/2016
<b>Subject:</b> Superintendent's update June 2016	<b>Public</b>
<b>Report of:</b> Superintendent of Parks & Gardens	<b>For Information</b>
<b>Report author:</b> Louisa Allen	

## Summary

This report provides an update to Members of the Open Spaces & City Gardens Committee on management and operational activities across the City Gardens section since April 2016.

## Recommendation

Members are asked to:

- Note the report.

## Main Report

### Budget

1. The City Gardens budget is in line with agreed budget profiles for this time of year.

### Personnel

2. An apprentice undertaking a 20 month fixed term contract has been recently recruited and is settling in well, he will undertake a NVQ Level 2 in horticulture training and qualification at Capel Manor College from June. The recruitment of an assistant gardener who can undertake work at weekends and evenings to further reduce overtime costs has also been completed and is due to start in June. A further two fixed term assistant gardeners have been recruited to assist the City Gardens team for the summer months.

### Operational Activities

3. The City Gardens team are about to rejuvenate the planting to both Carter Lane and the Queens Diamond Jubilee Gardens to ensure that the gardens

are providing a good display throughout the summer months. Further improvements are scheduled for September when the team will tackle the more mature planting which is due for replacement.

4. The first and second phase of tree planting within the Aldgate Gyrotory project was completed in April with a total of 29 trees planted, 28 of which were street trees. The next phase of planting is scheduled for the late summer/early autumn.
5. The City Gardens team is currently working on planting improvements for the frontage at St Andrews by the Wardrobe Church – Queen Victoria Street. The project was brought about through partnership working with the church and the Diocese and will provide improved planting to the main frontage of the church.
6. Over the last year, City Gardens have trialed a new resin bonded recycled rubber crumb (Flexi-Pave) which is used to fill the gaps around the bottom of tree bases. The new product will help prevent trips and falls, make it easy for the cleansing team to clean around these areas and reduce the work for the City Gardens team who have had to regularly top up these areas due to compaction/compression. From June, the City Gardens team will be installing Flexi –Pave to sixty tree bases in areas of high footfall.
7. The City Gardens team have been working with the Department of the Built Environment to record all our gardens on to GIS (Geographical Information System). This will provide much more accurate and useful information in the future and enable the team to run a variety of different reports more efficiently. The GIS system will be constantly updated by members of the City Gardens office team to ensure the records are up to date at all times.

### **Community, Volunteering, Outreach and Events**

8. From the 1<sup>st</sup> April, the City Gardens Twitter account is up and running and the team will be using it to promote our green spaces, events and activities.
9. A bat walk took place on 4th May on the Barbican Estate organised by the City Gardens team and a resident and was attended by 10 residents. Common and Soprano *pipistrelle* were spotted in abundance. The City Gardens team intend to support further walks for the general public across the City in the autumn.
10. The Friends of the Watts Memorial in partnership with the Friends of City Gardens organised a ticketed evening lecture event in St Botolph Aldersgate church on 13<sup>th</sup> May. The talk was titled Heroes of Postman's Park: The Secret History of the Watts Memorial delivered by Dr John Price. The event was attended by 75 people and included an evening walk and refreshments in Postman's Park.

11. During the months of May and June, the Friends of City Gardens have led and are leading three outdoor learning sessions with Prior Western Primary School pupils taking place in Bunhill Fields Burial Ground. The sessions are linked to the pupils' science curriculum and will include an introduction to biodiversity topics.
12. Working with The City Centre, artist Rebecca Louise Law has created 'The City Garden', a site-specific installation of natural materials inspired by gardens within the City displayed in the City Centre and sponsored by The London Wall Place Partnership, a joint venture between Brookfield and Oxford Properties. The exhibition opened on 23<sup>rd</sup> April and runs until September 2016. To complement this exhibition the City Guides have organised garden walks and a 'Professor Nigel Dunnett in conversation with Tom Stuart Smith' event is taking place 1<sup>st</sup> June.
13. The City Centre has commissioned two films of City Gardens that accompany the exhibition and a map of the gardens that inspired Rebecca's installation. The map will also be available as an app that leads visitors through the City's open spaces detailing the history, horticulture and design of some iconic gardens.
14. Open Squares Weekend is taking place on Saturday 18<sup>th</sup> and Sunday 19<sup>th</sup> June. A diverse range and increase of activities have been planned for the weekend, in partnership with the friends. Four poets will be in residence in; Postman's Park, St Dunstan in the East, Christchurch Greyfriars and Cleary Gardens. A number of walks and talks have been organised and will be delivered by City Garden Guides, the Friends of City Gardens and the City Gardens team. Talks will be delivered by John Price, the author of the recently published book about the Watts Memorial; these will take place in Postman's Park on both days as well as a talk and walk by Professor Nigel Dunnett in the City Centre about his landscape design at Beech gardens on the Sunday. A plant stall and teas and coffees will be served in Postman's Park on both Saturday and Sunday. Twenty additional volunteers have been recruited to provide a presence and information for visitors in St Dunstan's in the East, Postman's Park, Fann Street Wildlife Garden and Beech Gardens.

**Louisa Allen**  
City Gardens Manager

T: 020 7374 4140

E: [Louisa.allen@cityoflondon.gov.uk](mailto:Louisa.allen@cityoflondon.gov.uk)

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