



Epping Forest & Commons Committee

Date: MONDAY, 21 NOVEMBER 2016
Time: 11.00 am
Venue: COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL

Members: Philip Woodhouse (Chairman)
Graeme Smith (Deputy Chairman)
Alderman Ian Luder (Ex-Officio Member)
Deputy Stanley Ginsburg
Alderman Sir Paul Judge
Deputy Catherine McGuinness
Sylvia Moys
Barbara Newman
Virginia Rounding
Jeremy Simons

For consideration of Business Relating to Epping Forest Only

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

Enquiries: **Natasha Dogra**
Natasha.Dogra@cityoflondon.gov.uk

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

John Barradell
Town Clerk and Chief Executive

AGENDA

Agenda

Part 1 - Public Agenda

1. **APOLOGIES**
2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **MINUTES**
To agree the minutes of the previous meeting.

For Decision
(Pages 1 - 8)

Epping Forest

4. **SUPERINTENDENT'S UPDATE**
Report of the Superintendent of Epping Forest.

For Information
(Pages 9 - 30)
5. **EPPING FOREST TRUSTEE'S ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2016***
Report of the Chamberlain.

For Information
(Pages 31 - 62)
6. **REVENUE & CAPITAL BUDGETS - EPPING FOREST 2016/17 & 2017/18**
Report of the Chamberlain.

For Decision
(Pages 63 - 78)
7. **DEDICATIONS AND SPONSORSHIP IN EPPING FOREST**
Report of the Superintendent of Epping Forest.

For Decision
(Pages 79 - 90)
8. **EPPING FOREST 5TH GRAZING MONITORING AUDIT REPORT**
Report of the Superintendent of Epping Forest.

For Decision
(Pages 91 - 110)

9. **PROPOSED RESPONSE TO SUDDEN OAK DEATH "RAMORUM" OUTBREAK AT THE WARREN PLANTATION, EPPING FOREST**
Report of the Superintendent of Epping Forest.

For Decision
(Pages 111 - 126)

10. **EPPING FOREST DISTRICT LOCAL PLAN - PUBLIC CONSULTATION UNDER REGULATION 18**
Report of the Superintendent of Epping Forest.

For Decision
(Pages 127 - 144)

Burnham Beeches & The Commons

11. **SUPERINTENDENT'S UPDATE**
Report of the Superintendent of Burnham Beeches & the Commons.

For Information
(Pages 145 - 152)

12. **ENVIRONMENTAL REPORT**
Report of the Superintendent of The Commons.

For Information
(Pages 153 - 162)

13. **BURNHAM BEECHES AND STOKE COMMON TRUSTEE'S ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2016***
Report of the Chamberlain.

For Information
(Pages 163 - 190)

14. **ASHTED COMMON TRUSTEE'S ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2016***
Report of the Chamberlain.

For Information
(Pages 191 - 216)

15. **WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS TRUSTEE'S ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2016***
Report of the Chamberlain.

For Information
(Pages 217 - 244)

16. **REVENUE & CAPITAL BUDGETS 2016/17 & 2017/18**
Report of the Chamberlain and Director of Open Spaces.

For Decision
(Pages 245 - 260)

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

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

Part 2 - Non-Public Agenda

19. **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

20. **NON-PUBLIC MINUTES**

To agree the minutes of the previous meeting.

For Decision
(Pages 261 - 266)

21. **LEASE RENEWAL**

Report of the Superintendent of Epping Forest.

For Decision
(Pages 267 - 270)

22. **EPPING FOREST GRAZING EXPANSION PLAN CONTINUITY ARRANGEMENTS**

Report of the Superintendent of Epping Forest.

For Decision
(Pages 271 - 280)

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

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

**Stared items are for Members' information and discussion on these reports is not anticipated.*

EPPING FOREST & COMMONS COMMITTEE **Monday, 12 September 2016**

Minutes of the meeting of the Epping Forest & Commons Committee held at
Committee Room - 2nd Floor West Wing, Guildhall on Monday, 12 September 2016
at 11.00 am

Present

Members:

Philip Woodhouse (Chairman)
Alderman Gordon Haines
Deputy Stanley Ginsburg
Alderman Sir Paul Judge
Deputy Catherine McGuinness
Sylvia Moys
Barbara Newman
Verderer Peter Adams
Verderer Michael Chapman DL
Verderer Richard Morris
Verderer Dr. Joanna Thomas
Jeremy Simons

Officers:

Natasha Dogra	-	Town Clerk's Office
Sue Ireland	-	Director of Open Spaces
Paul Thomson	-	Superintendent, Epping Forest
Andy Barnard	-	Superintendent, the Commons
Esther Sumner	-	Open Spaces Department
Martin Newnham	-	Open Spaces Department
Jacqueline Eggleston	-	Open Spaces Department
Jo Hurst	-	Open Spaces Department
Peter Young	-	City Surveyor's Department
Paul Nagle	-	Chamberlain's Department
Alison Elam	-	Chamberlain's Department
Susanna Lascelles	-	Town Clerk's Office

1. APOLOGIES

Apologies had been received from Alderman Ian Luder, Graeme Smith and Virginia Rounding.

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

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

3. MINUTES

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

Matters Arising:

Ms Moys had circulated typographical changes to the Town Clerk prior to the meeting. In response to a query regarding the membership, the Town Clerk explained that due to a transient IS fault the incorrect membership had been automatically pulled through on the minute document. The Committee were assured that this had now been amended and the correct Members were listed on the minutes.

4. **OPEN SPACES DEPARTMENT, EPPING FOREST AND THE COMMONS RISK MANAGEMENT**

Members noted the update on the management of risks faced by the Open Spaces Department. Risks are reviewed regularly by the Department's Senior Leadership Team as part of the on-going management of the Department's operations.

The Open Spaces Department had one corporate risk and upon review, had five departmental risks. The Epping Forest and Commons Committee oversees five registered charities:

- Epping Forest (charity number 232990)
- Ashted Common (charity number 1051510)
- Burnham Beeches and Stoke Common (charity number 232987)
- Coulsdon Commons and Other Commons (charity number 232989)
- West Wickham Common & Spring Park (charity number 232988)

There were and fourteen additional risks for Epping Forest and eight risks for the four charities associated with The Commons.

In accordance with the Charity Commission's Statement of Recommended Practice (SORP), Trustees are required to describe in the charity's annual report the principle risks to which the charity is exposed and summarise the strategies and plans for managing and mitigating those risks. Using the corporate risk register guidance, the management of these risks would be expected to meet the requirements of the Charity Commission.

In response to a query, Officers suggested that in future Members may benefit from receiving the risk reports relating to Epping Forest and the Commons only. The Open Spaces risk report, which is considered by the Open Spaces Committee, could be circulated to Members for their information separately from the agenda. In response to question about Health and Safety Incidents at Epping Forest, Members were informed that in reference to two outstanding licence checks at EF001(f) one licensee has subsequently had their licence withdrawn and the other had reassigned their lease, which will be rechecked .

Resolved – that Members of the Epping Forest and City Commons Committee:

- Agreed the Epping Forest risk register.
- Agreed The Commons risk register.
- Agreed the removal of the green risks from future risk reports to this Committee as proposed.
- Noted the Departmental risk register outlined.

5. **SUPERINTENDENT'S UPDATE**

The Committee received the report of the Superintendent of the Commons which updated Members on activities in and around Burnham Beeches and the Commons. Of particular note to Members was the unfortunate robbery which took place at Burnham Beeches Café. No members of staff were hurt in the incident and Police were carrying out an investigation. Members were also made aware of a suicide at Kenley Common. The Committee noted that the City Corporation offered counselling services to members of staff who had been affected by an incident whilst at work.

The Committee congratulated Officers on their many achievements and awards. The Superintendent agreed to liaise with the Chairman regarding sending a letter to various schools and volunteer groups to thank them for their time and effort.

Resolved – that the update be received.

6. **SUPERINTENDENT'S UPDATE**

The Committee received an update from the Superintendent of Epping Forest informing Members of activities which had taken place in and around the -Forest. Of particular note was that Epping Forest has received the Green Flag and Green Heritage Awards for a 14th consecutive year. The management of Invasive Non-Native Species (INNS) also featured prominently in this period. The arrival of Ash Dieback in the Forest had been confirmed conclusively, alongside a containment order for the Oriental Chestnut Gall Wasp identified at Wanstead Park, Bush Wood and George Green.

Work undertaken to clear Floating Pennywort from Perch Pond at Wanstead Park, had made significant inroads in dealing with this problem vegetation. The report noted the resignation of the Grasslands Team Leader, a Forest Keeper and two litter pickers, together with the expiry of the temporary Sports Coordinator contract. Spend and income were on profile for the year and the Open Spaces Bill would be considered by an Opposed Bills Committee in November.

There were two significant incursions by travellers during this period which were dealt with successfully. Responses to Local Plans are the 'duty of cooperate' continue to exercise a lot of officer time and this work is set to increase as new consultations are now in train.

Fly-tips for the current period being reported in 2016 were 102 compared to 121 in the same period in 2015, a decrease of 15.7%. The nighttime closure of selected car parks has not accounted for the decrease in fly tips and there is currently no evidence which satisfactorily explains this trend. The only significant drop in gated car park fly tips occurred at the Wanstead Flats Centre Road car park, where 59 fly tips occurred last year and 24 this year. More data needs to be compiled before reliable trends can be ascertained.

In response to a query regarding the Rotary Club's proposal to plant crocuses on Theydon Green, as part of the 'End Polio Now' campaign, Officers noted that although the land was not part of the Site of Special Scientific Interest Members of the Committee were not in favour of this proposal and asked for this decision to be conveyed to both the Parish Council and the charity concerned.

Officers informed Members that they were working with local authorities and emergency services to remove an abandoned vehicle on Woodredon Hill. This was taking slightly longer than originally anticipated as the vehicle's chassis was badly damaged and therefore could not be safely moved without road closures being put in place.

The Chairman congratulated Officers on securing the Green Flag awards. In relation to festivals and events taking place in the forest, the Chairman queried whether a percentage of the profits could be made payable to a nominated charity. The Director informed Members that Epping Forest was a registered charity and should be the default beneficiary of such arrangements. The Superintendent confirmed that measures were already in place to secure contribution for events such as Music in the Park, however, a mismatch between staging costs and entry prices often reduced the potential for contributions, it was also noted that events such as the recent Donkey Derby helped raise money for the local Scout group. Members were informed that an Events Policy that would address this matter was currently being developed by Officers.

Resolved – that the update be received.

7. **REQUEST FOR THE DEDICATION OF FOREST LAND TO SUPPORT TRANSPORT FOR LONDON CYCLE IMPROVEMENTS**

The Mayor of London and Transport for London were working with the London Boroughs of Redbridge (LBR) and Newham (LBN) to install cycle Quietway 6 – between Mile End and Barkingside within financial year 2016/17.

The Quietway route will bring a range of benefits to the area including reduced carriageway widths; consequent traffic speed reductions; the removal of vehicle parking on the northern edge of Capel Road adjoining Wanstead Flats; improved signage and the installation of a 'Toucan' crossing improving connections between Wanstead Flats and the Cemetery and Crematorium.

The Superintendent updated the Committee that that the London Borough of Newham had requested that the Capel Road section be transferred onto Wanstead Flats immediately north of Capel Road. Members refused this request and sought to remain consistent with the allocation of existing Highways Land adjacent Wanstead Flats at Forest Drive.

Discussions ensued regarding the provision of cycling in the Forest and the development of a policy regarding the activity. Members agreed that while cycling should be encouraged it should also be carefully managed in the Forest.

Officers sought the Committee's approval to dedicate a total area of 77m² of Forest Land on the peri-urban edge of Wanstead Flats to LBN and LBR for nil consideration to enable these local highways authorities to undertake the installation of the section of Quietway 6, which would run adjacent to Forest Land. The cost of installation and future care and maintenance costs are to be met by the local authorities. Members felt that the Forest should not continue to agree to the piecemeal erosion of Forest land for Highway purposes and urged Officers to secure a viable land bank arrangement.

Resolved – that Members:

- Approve the proposal to dedicate to public highway 37m² of Forest land to the London Borough of Newham to facilitate the installation of Quietway 6 - Mile End to Barkingside.
- Approve the proposal to dedicate to public highway 18m² of Forest land to the London Borough of Redbridge to facilitate the installation of Quietway 6 - Mile End to Barkingside.
- Approve the proposal to convert the existing wayleave agreements with London Borough of Redbridge covering 22m² to dedication as public highway.
- Approve the agreement to a formal 'land bank' arrangement with the Local authorities which will allow Epping Forest to periodically receive compensatory land from named land within the Acquisition Strategy.
- Authorise the Comptroller and City solicitor to undertake the necessary legal documentation to dedicate the necessary Forest Land and draw up a 'Land Bank' agreement.

8. CYCLE HIRE FACILITY AT CHINGFORD GOLF COURSE

Members noted Go Further Cycling was a well-established local cycle hire business which had previously operated from Debden campsite and was currently located at Wake Arms was seeking new operating premises. The company had approached Officers at Epping to discuss utilising the rear of the Caddy House building as a cycle store, workshop and hire office.

The location of the Caddy House with car parking capacity, toilets and a soon to be tendered Café, all close to a bus terminus and Overground rail station was thought to provide an ideal cycle hire location. Chingford Plain also offered good access to level surfaced and unsurfaced tracks providing an ideal introduction to off road cycling in Epping Forest. This arrangement would bring an existing operation which relied on Epping Forest for cycling access under a greater degree of control and cost recovery.

The Committee discussed the provision of cycling within the Forest and agreed that the activity needed to be managed responsibly. Members agreed that this initial 18 month arrangement could provide Members with information which could be useful when considering a formal cycling policy in the future. Officers agreed to submit a report at a future Committee meeting regarding cycling in the Forest.

Members agreed that whilst they were minded to approve this facility in principle, the base could act as an education tool to help provide members of the public with information regarding responsible cycling in the Forest.

Resolved – that Members approved in principle the licencing of a cycle hire facility based at the Caddie House at Chingford Golf Course, subject to a suitable financial agreement and compliance with any planning requirements.

9. PUBLIC CONSULTATION ON RIVER RODING FLOOD RISK MANAGEMENT STRATEGY

The Environment Agency would commence public consultation in September 2016 on proposals contained within its June 2015 Update to the River Roding Flood Risk Management Strategy, which was originally published in 2012. Members noted that firstly, the Environment Agency had indicated that it intended to withdraw maintenance support for the flood embankments which it constructed along the banks of the River Roding, most recently in the 1980s. The responsibility was intended to be transferred to riparian landowners including the City of London. It was expected that the City will be held to be responsible for 1.9 km of the river's western embankments adjacent to Wanstead Park and the contiguous Exchange Land.

Secondly, the public consultation would also seek public support for the construction of a proposed £5.2 Million Flood Alleviation Scheme at Shonks Mill, Chipping Ongar, designed to protect 900 properties in Loughton, Woodford, South Woodford and Wanstead. The scheme had been awarded Flood Defence Grant-in-Aid of £2.4million with Local Authorities and Riparian landowners expected to provide the balance of £2.8 Million. The Environment Agency has assessed the City of London's outline contribution at up to £500,000.

Resolved – that the report be received.

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

There were no questions.

11. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was no urgent business.

12. 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.

13. NON-PUBLIC MINUTES

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

14. GATEWAY TO BURNHAM BEECHES

The Committee considered the report of the Superintendent of the Commons.

15. **THEYDON BOIS GOLF CLUB LEASE**
The Committee considered the report of the Superintendent of Epping Forest.
16. **DECLARATION OF PROPERTY SURPLUS TO OPERATIONAL REQUIREMENTS**
The Committee considered the report of the Superintendent of Epping Forest.
17. **EPPING FOREST BUFFER LAND - DEER STALKING TENDER OUTTURN**
The Committee considered the report of the Superintendent of Epping Forest.
18. **WOODREDON FARM RIDING SCHOOL**
The Committee considered the report of the Superintendent of Epping Forest.
19. **RESIDENTIAL LODGES ON CITY ESTATE LAND AT THE WARREN ESTATE**
The Committee considered the report of the Superintendent of Epping Forest.
20. **NON PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
There were no questions.
21. **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 1:00pm

Chairman

Contact Officer: Natasha Dogra
Natasha.Dogra@cityoflondon.gov.uk

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Committee(s)	Dated:
Epping Forest and Commons	21 November 2016
Subject: Epping Forest - Superintendent's Update for August and September 2016 (SEF 47/16)	Public
Report of: Superintendent of Epping Forest	For Information
Report author: Paul Thomson – Epping Forest	

Summary

This purpose of this report is to summarise the Epping Forest Division's activities across August and September 2016.

Of particular note was significant works across the Forest to facilitate wood-pasture restoration; the increased costs of vegetation cutting following substantial grass growth and a longer cutting period; the renewal of the coveted 'Blue Badge' Visitor Attraction and Quality Assurance Scheme (VAQAS) for visitor facilities at Epping Forest and the award by the Arts Council of full Museum Accreditation to The View collection.

Recommendation(s)

Members are asked to:

- Note the report.

Main Report

Staff and Volunteers

1. Two full time litter pickers, a Forest Keeper, a temporary Arborist post were recruited during the reporting period. The recruitment of both a temporary Geographic Information Systems (GIS) Officer and a full-time Health and Safety Assistant post is also underway.

Budgets

2. Spending at 59% for the 2016/17 financial year remains close to the required profile at six month point when grant funding arrears are taken into account. Revised estimates for the current and next financial year have been submitted.

Weather

3. After a very wet June, the third quarter of the year has been overall very dry. In contrast to the last quarter being the wettest, the third quarter has been the driest period since recordings were first taken at Epping Forest in 1979,. Out of the 87.6mm of rain over the last 3 months, 32mm of it fell in one evening in September, which is 36.5% of the total for this quarter.
4. The clay seams in the Forest have completely dried and cracked and the majority of the brooks were also fully dried out, which again is in complete contrast to the last quarter.

Epping Forest Projects

Open Spaces Bill 2016

5. The Opposed Bill Committee scheduled for 15 November will hear the final petition and will be attended by the Director and Superintendent of Epping Forest, as well as colleagues from Remembrancers.

Branching Out Project/Forest Transport Strategy

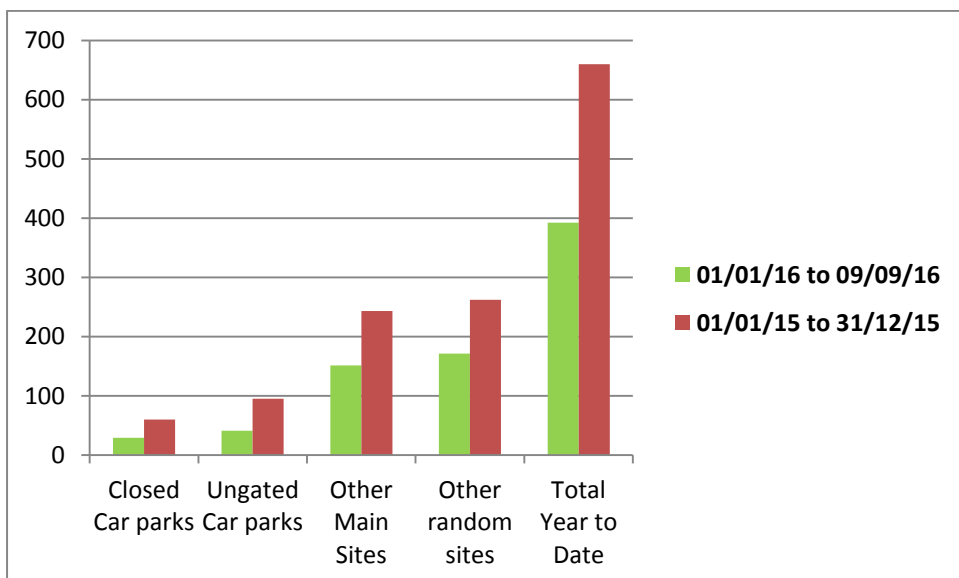
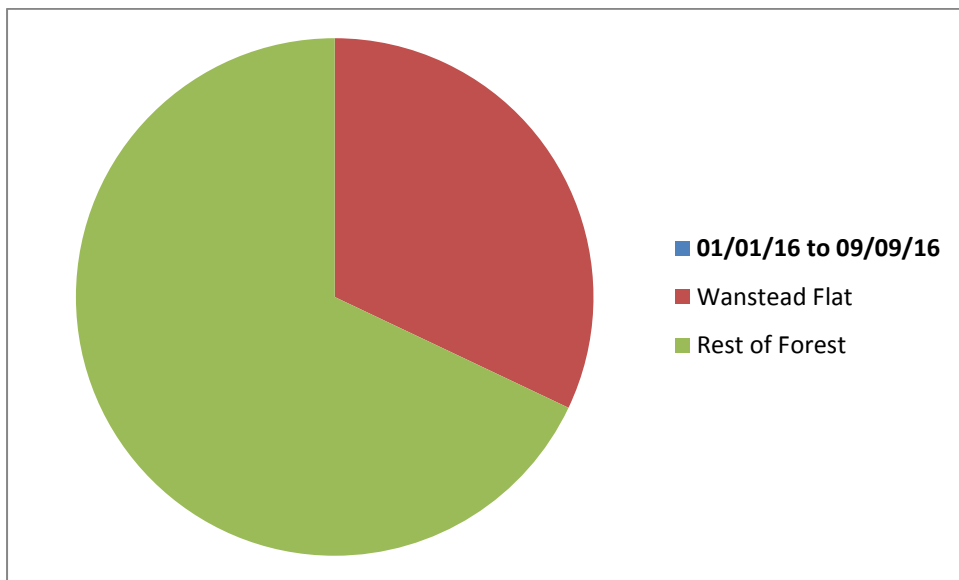
6. The 'gateway' signage rollout began in mid-September 2016 and, as at 30 September, 6 of the 31 units were completed with one further sub-frame installed awaiting VE cladding. The target date for completion of all installations is the 17 November 2016. The first installation was unveiled in a small ceremony on the Wednesday 21 September which was attended by the Chairman, Verderer Morris, local councillors and a number of descendants of the artist, Walter Spradbery, who's work features on the new signs. This was also the first day of a short exhibition entitled 'Beyond the City', a display of Transport for London pre-war advertising posters to encourage travel to Epping Forest. The exhibition included works by Walter Spradbery and others and celebrated the chosen design.

Forest Services

Fly tipping

7. There has been Year to date 263 fly tips of which we have had 47 since the last report this represents a 33% decrease from the previous year.
8. It is of note that of the 47 Fly tips since the last report 27 occurred in or around Wanstead flats. Out of 263 fly tips to date 124 have occurred in or around Wanstead Flats
9. Recent revised guidance by the Driver and Vehicle Licensing Agency (DVLA) that the Agency will no longer provide details of vehicles suspected of being involved in fly-tipping unless there has been a witness statement is restricting the use of evidence secured through interviews.
10. Forest Keepers are working with the Environment Agency National Intelligence Unit in Solihull to deal with serious offenders identified as part of two investigations. The Metropolitan Police Service are also assisting with the investigations. A revised Waste Duty of Care Code of Practice issued in March 2016 makes the offence a 'strict' liability without the need to prove fault, which will, support future cases presented in Court.

11. Active partnership work on enviro-crimes with Epping Forest District Council and the London Boroughs of Newham; Redbridge and Waltham Forest has been extended to the Boroughs of Haringey, Enfield, Brent, Barking and Dagenham and the Royal Borough of Greenwich with regards to information sharing and sharing of facilities (interview rooms).
12. LBR Community Policing Team has installed a monitored CCTV camera on the Centre Road car park, in response to the high number of fly tips at this location. This is monitored through their control suite and will be commissioned in the next few weeks. Additionally there is joint working between Forest Keeper and Community Policing teams, local residents and volunteer groups to monitor key fly tip sites.



Rough Sleepers

13. There have been 11 camps found during the reporting period, compared to 7 the previous year, an increase of 57%. These camps are in the Leyton Flats, Wanstead Flats, Wanstead Park, Gilberts Slade, Canada Plain and Bushwood areas of the Forest.
14. Forest Keepers continue to work in partnership with outreach organisations to signpost vulnerable people and long term rough sleepers to appropriate accommodation. Forest Keepers conduct regular joint patrols with the Community Policing and Safer Neighbourhood Teams and the Keeper Team amends its shift timings to be able to target occupied rough sleeper camps and carry out interdiction work. Early intervention reduces the overall clear up costs and level of work for the litter picker teams, once the rough sleeper has been moved on.

Enforcement Activity

15. Nine prosecutions were heard during the period under report (see table 1)

Trial Date	Table 1Name	Offence	Location	Outcome	Costs
29.09.16	Alan GOODMAN	Wanstead Park Bye-Law No.5	Thames Court	GUILTY	Costs £50 Fine £50 V/s 20
29.09.16	Vijay LAKHANI	EPA S33 (1)	Thames Court	GUILTY	Costs £300 Fine £320 V/S £32
29.09.16	Ciprian NECHITA	EPA 34 1 (a) 2 (a) & 6	Thames Magistrates Court	WARRANT ISSUED	
29.09.16	Vasile BILIBOU	EPA 34 1 (a) 2 (a) & 6	Thames Magistrates Court	WARRANT ISSUED	
29.09.16	Mohammed F ALAM	EPA 34 1 (a) 2 (a) & 6	Thames Magistrates Court	TRIAL 21/10/2016	
29.09.16	Mohammed K ISLAM	EPA 34 1 (a) 2 (a) & 6	Thames Magistrates Court	WARRANT ISSUED	

29.09.16	Home Traders Ltd	EPA S34 1 (a)	Thames Magistrates Court	TRIAL 09/12/2016	
29.09.16	Arshian Ahmed KHAN	EPA S34 1 (a)	Thames Magistrates Court	TRIAL 09/12/2016	
29.09.16	Juned MIAH	EPA 34 1 (a)	Thames Magistrates Court	WARRANT ISSUED	

Licences

16. A total of 48 licences for events were issued during the two months being reported, which yielded an income of £8,613.83 plus VAT.
17. 37 licences were issued during the same period in 2015 (income of £26,825.00 which includes a compound licence of £17,388)

Bushcraft

18. Ten Bushcraft Events have been delivered by FK and volunteers during August and September engaging 103 children and 113 adults, generating £894.18 of income.
19. As of 30 September, the net profit from Bushcraft events for the first six months of this financial year stands at £2,814.31 net.
20. Volunteers contributed 19 hours to the success of this project, 9 unskilled hours and 10 professional volunteer hours totalling £493.70 which off sets the £486.00 of staff time required for these events.
21. Recruitment is underway for more volunteers, in conjunction with the Volunteer Development Officer.
22. 3 members of staff have now completed their Level Two Food Hygiene Certificate to support the involvement of food preparation and cooking in Bushcraft courses.

Travellers

23. Forest Keepers have supported Loughton Town Council (LTC) staff regarding the presence of Travellers on Town Council Land at Hillyfields, Loughton which is bordered by Forest Land. The occupation included 9 caravans and associated vehicles between 8 September and 14 September. LTC successfully took legal action to serve notice on the travellers however the site was reoccupied again a few days later. The Head Forest Keeper has been in discussion with LTC regarding landscaping action that may be taken to prevent future incursions.

Heritage; Landscape and Nature Conservation

Heritage

24. An application for funding has been submitted to Natural England to pay for the production of a Parkland Management Plan for Copped Hall. Historic England and Natural England identified Registered Parks and Gardens in the region that do not currently have plans and approached Epping Forest Officers with regard to Copped Hall. These two agencies funded a consultant to prepare the application on our behalf. A decision will be made early 2017. If successful Epping Forest Officers will work with Historic England and Natural England to tender for the preparation of this plan which will be funded at 80%.

Biodiversity

25. For the first time, **Japanese Knotweed** control has been undertaken without the commissioning of contractors and, instead, with the help of colleagues from North London Open Spaces (NLOS). NLOS Conservation Supervisor Richard Payne has been successfully treating this non-native invasive species for several years. He visited Epping in August to treat new areas of the knotweed and train a member of Epping Forest staff. This has resulted in a costs saving compared to the previous external contract and there are plans to work together in the future and share equipment.
26. Results from the **Oak Processionary Moth** survey has shown an increase in number of adult moths caught in the six traps set up and monitored by CoL staff. In 2014 and 2015 six and four respectively were trapped whilst in 2016 the catch was 14 in total. The Forestry Commission have also completed a wider survey this year which included additional traps in Epping Forest monitored by external consultants. However no results from this extra coverage have been released yet. Nonetheless, no caterpillar “nests” have been observed during this year. The nearest nest infestations are along the shared boundary of the London Boroughs of Hackney and Waltham Forest. Therefore, there is no public health risk in the Forest at the moment and it remains within the outer ‘*protected zone*’. As a consequence The Conservators, under statutory plant health notice, would be required to remove any nests discovered.
27. **Fungi** aroused considerable media interest throughout September because of the ban on fungi foraging introduced by the Forestry Commission at the New Forest. Epping Forest’s approach was much cited and several interviews were given to both the newspaper and TV media. The fungi themselves proved more elusive due to the dry conditions that continued from the summer months and into September.
28. On the subject of fungi two more days fieldwork were conducted by the Cardiff University **PhD study** sampling fungal communities from Beech trees for a comparison with those of Windsor Forest. The second year report from this study is due imminently.

Grazing

29. As previewed in my last report, by mutual agreement with our contractor, Wildlife & Countryside Services, the grazing contract was terminated 18 months early on 31st October. Some of the cattle were removed from the Forest in late September whilst since then the herd of 28 Red Poll have been removed from Fairmead in early October and the remaining Red Polls on the Buffer Lands followed later that month. Two separate reports related to grazing, on the continuity arrangements for cattle herd management and on the impacts on the vegetation this year, have been submitted to your Committee's November meeting.

Agri-environment Schemes

30. The payment rate for the Basic Payment Scheme (BPS) was set over the month of September. The average Euro to pound exchange rate was averaged across the month and was €1 = £0.73129 for the 2016 BPS payments. This has resulted in a 16% higher payment rate than that received in 2015, and will result in around £15,000 additional income to support the grassland conservation management at Epping Forest and its Buffer Lands.
31. Contractors have been used for the first time to deliver habitat works required under the Higher Level Stewardship scheme (HLS). Three contractors were commissioned and were working throughout September in wood-pasture restoration areas in Walthamstow Forest, Barn Hoppitt and High Beach. The work at High Beach continues whilst at Walthamstow Forest it has been completed.

Land Management

Town & Country Planning

32. The public consultations for the two Local Plans at Broxbourne Borough Council and London Borough of Redbridge highlighted in my last Superintendent's Report closed on 16th and 30th September 2016 respectively. Comments were made on specific aspects of both of these Plans and these are appended to this report (see **Appendices 1 and 2**).
33. In addition, negotiations on the Memorandum of Understanding between the four SHMA Local (District) Authorities (LPAs) – Uttlesford, East Herts, Harlow and Epping Forest – and Natural England and The Conservators were completed and the MoU prepared for signing. We are still awaiting the copy to be signed by the Chairman although Natural England has completed its signing.
34. Further to this we commissioned a preliminary and summary-only analysis of the data from the Epping Forest Visitor Survey 2010 – 2015 by *Footprint Ecology* to assist the four SHMA LPAs in their role as "competent authorities" for the Epping Forest Special Area of Conservation (SAC) under the Habitat Regulations 2010 (as amended). We have requested that they now fund a full analysis and close any gaps in these data so as to enable a full Habitats Regulation Assessment to be carried out as part of their Local Plans. The preliminary analysis was shared with all the participants as part of the Duty to

Co-operate in the Local Plan process and can be found at **Appendix 3** of this report.

35. Officers commented on 11 planning applications during the period in question. Key points included:
- a. EFDC – Millhouse Farm, Epping – 7 dwellings for the over 55's. This is a reduction on the previous application which was for 10 dwellings. Access to the site is over Forest Land at Bell Common.
 - b. EFDC – Knoll House, Sewardstonebury – 2 dwellings in the grounds of Knoll House – Members recently approved independent access rights for one dwelling and negotiations are continuing on the basis of 1 dwelling only.
 - c. EFDC – Netherhouse Farm – pre-application for change of use of the land to a woodland cemetery / crematorium including a reception building and meeting hall.

Update:

d. Garden Centre, Crown Hill – Outline application for 21 residential houses – this was REFUSED on grounds including inappropriate development within the Green Belt; the scale of the proposal would result in the overdevelopment of the site; unsustainable development. However, the site has been cleared, therefore a further application or appeal is expected.

Licences

36. Licences for the ice cream vans at Pillow Mounds, High Beach and Connaught Waters have been renewed for a further three years from 1st January 2017. The annual income will increase by 16% to £15,745 for the two units.

Operations

Habitat Works

37. **Wood-pasture Restoration and Management:** Until Feb 2017 up to two arborist teams will be working each day on meeting our HLS commitments to restore over 400 ha of the Forest to a more open condition. The annual maintenance work to keep previously cleared areas open by cutting with tractor and flail have started and normally continues until October however the dry conditions is allowing us to work longer. Extraction of the felled cordwood commenced in July and is being taken to the Black Barns from where it is sold each year to local firewood merchants.
38. To help progress the wood pasture works the Operations Team undertook a four week hire of the Bobcat Mulcher that had been previously trialled. This has helped the team to greatly progress works at Gilberts Slade, Walthamstow Forest and Warren Wood slope, with quite extensive work completed at the former two sites.
39. In a change of approach we have also engaged contractors to help progress the wood pasture restoration program. Following a tender with a range of sites individually priced we engaged three companies to undertake work based on the lowest price for each site. All works have been completed successfully

and to a good standard and helpfully we have a much better idea of the contract costs for this work to aid planning.

40. **Wanstead Park, Floating Pennywort control:** The control works for this year are now complete. The apparently weed free appearance has now led to calls for water to be allowed out of the Perch Pond to fill the Ornamental Waters. This however is not advisable until we have greater confidence in the extent of the control work.
41. **Grassland Management:** We are coming to the end of our grass cutting work for this year. Grass growth has been substantial which has increased some costs such as the green waste removal however it has also meant we have a good stock of haylage for the next couple of winters. The dry weather has also meant we have been able to cut some of our wetter sites. On average a total of 327.7 ha of land is managed by regular cutting. Some sites require multiple cuts resulting in each year a total of 355 ha being worked. Of this worked area 206.24 ha is currently undertaken by contractors and 140.75 ha by Epping Forest (EF) staff and volunteers
42. **Highways Verge Vegetation:** The in-house teams have been working the sightlines, however the vigorous grass growth has required a number of sites to be revisited with further cuts. Contract cutting of highways verge vegetation commenced in August but has been slower than hoped for due to changes in the contractor's staff. Some areas have proved difficult due to parked cars and we have agreed replacement work areas to make up for not doing these initial areas for which different approaches will be developed..
43. **Tree Safety:** On the 17th September we had a large Beech tree collapse on to the Epping New Road. While a car was damaged nobody was injured. The independent investigation commissioned by us found that no external defects or symptoms would have been identifiable in 'close proximity to the base of the tree that could be associated with the failure of the tree'. As a consequence it would have been difficult to have foreseen that the tree would have fallen. This information has been passed to our insurers.
44. We continue to work through the trees identified of concern by the 2015/16 annual survey with the 2016/17 survey about to be commissioned.

Access Works

45. Hill Wood Car Park: Contract works are now complete. We are working with contractor on a number of small snagging issues to the Theydon Road car park.

Visitor Services

Communication and Information

46. As of 26 October 2016 our social media following is:
 - Twitter followers: 5132
 - Facebook likes: 469
 - Instagram followers: 143
47. The #TreesNotTrash (anti-fly tipping) campaign on social media has been a great success.
48. Forest Focus magazine distribution and Mailchimp® subscription continues to grow.
49. In October, we promoted the #TreesNotTrash campaign and encouraged the public to feed birds the correct foods, via a leaflet drop to residents local to Wanstead Flats. This was a good example of partnership working with Newham who paid for the printing and distributed the leaflet with their local resident advisory notice about the firework display on Wanstead Flats.
50. Good press coverage received with Essex Life (Buckhurst Hill) promoting Epping Forest and our events.
51. Primary Times provided editorial about Epping Forest alongside the usual advertisement.

VAQAS

52. The View, Hunting Lodge and the Temple were again awarded the coveted Visit England 'Blue Badge' VAQAS quality mark with the Epping Forest as a whole being awarded the same quality mark for the second year. The VAQAS award means that Epping Forest qualifies as a visitor attraction making it the 5th largest free attraction in London

Chingford Golf Course

53. Play figures have been steady over August and September with the weather remaining largely fair.
54. The sports teams have been restructured so that the Golf Manager Gordon Dunn now also manages the Grounds Team and bookings at Wanstead Flats for football as well as at Chingford Golf Course. Although in the early stages we hope to deliver a more efficient and higher standard of service to our users whilst making financial efficiencies.
55. Quotations from builders have been sought for refurbishment of the Caddie House with works anticipated to commence in the New Year at the latest.
56. The Green keeping team continue to provide an excellent facility with winter works beginning over the past month. Primarily, they will level the teeing grounds which have become heavily worn. Other winter works are scheduled to follow including the review of the course layout and playability.
57. Subject to the essential winter maintenance being completed on the golf course, we hope to create a Foot Golf Course on the site of the old practice ground. This would allow the course to bridge the gap between the many

youngsters who play football but have not tried golf; it would also provide an activity for families and non-golfers alike.

58. The Golf Manager has had several “informal” liaison meetings with Royal Epping Forest Golf Club & Chingford Golf Club. These meetings have been used to discuss course condition, tee time management/utilisation and the prospect of the clubs joining forces for the benefit of all.
59. The Café tender application process closed on 20 October, with interviews planned to take place from week commencing 7 November.
60. Groupon offers are now active, in the first 10 days we sold 24 deals (approximately 100 people), which equates to 100 new email addresses that we can target directly . with Wowcher offers due in November we will use Wowcher and Groupon throughout the winter to grow our database.
61. Promotion of our winter offers has begun, these include 4 ball offers from £40, Twilight from 12pm for £10, winter society specials and all advertise a full 18 holes and greens all year round.

Visitor Services Events

62. The Danny Champion of the World open air theatre performance by the Illyria Theatre Company was again a sell out with an audience of 450.
63. The summer art show featured over 60 artists and pulled in new audiences to the View
64. To complement the installation of the new Gateway signage we hosted an exhibition of the TFL pre-war posters for Epping Forest. Several featured art work by Walter Spradbery whose work features on the Gateway signs. Postcards and copies of these advertising posters are selling well in the gift shop.
65. **The Meet our Tudor Herbwife** attracted 287 visitors to the Hunting Lodge; more than double a normal day.
66. A free drop in session for a family audience with displays in the Tudor kitchen linking ‘herbs’ you can see in the Forest with Tudor medicine, how people would have thought about disease, the four humours and Henry VIII’s health when he commissioned the Hunting Lodge in 1543. Casual Information Assistant Kim Walker) wore Tudor costume as the herbwife
67. For the full period of the summer holidays, we set up an on going art activity based around the Elizabethan woodcuts from ‘A Treatise on Venerie’ which show the Queen visiting a hunt standing. We encouraged children (and adults) to think themselves into the role of characters – The Queen, courtiers, huntsmen, dogs – in the illustrations.

Open House

68. Open House at The Temple and The View/Queen Elizabeth’s Hunting Lodge We participated in this London-wide event with a Wanstead Heritage Walk at the Temple opening supported by a display of Wanstead original prints from our museum collection. An introductory talk on Epping Forest focussed on the history of the Hunting Lodge, was repeated three times across the day plus a

display of objects from the museum. The Wanstead Walk was attended by 42 people.

69. Temple visitor figures, 119 adults and 14 children. Queen Elizabeth's Hunting Lodge: 178 adults/40 children = 218 total

Museum Accreditation

70. The View has been awarded full Museum Accreditation by the Arts Council. The accreditation serves as a hallmark of excellence for the centre. In order to qualify, the management of The View, the services it offers and how its collections are cared for, must all meet a set of standards which are designed to measure the quality of museums and exhibitions across the UK.

The View Museum update

71. Forest Centres Officer was successful in achieving a £5,000 grant from the Improve and Innovate fund from the Museum of London's hub development fund. This is to be spent on a pilot audience segmentation project together with a publication of a Forest walk booklet which will be distributed through local estate agents.

Major incidents

72. There have been no major incidents across the Forest. Fire setting in certain hollow trees has continued but has been dealt with effectively by the London Fires and Rescue Service.

Appendices

- Appendix 1 – on-line response submitted to Broxbourne Borough Council Local Plan Consultation
- Appendix 2 - on-line response submitted to London Borough of Redbridge Local Plan Consultation
- Appendix 3 - Epping Forest Visitor Survey 2010 – 2015 by *Footprint Ecology*

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Superintendent of Epping Forest

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APPENDIX 1



BOROUGH of BROXBOURNE LOCAL PLAN - REG 18 CONSULTATION

COMMENTS SUBMITTED ON-LINE on 16th September 2016

By Head of Conservation – Dr Jeremy Dagley

Section 3 Growth Levels and Locations

3.2

The Conservators of Epping Forest are currently engaged in discussions with the four SHMA authorities of Uttlesford, East Herts, Harlow and Epping Forest District and Natural England so as to reach a Memorandum of Understanding (MoU) as regards the possible impact of proposed increased housing (and its associated traffic) on Epping Forest Special Area of Conservation (SAC). Currently air pollution is adversely affecting Epping Forest with Critical Loads of Nitrogen exceeded across the whole Forest and Critical Levels of oxides of Nitrogen gases exceeded across a significant proportion of Forest Land. These exceedances affect the health and resilience of trees and impact on the balance of vegetation and fungal communities. This is likely to be having a significantly adverse impact on the SAC and future development needs to avoid further significant adverse impacts, both alone and in combination, as set down in the Habitats Regulations 2010.

Broxbourne is adjacent to the four-authorities' SHMA area, sharing its boundary with Epping Forest District and the increase in housing density within the Borough may have 'in combination' impacts along with the increases being proposed in the four-authorities' SHMA. The proposed spatial options for the distribution of growth across Broxbourne, therefore, may need to be subject to an assessment of air quality impacts to determine whether any of those options are likely to have an unacceptable impact on the Epping Forest SAC.

It would seem likely to The Conservators of Epping Forest that traffic modelling would be required to determine these impacts and this is covered in more detail in the Conservators' response at section 10.6 on road connectivity in relation to Park Plaza in particular. However, the large increase in housing in general across the Borough may also have knock-on impacts. Joint working with the London Borough of Enfield and the four-authorities SHMA group seems essential to ensure that knock-on impacts on Epping Forest SAC are fully examined and to ensure avoidance or mitigation measures can be considered. The officers of The Conservators, with advice from Natural England, would be happy to be involved in any discussions on the preparation of evidence ahead of the Regulation 19 submission of the Broxbourne Local Plan.

APPENDIX 1

10. Park Plaza

10.6 Road Connectivity

The Conservators of Epping Forest would wish to raise concerns about the impact of the proposed Park Plaza developments, particularly those involving currently protected Green Belt land, on Junction 25 of the M25 and the surrounding road network. Highways England has already acknowledged that J25 requires considerable improvement just to meet expected standards for the current levels of traffic. The addition of a Business Park (with up to 10,000 jobs) close to this junction is only likely to exacerbate the problems here.

Similar issues were explored in the North East Enfield Area Action Plan (NEEAAP) examination in public in April 2015. The business park developments of NEEAAP sites, like Innova Park, are very nearly contiguous with the proposed Broxbourne Park Plaza developments and a significant part of the road network is shared, including the A10 and M25 J25. Solutions have not yet been found to the issues of traffic congestion and pollution for NEEAAP. As far as the Conservators are aware the traffic modelling by London Borough of Enfield (LBE), which started before the consultation on the Broxbourne Local Plan, will not have taken the projected increases in traffic generated by the proposed Park Plaza into account. Traffic modelling is proving complex and expensive with delays and is still being carried out by LBE.

The Conservators of Epping Forest, therefore, are concerned for two key reasons:

- i) Given the problems at J25, the new traffic generated by Park Plaza may attempt to disperse along other routes from the A10 and may try to reach J26 of the M25 as an alternative. Ultimately such traffic would converge on the A121 and J26. Such increases in traffic along the A121 and at J26 would have serious consequences for the traffic flowing into the Forest road network from the A121.
- ii) The development of Park Plaza and its considerable proposed expansion on the west side of the A10 is likely to lead to considerable increased pressure on LBE and the sustainability and practicability of its NEEAAP Northern Gateway Access Package (NGAP). One of the original LBE solutions in NGAP for the congestion at M25 J25 was its proposed NGAR route. The Planning Inspector in 2015 directed that NGAR be removed from the NEEAAP and it has been removed. This was consistent with the Secretary of State's decision in 2002 when he stated that: "...the SoS cannot be satisfied that the scheme [NGAR] would not have a significantly detrimental impact on the features put forward as being of European Interest in Epping Forest" [our brackets].

The Conservators of Epping Forest's objections to NGAR were upheld by the SoS in 2002 and by the NEEAAP Inspector in 2015. The Conservators, therefore, wish to register their concerns now on road connectivity in the Broxbourne Plan because there seems to be a lack of evidence and no traffic modelling data to support the sustainability of this location in terms of road connectivity and traffic volumes. The Conservators are concerned that there will be significant, adverse knock-on impacts for the road network around J25 and beyond to the A121, M25-J26 and thereby to Epping Forest SAC. The Conservators would not accept, and would continue to object to, any resurrection of the NGAR proposals or any other proposals seeking to re-direct J25 traffic, including Park Plaza traffic, to the A121 and J26.

APPENDIX 1

17 Transport

17.3 Broxbourne Transport Strategy

The Conservators of Epping Forest have made a detailed response to the issues of road connectivity and traffic at Section 10.6. This response is directly relevant to the wider Broxbourne Transport Strategy. The Conservators would urge your Council/Herts County Council to share traffic model data with the London Borough of Enfield (LBE) and Epping Forest District Council/ Essex County Council because of the likely significant impacts of developments in Broxbourne on M25-J25, and also on the A121 through Waltham Abbey and towards Epping Forest SAC.

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APPENDIX 2



COMMENTS by THE CONSERVATORS of EPPING FOREST on the LONDON BOROUGH of REDBRIDGE LOCAL PLAN (Sept 2016)

Policy LP39 Nature Conservation & Biodiversity and paragraph 6.6.2 of Local Plan (also paragraphs 5.3.2. - 5.3.8 of the HRA).

The Conservators in general welcome this policy and the clear intent to protect the Forest SAC (and SSSI). They also would welcome the opportunity to work closely with the Borough to enhance biodiversity and the links between wildlife-rich areas. However, they do not believe that the distinctions being drawn between developments inside and outside the 2km buffer zone are fully justified. The Epping Forest Visitor Survey is cited in the formulation of this 2km Buffer Zone but the data needs closer inspection as the survey was not designed to provide evidence of the effect of household distance on the recreational impacts on the SAC. Further examination of the data may reveal that the respondents who provided post codes may have been drawn disproportionately from a sample closer to the Forest. There is certainly evidence that visits to the Forest are drawn from further afield and a more bespoke survey may be required to provide such a hard-and-fast buffer zone limit. Other publicly accessible protected sites have been shown to draw the majority of their general casual visits (e.g. dog-walking) from up to 5km away. This is likely to depend on the availability of alternative open spaces and other factors but a fixed 2km Buffer may mean that significant impacts that are generated from further afield are not subject to scrutiny and this would not fulfil the requirements of the Habitats Directive/Habitats Regulations 2010 (as amended).

Furthermore, it would seem to The Conservators that the assessment 'of likely significant effects' should be done at a higher level than the project-by-project approach that seems to be taken in the HRA (see 5.2 Screening Table in HRA). There does not seem to be justification, for example, for the conclusion, as in HRA 5.2, that the additional planned 14,665 houses would have no effect on air pollution levels (through the generation of traffic) or recreational impacts on the Forest. Narrowing the assessment to the 692 houses planned for Woodford because they lie within 2km seems premature at least, especially in relation to the generation of traffic. The project-by-project approach seems to avoid a full 'in-combination' assessment of this significant increase in households.

APPENDIX 2

Finally, although the need for mitigation is recognised in the HRA and is particularly flagged up for the 692 houses in Woodford the HRA does not examine whether such mitigation, such as the favoured SANGs (or ANGst) approach is actually possible with the size of development sites and density of houses proposed. From other studies of protected sites and publicly accessible sites it has been estimated that the average length of a dog walker's daily route is 2.5 km and requires tens of hectares of space (around 30 hectares in some estimates). In the London Borough of Redbridge the number of sites that could meet these types of criteria are limited.

The Conservators would request that the Borough considers other mitigation options more closely, such as how sites are managed/staffed/promoted, and The Conservators would very much welcome involvement in future discussions of options for dealing with 'in combination' impacts of housing and other developments both here and in neighbouring LB Waltham Forest.

Suggested changes

The wording of Policy LP39 1a) could be modified to read:

“(a) Not permitting development which would adversely affect the integrity of Epping Forest SAC, except for reasons of overriding public interest, and only where adequate compensatory measures are provided. As a precautionary approach, developments within 2km of the boundary of the Epping Forest Special Area of Conservation have been limited to reduce the potential risks of recreational and air pollution impacts. However, for both these and other developments further from the SAC, the potential for 'in combination' impacts of the developments will be scrutinised , ensuring a screening assessment under the Habitat Regulations Assessment is carried out where there is evidence of likely significant effects to assess the impact of the developments on the SAC; trans-boundary impacts on the SAC will be examined and the Council will endeavour to work with its neighbouring authorities, Natural England and The Conservators of Epping Forest to pro-actively avoid or mitigate any such adverse impacts”.

Do you wish to attend to make verbal representations?

We would only consider this helpful if the suggested changes above to LP39 needed further clarification and if the Council did not consider the wording required changing. We would expect Natural England to be the more appropriate body to respond to queries from the Inspector on the Habitats Regulations.

Initial review of current visitor data for Epping Forest

Durwyn Liley, 26th September 2016

- 1.1 This brief document considers the current visitor data for Epping Forest and its potential to inform decisions relating to planning policy and impacts of development in the surrounding area.

Overview of visitor surveys to date

- 1.2 Over the period 2010 to 2014 an impressive volume of visitor survey work was undertaken at Epping Forest, involving staff and volunteers with specialist consultancy support. The results are set out in a series of annual reports. The work was undertaken as part of the Branching Out project and funded through Heritage Lottery Funding. The survey work was undertaken to:

- Calculate the annual number of visits to Epping Forest
- Understand visitor behaviour (duration of visits, activities undertaken etc.)
- Provide a benchmark by which the success of interventions/improvements can be checked

- 1.3 Surveys were conducted in each year and involved observation surveys and questionnaires. The **observation surveys** involved surveyors walking set routes and mapping/recording all people seen. Routes were repeated eight times to cover different times of day, school holidays and non-holiday periods and both weekends and weekdays. Over the five years all the main areas of the Forest were surveyed and some areas repeated in different years.

- 1.4 From the survey results, combined with an understanding of the events etc. a total of 4,271,398 annual visits was estimated to the Forest each year, with visitor use concentrated in the southern part (427ha of the total area of 2476ha), which receives more than half of all visits per ha. The honey pot sites across the Forest (Wanstead Flats, Bush Wood, Wanstead Park, Hollow Ponds, Connaught Water and High Beach) receive 52% of all visits to the Forest.

- 1.5 In addition a **questionnaire survey** was undertaken in each year. Questionnaires were hosted online, with the link circulated to those already on the City of London consultee email list, and were provided to visitors at the three Visitor Centres to complete the survey online or in hard copy with help from staff and volunteers. In addition staff and volunteers targeted visitors from the harder to reach groups such as under 16s, ethnic minorities, the elderly and disabled, at the busier locations with the hard copy version to be completed by themselves or with help from staff and volunteers.

- 1.6 In 2014 alone an impressive 885 Questionnaire Surveys were completed. Questionnaire data included home postcodes of visitors.

Applicability and relevance for considering impacts of development

- 1.7 The volume of visitor data provides a great estimate of overall visitor numbers and the spatial distribution of visitors within Epping Forest. A large volume of postcode data has been collected over the period 2010-2014 and it should be possible to achieve a robust analysis with that data. Further consideration is required as to what extent the postcodes are likely to be random – for example those people on the consultation mailing list are likely to be very local residents with a strong connection to the forest and may not necessarily accurately reflect the spatial distribution of visitors.
- 1.8 Postcode data from 2014 – involving 507 fully geocoded home postcodes - are shown in Map 1. This is all data pooled and I do not know what proportion came from which survey location. I have summarised the number of postcodes within concentric rings (each 1km wide) around the SAC boundary – i.e. buffers drawn at 1km, 2km 3km etc. These data are summarised in Table 1. The table also gives the number of residential properties within the buffer in 2016. By expressing the number of interviewee postcodes per band in relation to the number of residential properties (i.e. interviews/properties) it is possible to gain an indication of how visit rate declines with distance from the SAC. These very crude and initial results would suggest 76% of visitors come from within 4km, that 11% of visitors come from beyond 5km and that visit rates to Epping Forest appear to level off and reach a low level somewhere around 5km.
- 1.9 Caution is required in relying on these (for example in any Habitats Regulations Assessment) because:
- It is not clear to what extent the postcodes reflect an accurate random sample of visitors
 - The data are summarised by distance band from the SAC boundary, at other European sites/areas data has been typically presented as the distance between the interview location and home postcode. Such an approach is likely to give different results.
 - There is no consideration of the types of activity that may impact on the SAC. For example if dog walkers are the group of particular concern, the data should be filtered to look at dog walkers only.
- 1.10 As such more detailed analysis is required of postcode data and there may be a need for additional visitor survey work specifically targeted at achieving a random sample of visitors and determining where they live and why they visit.

Table 1: Summary of residential properties per 1km band around the SAC and the number of interviewee postcodes (from 2014) within each band. A total of 507 complete postcodes were gathered in the 2014 survey.

	residential properties 2016	interview postcodes	% interviewees (cumulative %)	interviews per property
1	64819	205	40	0.003163
2	60641	77	56	0.00127
3	69202	77	71	0.001113
4	72761	24	76	0.00033
5	111198	19	79	0.000171
6	119700	12	82	0.0001
7	133194	13	84	9.76E-05
8	139411	8	86	5.74E-05
9	148547	9	88	6.06E-05
10	144305	5	89	3.46E-05
beyond 10km		58	100	

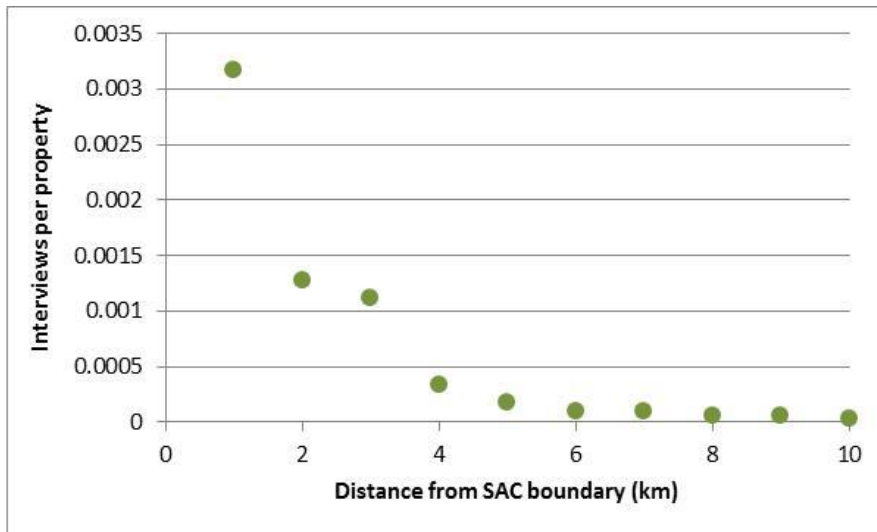
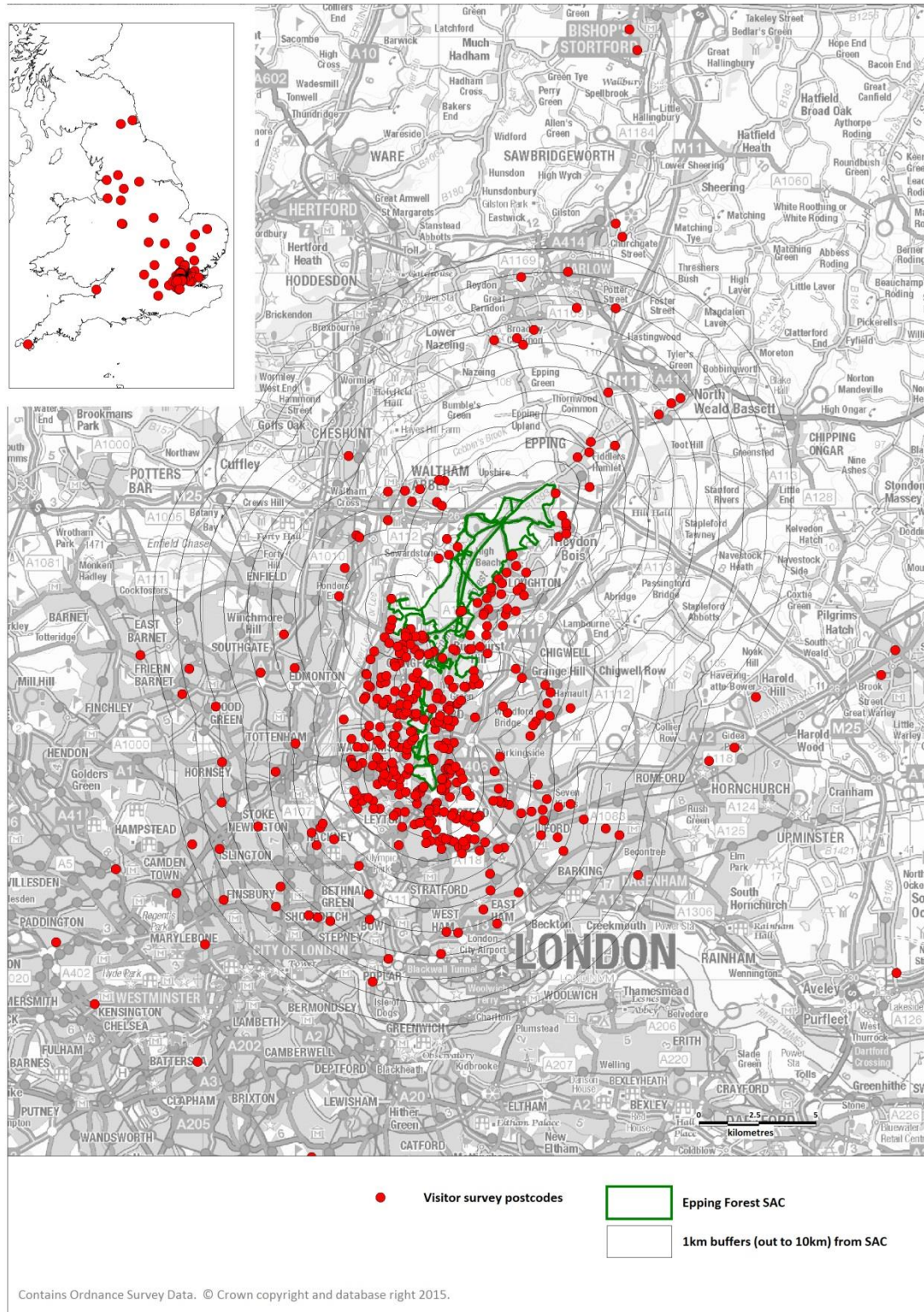


Figure 1: Number of interviews (that generated a complete postcode) in 2014 per residential property, in relation to distance. Graph plots data from Table 1. Plot based on 1km distance bands around the SAC (see Map 1).

Map 1: Visitor postcodes



Committee(s)	Dated:
Epping Forest and Commons – For Information	21/11/2016
Subject: Epping Forest Trustee's Annual report and Financial Statements for the Year Ended 31 March 2016	Public
Report of: The Chamberlain	For Information
Report author: Derek Cobbing	

Summary

The Trustee's Annual Report and Financial Statements for the Year Ended 31 March 2016 for Epping Forest are presented in the format required by the Charity Commission.

Recommendation(s)

Members are asked to:

- Note the report.

Main Report

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

Appendices

- Appendix 1 – Report and Financial Statements for the year ending 31st March 2016

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EPPING FOREST
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016

Charity Number: 232990

EPPING FOREST

Trustee's Annual Report and Financial Statements for the year ended 31 March 2016

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Balance Sheet	12
Notes to the Financial Statements	13-28

EPPING FOREST

Trustee's Annual Report for the year ended 31 March 2016

1. Reference and Administration Details

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

2. Structure, Governance and Management

The governing document

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

Trustee Selection methods

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

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

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

EPPING FOREST

Trustee's Annual Report for the year ended 31 March 2016

2. Structure, Governance and Management (continued)

Organisational structure and decision making process

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

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

Details of related parties and wider networks

Details of any related party transactions are disclosed in Note 15 of the Notes to the Financial Statements.

Key management personnel remuneration

The trust considers its key management personnel comprise the Trustees and the Director of Open Spaces who manages the seven open spaces funded by the City of London Corporation.

Support is also provided by other chief officers and their departments from across the City of London Corporation, including the Town Clerk and Chief Executive, Chamberlain, Comptroller and City Solicitor and City Surveyor.

The pay of the Director of Open Spaces is reviewed annually in-line with any uplift awarded to employees across the City of London Corporation. The City of London Corporation is committed to attracting, recruiting and retaining skilled people and rewarding employees fairly for their contribution. As part of this commitment, staff are regularly appraised and, subject to performance, eligible for contribution pay and recognition awards. If recruitment or retention of staff proves difficult, consideration is given to the use of market forces supplements in order to increase pay to a level that is competitive relative to similar positions in other organisations.

Risk identification

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

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

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

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

EPPING FOREST

Trustee's Annual Report for the year ended 31 March 2016

2. Structure, Governance and Management (continued)

There are 7 risks which have been identified as affecting all the Open Spaces. These are:

- Animal, Plant and Tree Diseases;
- Extreme weather;
- Poor repair and maintenance of buildings;
- Impact of Housing /Highways Development;
- Recruiting and retraining appropriately skilled staff;
- Ensuring the Health and Safety of staff, contractors and the Public; and
- Delivering the Departmental Road map Projects and Programmes – includes Finance and Service Based Review savings.

There is a system in place for monitoring each of these risks and mitigating actions are undertaken including training, strengthening controls and plans of action.

These risks are then broken down into more site specific risks in each areas own risk register, together with any risks that only relate to that site.

Risks which are specific to Epping Forest:

- Wanstead Park – Heritage at Risk Register – The grade II* Registered Park and Garden Wanstead Park has been on the “Heritage at Risk” register since 2009. It is listed as in declining condition. The City is one of four landowners of the site. A hydrology study has been completed. A conceptual option and cost plan is being developed and potential funding partners are being identified including the Heritage Lottery Fund.
- Raised Reservoirs – A severe rainfall event could potentially result in overtopping of embankments, leading to the erosion of dams and potential collapse. There are regular inspections of the 5 large raised reservoirs works have been completed at Eagle Pond and Highams Park Lake with scoping evaluations underway for Baldwins and Birch Hall Park Pond. These have reduced the likelihood of such an event to rare.

3. Objectives and Activities for the Public Benefit

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

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

EPPING FOREST

Trustee's Annual Report for the year ended 31 March 2016

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

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

4. Achievements and Performance

Key Targets for 2015/16 and review of achievement

The key targets for 2015/16 together with their outcomes were:

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

- **Promoting Our Services** – a review of current charges for produce (woodchip, venison and beef for example) combined with improvements to our retail services and the promotion of Epping Forest for events such as weddings. *The first weddings have been held at The Queen Elizabeth Hunting Lodge and meat products are being sold at The View. Other aspects of this project continue in 2016/17.*
- **City of London (Open Spaces) Bill** – developing a comprehensive suite of improvements and updates to the Epping Forest Act (and Management Acts of other City of London Open Spaces) under the three broad headings on Land Management, Revenue Generation and Enforcement. These changes are intended to enhance and clarify the City of London's protection of the Forest physically and financially. Deposition due in November 2015, with Parliamentary Process estimated at two sessions (two years). *The outline aims of the Open Spaces Bill were consulted upon in 2015 and feedback from this formed the first draft of clauses deposited with Parliament in November 2015. Parliamentary process now continues into 2016/17.*
- **Lodge Review** – utilisation of surplus property for domestic or commercial rent. Planning to be completed in the 2015/16 financial year but tenancies may not start until approval of the City of London (Open Spaces) Bill above. *Legal considerations such as powers sought under the Open Spaces Bill (above) have prevented the letting of lodges at Epping Forest in the last year. Preparatory work is underway and the project continues into 2016/17.*
- **Sports Programme** – a financial initiative focussed around sports provision within Epping Forest, including football sponsorship, improvements to facilities and Golf Course recovery. *A Golf Course recovery plan has been drawn up and changes are underway at the course. Football at Wanstead Flats will not be considered as part of this programme until Golf Course changes have been completed and embedded.*
- **Wayleaves** – a review of wayleave charges across Epping Forest Land to incorporate ten years on inflation since last revision. Standardisation of wayleave contracts is also to be included. *Charges for wayleaves were reviewed and implemented using rateable value banding. All domestic wayleave holders were sent necessary bills and direct debit forms in September 2015. Continuation of project into commercial wayleaves and enforcement continues into 2016/17.*
- **Management Plans** – continuation of the phase one consultation prior to drafting of the completed plan, setting out priorities for management of Epping Forest and Buffer Lands for ten years from 2017. *Phase one consultation was completed and a report on findings is being drafted.*

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

EPPING FOREST

Trustee's Annual Report for the year ended 31 March 2016

5. Financial Review

Review of financial position

Investment income of £3,548 (2014/15 £5,158) was earned during the year. Other income received included £8,619 from donations (2014/15 £13,483), £393,604 from grants (2014/15 £681,898), £528,993 from sales, fees and charges (2014/15 £469,307), £370,952 from rents (2014/15 £362,907). No contributions were received during the year (2014/15 £10,500).

The contribution towards the running costs of the charity amounted to £4,653,851 (2014/15 £5,993,753). This cost was met by the City of London Corporation's City's Cash.

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

Reserves Policy

The charity is wholly supported by the City of London Corporation which is committed to maintain and preserve Epping Forest out of its City's Cash Funds. These Funds are used to meet the deficit on running expenses on a year by year basis. Consequently, this charity has no free reserves and a reserves policy is therefore inappropriate. The charity has designated a number of unrestricted funds the details of which are set out in Note 14 to the financial statements.

Investment Policy

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

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

As at 31 March 2016 the fund achieved a return of -1.1% compared to the FTSE All Share Index Return of -3.9%. The WM Charity Universe return was -1.0% and the fund slightly underperformed this by 0.1%.

Going Concern

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

EPPING FOREST

Trustee's Annual Report for the year ended 31 March 2016

6. Plans for Future Periods

The targets for 2016/17 and beyond are:

- **Promoting Our Services** – A comprehensive Events Policy across all Open Spaces, with specific documentation for Epping Forest below to be delivered and implemented. Following successful weddings at Queen Elizabeth's Hunting Lodge, similar permissions are to be sought for The Temple at Wanstead Park.
- **City of London (Open Spaces) Bill** – Parliamentary process and consultation with forest users continues in 2016/17.
- **Lodge Review** – Aim to complete preparatory work such as maintenance agreements ready to begin rental of Lodges on Forest Land as soon as the Open Spaces Bill is granted.
- **Sports Programme** – Complete and embed the Golf Recovery Programme at Chingford Golf Course including recruitment of a directly employed Golf Manager and consultation and tendering of café facilities at the Caddy House.
- **Wayleaves** – Review of commercial wayleaves and necessary enforcement actions in order to protect Forest Land from threat of encroachment or adverse possession.
- **Management Plans** – Drafting of Management Plan for next ten years following on from consultation phases from previous two years.

7. The Financial Statements

The financial statements have been prepared in accordance with the accounting policies set out in Note 1 to the accounts and comply with the charity's trust deed, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective from 1 January 2015. The financial statements consist of the following and include comparative figures for the previous year.

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

8. Statement of Trustee's Responsibilities

The Trustee is responsible for preparing the Trustee's Report and the financial statements in accordance with the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective from 1 January 2015.

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

EPPING FOREST
Trustee's Annual Report for the year ended 31 March 2016

8. Statement of Trustee's Responsibilities (continued)

In preparing these financial statements, the Trustee is required to:

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

The Trustee is responsible for keeping proper accounting records that discloses with reasonable accuracy at any time the financial position of the charity and enable the Trustee to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the trust deed. The Trustee is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

9. Adopted and signed for on behalf of the Trustee on 15 November 2016.

Jeremy Paul Mayhew MA MBA
Chairman of Finance Committee
Guildhall, London

Roger A.H. Chadwick
Deputy Chairman of
Finance Committee
Guildhall, London

EPPING FOREST

Trustee's Annual Report for the year ended 31 March 2016

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF EPPING FOREST

We have audited the financial statements of Epping Forest for the year ended 31 March 2016 which are set out on pages 11 to 28. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

Respective responsibilities of trustees and auditor

As explained more fully in the Trustees' Responsibilities Statement set out on pages 7 and 8, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

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

Scope of the audit of the financial statements

A description of the scope of an audit of financial statements is provided on the Financial Reporting Council's web-site at www.frc.org.uk/auditscopeukprivate.

Opinion on financial statements

In our opinion the financial statements:

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

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

Matters on which we are required to report by exception

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

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

Moore Stephens LLP
Statutory Auditor
150 Aldersgate Street
London
EC1A 4AB

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

EPHING FOREST

Statement of Financial Activities for the year ended 31 March 2016

	Notes	Unrestricted Funds			2015/16 £	2014/15 Restated £
		General Fund	Designated Funds	Restricted Fund		
		£	£	£		
Income and endowments from:						
Income from						
Donations and legacies		346,075	56,148	-	402,223	705,881
Charitable activities		899,945	-	-	899,945	832,214
Grant from City of London Corporation		4,557,404	96,447	-	4,653,851	5,993,753
Investments		3,548	-	-	3,548	5,158
Total	4	5,806,972	152,595	-	5,959,567	7,537,006
Expenditure on:						
Charitable activities		5,804,890	426,814	1,838	6,233,542	6,116,807
Total	5	5,804,890	426,814	1,838	6,233,542	6,116,807
Net (losses)/ gains on investments	10	-	(588)	-	(588)	602
Net income/(expenditure)		2,082	(274,807)	(1,838)	(274,563)	1,420,801
Transfers between funds		(2,082)	2,082	-	-	-
Net movements in funds		-	(272,725)	(1,838)	(274,563)	1,420,801
Reconciliation of funds						
Total funds brought forward	14	-	8,193,046	1,838	8,194,884	6,774,083
Total funds carried forward	14	-	7,920,321	-	7,920,321	8,194,884

All operations are continuing.

EPPING FOREST

Balance Sheet as at 31 March 2016

	Notes	2016	2015
		£	£
Fixed Assets			
Heritage Assets	8	384,675	385,636
Tangible Fixed Assets	9	6,745,820	7,004,300
Investments - 1,202 Charities Pool Units	10	3,412	9,929
		<u>7,133,907</u>	<u>7,399,865</u>
Current Assets			
Stocks		14,534	23,829
Debtors	11	654,550	443,877
Cash at bank and in hand		643,116	1,346,087
		<u>1,312,200</u>	<u>1,813,793</u>
Creditors: Amounts falling due within one year	12	<u>(480,036)</u>	<u>(973,024)</u>
Net Current Assets		<u>832,164</u>	<u>840,769</u>
Total Assets less Current Liabilities		7,966,071	8,240,634
Creditors: Amounts falling due after more than one year	13	<u>(45,750)</u>	<u>(45,750)</u>
Net Assets		<u><u>7,920,321</u></u>	<u><u>8,194,884</u></u>
The funds of the charity			
<i>Unrestricted income funds</i>			
Designated Funds	14	7,920,321	8,193,046
Restricted Funds	14	-	1,838
Total charity funds		<u><u>7,920,321</u></u>	<u><u>8,194,884</u></u>

Approved and signed for and on behalf of the Trustee

The Notes at pages 13 to 28 form part of these accounts.

Dr Peter Kane
Chamberlain of London
15 November 2016

EPPING FOREST

Notes to the Financial Statements for the year ended 31 March 2016

1. Accounting Policies

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

(a) Basis of Preparation

Epping Forest is a public benefit entity and the accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared for the first time in accordance with the new Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective from 1 January 2015 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

(b) Going Concern

The governing documents place an obligation on the City of London Corporation to preserve the open spaces for the benefit of the public. The City of London Corporation is committed to fulfilling this obligation which is reflected through its proactive management of, and ongoing funding for, the services and activities required. The funding is provided from the City of London Corporation's City's Cash, which annually receives considerable income from its managed funds and property investments. Each year a medium term financial forecast is updated for City's Cash. The latest forecast for the period to 2019/20, anticipates that adequate funds will be available to enable the Trust to continue to fulfil its obligations. On this basis, the Trustee considers the Trust to be a going concern for the foreseeable future.

(c) Statement of Cash Flows

The Trust has taken advantage of the exemption in FRS102 (paragraph 1.12b) from the requirement to produce a statement of cash flows on the grounds that it is a qualifying entity. Statement of Cash Flows is included within the City's Cash Annual Report and Financial Statements 2016 which is publicly available and can be found at www.cityoflondon.gov.uk.

(d) Fixed Assets

Heritage Land and Associated Buildings

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

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

EPPING FOREST
Notes to the Financial Statements for the year ended 31 March 2016

1. Accounting Policies (continued)

(d) Fixed Assets (continued)

Heritage Land and Associated Buildings

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

Tangible Fixed Assets

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

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

(e) Recognition of capital expenditure

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

(f) Investments

Investments are made in the City of London Charities Pool which is an investment mechanism operating in a similar way to a unit trust. It enables the City of London Corporation to “pool” small charitable investments together and consequently obtain better returns than would be the case if investments were made individually.

Investments are valued annually at the middle market price at the close of business on 31 March. Gains and losses for the year on investments held as fixed assets are included in the Statement of Financial Activities. The unrealised loss on investments at the balance sheet date is included in the Trust’s funds.

(g) Income Recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

(h) Investment Income

Investment income consists of distributions from the Charities Pool and interest receivable on cash balances.

EPPING FOREST
Notes to the Financial Statements for the year ended 31 March 2016

1. Accounting Policies (continued)

(i) *Volunteers*

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

(j) *Grants received*

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

(k) *Contribution from City's Cash*

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

(l) *Rental income*

Rental income is included within charitable activity income for the year under Income and Endowments.

(m) *Expenditure Recognition*

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

(n) *Allocation of costs between different activities*

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

(o) *Stocks*

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

(p) *Pension Costs*

Staff are employed by the City of London Corporation and are eligible to contribute to the City of London Local Government Pension Fund, which is a funded defined benefits scheme. The estimated net deficit on the Fund is the responsibility of the City of London Corporation as a whole, as one employer, rather than the specific responsibility of any of its three main funds (City Fund, City's Cash and Bridge House Estates) or the trusts it supports. The Fund's estimated net liability has been determined by independent actuaries in accordance with FRS102 as £482.6m as at 31 March 2016 (£498.2m as at 31 March 2015). Since this net deficit is apportioned between the accounts of the City of London's three main funds, the charity's trustees do not anticipate that any of the liability will fall on the charity. The charity is unable to identify its share of the pension scheme assets and liabilities and therefore the Pension Fund is accounted for as a defined contribution scheme in the accounts.

EPPING FOREST
Notes to the Financial Statements for the year ended 31 March 2016

1. Accounting Policies (continued)

(p) Pension Costs (continued)

The costs of the pension scheme charged to the charity are the employer's contributions disclosed in Note 7 and any employer's pension contributions within support services costs as disclosed at Note 6. Following the statutory triennial valuation of the pension fund as at 31st March 2013, completed by independent consulting actuaries, an employer's contribution rate of 17.5% has been applied for 2014/15, 2015/16 and 2016/17. An updated triennial valuation is being undertaken as of 31 March 2016 which will inform consideration of the employer's contribution rate to be adopted from 2017/18. There are no outstanding or pre-paid contributions at the balance sheet date

(q) Fund Accounting

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

2. Tax Status of the Charity

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

3. Indemnity Insurance

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

EPPING FOREST
Notes to the Financial Statements for the year ended 31 March 2016

4. Income and endowments

Income and endowments are comprised as follows:

	Unrestricted Funds		Restricted Funds	2015/16	2014/15
	General Fund	Designated Funds			
	£	£			
Income and endowments from:					
Donations and legacies					
Grants	337,456	56,148	-	393,604	681,898
Donations	8,619	-	-	8,619	13,483
Contributions	-	-	-	-	10,500
Investments - Interest	3,548	-	-	3,548	5,158
	349,623	56,148	-	405,771	711,039
Revenue and capital grants from City of London Corporation	4,557,404	96,447	-	4,653,851	5,993,753
	4,907,027	152,595	-	5,059,622	6,704,792
Income from charitable activities					
Charges for use of facilities	488,446	-	-	488,446	407,693
Sales	40,547	-	-	40,547	61,614
Rental income	370,952	-	-	370,952	362,907
	899,945	-	-	899,945	832,214
Total	5,806,972	152,595	-	5,959,567	7,537,006

Grants

Grants were received from the Rural Payments Agency, the Heritage Lottery Fund, Natural England, the Forestry Commission and the London Sport Ltd.

Sales

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

Designated Funds

Designated funds consist of a capital contribution of £56,148 from the Heritage lottery Fund and a grant of £96,447 from City's Cash towards the Epping Forest Branching Out Project.

EPHING FOREST
Notes to the Financial Statements for the year ended 31 March 2016

4. Income and endowments (continued)

Grant from City's Cash

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

Charges for the use of facilities

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

5. Expenditure

Expenditure is analysed between activities undertaken directly and support costs as follows:

	Activities undertaken directly £	Support costs £	2015/16 £	2014/15 £
Charitable activity Preservation and operation of Epping Forest	5,168,125	1,065,417	6,233,542	6,116,807
Total	5,168,125	1,065,417	6,233,542	6,116,807

No expenditure by third parties to undertake charitable work on behalf of the charity.

Charitable activity

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

Auditor's remuneration and fees for external financial services

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

Trustee's expenses

Members of the City of London Corporation are unpaid and do not receive allowances in respect of the City of London Corporation activities in the City. However, Members may claim travelling expenses in respect of activities outside the City and receive allowances in accordance with a scale when attending a conference or activity on behalf of the City of London Corporation. No expenses were claimed in 2015/16 (2014/15: £Nil).

EPPING FOREST

Notes to the Financial Statements for the year ended 31 March 2016

6. Support Costs

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

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

	Charitable activities £	2015/16 £	2014/15 £
Department			
Chamberlain	161,842	161,842	143,077
Comptroller & City Solicitor	64,939	64,939	50,719
Open Spaces Directorate	135,088	135,088	179,861
Town Clerk	107,950	107,950	109,300
City Surveyor	378,649	378,649	334,075
Information Systems	139,989	139,989	101,423
Other governance and support costs	76,960	76,960	89,353
Total support costs	1,065,417	1,065,417	1,007,808

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

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

EPPING FOREST

Notes to the Financial Statements for the year ended 31 March 2016

6. Support Costs (continued)

Information Systems

The support and operation of the City of London Corporation's central and corporate systems on the basis of usage of the systems; the provision of "desktop" and network support services and small IS development projects that might be required by the charity.

Other support and governance costs

Contribution towards various costs including publishing the annual report and financial statements, central training, the occupational health, union costs and the environmental and sustainability section.

7. Staff Numbers and Costs

The full time equivalent number of staff employed by the City of London Corporation charged to Epping Forest in 2015/16 is 80 (2014/15 82) at a cost of £2,575,570 (2014/15 £2,602,403). The table below sets out the employment costs and the number of full time equivalent staff charged directly to the charity.

	No of employees	Gross Pay £	Employers' National Insurance £	Employers' Pension Contribution £	Total £
2015/16 Charitable activities	80	2,083,755	145,635	346,180	2,575,570
2014/15 Charitable activities	82	2,115,405	142,581	344,417	2,602,403

There was one employee whose total employee benefits were above the £60,000 threshold (2014/15 £Nil).

The number of directly charged staff earning more than £60,000 in bands of £10,000 is set out below.

Employees who earn more than £60,000 per annum		
Band £	No of full time equivalent employees 2015/16	No of full time equivalent employees 2014/15
60,000-69,999	1.0	-
70,000-79,999	-	-
80,000-89,999	-	-
90,000-99,999	-	-
100,000-109,999	-	-

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Notes to the Financial Statements for the year ended 31 March 2016

7. Staff Numbers and Costs (continued)

The trust considers its key management personnel comprise the Trustees and the Director of Open Spaces who manages the seven open spaces funded by the City of London Corporation. The proportion of the Director's employment benefits, including employer pension contributions, allocated to this charity amounted to £28,699 in 2015/16 (2014/15: £28,519). Trustees are unpaid and do not receive allowances.

Support is also provided by other chief officers and their departments from across the City of London Corporation, including the Town Clerk and Chief Executive, Chamberlain, Comptroller and City Solicitor and City Surveyor.

8. Heritage Assets

At 31 March 2016 the net book value of heritage assets relating to direct charitable purposes amounts to £384,675 (31 March 2015 £385,636) as set out below.

	2011/12	2012/13	2013/14	2014/15	2015/16
	£	£	£	£	£
<u>Cost</u>					
At 1 April	-	115,600	388,382	388,382	388,382
Additions	115,600	272,782	-	-	-
At 31 March	115,600	388,382	388,382	388,382	388,382
<u>Depreciation</u>					
At 1 April	-	-	824	1,785	2,746
Charge for year	-	824	961	961	961
At 31 March	-	824	1,785	2,746	3,707
<u>Net book value</u>					
At 31 March	115,600	387,558	386,597	385,636	384,675
At 31 March	-	115,600	387,558	386,597	385,636

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

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

EPPING FOREST

Notes to the Financial Statements for the year ended 31 March 2016

8. Heritage Assets (continued)

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

9. Tangible Fixed Assets

At 31 March 2016 the net book value of tangible fixed assets relating to direct charitable purposes amounts to £6,745,820 (31 March 2015 £7,004,300) as set out below.

	Land and Buildings £	Infrastructure £	Vehicles £	Equipment £	Total £
<u>Cost</u>					
At 1 April 2015	3,661,845	3,982,656	21,609	328,409	7,994,519
Additions	-	95,055	71,500	-	166,555
At 31 March 2016	3,661,845	4,077,711	93,109	328,409	8,161,074
<u>Depreciation</u>					
At 1 April 2015	510,789	170,324	21,609	287,497	990,219
Charge for year	197,833	209,052	-	18,150	425,035
At 31 March 2016	708,622	379,376	21,609	305,647	1,415,254
<u>Net book value</u>					
At 31 March 2016	2,953,223	3,698,335	71,500	22,762	6,745,820
At 31 March 2015	3,151,056	3,812,332	-	40,912	7,004,300

10. Fixed Asset Investments

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

	Designated Fund £	2016 £	2015 £
Market Value 1 April	9,929	9,929	9,327
Disposals at market value	(5,929)	(5,929)	-
(Loss)/gain for the year	(588)	(588)	602
Market Value 31 March	3,412	3,412	9,929
Cost 31 March	438	438	1,202
Units in Charities Pool	438	438	1,202

The Charities Pool is a UK registered unit trust.

EPPING FOREST
Notes to the Financial Statements for the year ended 31 March 2016

10. Fixed Asset Investments (continued)

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

	2016	2015
	£	£
Equities		
UK	2,522	7,804
Overseas	519	1,479
Bonds - UK	92	248
Pooled Units - UK	143	318
Cash held by Fund Manager	136	80
Total Funds	3,412	9,929

11. Debtors

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

	2016	2015
	£	£
Rental Debtors	49,235	23,143
Other Debtors	482,462	249,622
Payments in Advance	35,188	35,245
Recoverable VAT	87,665	135,867
Total	654,550	443,877

12. Creditors: due within one year

The creditors figure consists of the following amounts:

	2016	2015
	£	£
Trade Creditors	138,137	264,473
Accruals	276,948	534,956
Other Creditors	(11,781)	93,774
Receipts In Advance	76,732	79,821
Total	480,036	973,024

EPPING FOREST
Notes to the Financial Statements for the year ended 31 March 2016

13. Creditors: due after more than one year

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

	2016 £	2015 £
Sundry Deposits	45,750	45,750
Total	45,750	45,750

14. Movement of funds during the year to 31 March 2016

	Fund balances brought forward £	Income £	Expenditure £	Transfers £	Gains and losses £	Fund balances carried forward £
Unrestricted Funds						
<i>General Funds</i>	-	5,806,972	(5,804,890)	(2,082)	-	-
	-	5,806,972	(5,804,890)	(2,082)	-	-
<i>Designated Funds</i>						
Tangible Fixed Assets	7,004,300	152,595	(425,035)	13,960	-	6,745,820
Heritage Assets	385,636	-	(961)	-	-	384,675
Capital Fund	538,804	-	-	-	-	538,804
Sports Ground Deposit	3,703	-	-	11	(206)	3,508
Golf Course Machinery Fund	27,716	-	-	-	-	27,716
E.N. Buxton Knighton Wood	6,170	-	-	4	(373)	5,801
G.Gardner Bequest	195	-	(171)	(15)	(9)	-
Heritage Lottery Fund						
Match Funding	77,516	-	-	(19,350)	-	58,166
Green Arc Funding	24,771	-	(647)	-	-	24,124
Grazing Account	24,235	-	-	7,472	-	31,707
Metropolitan Police Olympic Contribution	100,000	-	-	-	-	100,000
	8,193,046	152,595	(426,814)	2,082	(588)	7,920,321
Total Unrestricted Funds	8,193,046	5,959,567	(6,231,704)	-	(588)	7,920,321
Restricted Funds						
City Bridge Trust	1,838	-	(1,838)	-	-	-
Total Restricted Funds	1,838	-	(1,838)	-	-	-
Total Funds	8,194,884	5,959,567	(6,233,542)	-	(588)	7,920,321

EPPING FOREST
Notes to the Financial Statements for the year ended 31 March 2016

14. Movement of funds during the year to 31 March 2016 (continued)

Notes to the funds

Unrestricted funds

1) *General fund*

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

Unrestricted Designated Funds

2) *Sports Grounds deposit*

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

3) *Golf Course machinery fund*

The purpose of this fund is to provide for the future replacement of plant and equipment at Chingford Golf Course. No purchases were made during 2015/16.

4) *E.N. Buxton Knighton Wood*

A gift was made in 1930 to be spent on maintaining the beauty of Knighton Wood. The unused balance of the fund was invested in 1931 for future use. Charity Pool units relating to E.N. Buxton Knighton Wood were sold during the financial year. It is anticipated this will be spent in 2016/17.

5) *G. Gardner bequest*

£50 was received in 1933 for the erection of seats fronting the drive, Snaresbrook. The seats were erected at a cost of £35 and the balance of the legacy was invested for future use. Charity Pool units relating to G. Gardner Bequest were sold and the monies applied during 2015/16 financial year.

6) *Heritage Lottery Fund*

Epping Forest was awarded a £4.76m Stage 3 grant by Heritage Lottery Fund in March 2009, towards the £6.8m cost of the 'Branching Out' project. The fund is used to finance the costs of the project that are not met by the grant and are to be provided by Epping Forest. It is anticipated that the scheme will be completed in 2016/17 with any balance applied or returned to revenue.

7) *Capital fund*

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

EPPING FOREST
Notes to the Financial Statements for the year ended 31 March 2016

14. Movement of funds during the year to 31 March 2016 (continued)

Notes to the funds (continued)

8) Green Arc Funding

The Green Arc Partnership takes a strategic view of future 'green' infrastructure, principally the provision of further public open space in London's peri-urban fringe and metropolitan green belt. The City of London is the lead authority holds the funding and meets expenditure when required.

9) Grazing Account

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

10) Tangible Fixed assets

Land and associated buildings acquired prior to 1 April 2009 are considered to be heritage assets. They are included as fixed assets at historic cost, less provision for depreciation and any impairment. The net book value of tangible fixed assets at 31 March 2016 was £6,745,820 and is represented by a designated income fund.

11) Heritage assets

Additions made to heritage land or buildings.

12) Metropolitan Police Olympic Contribution

The City of London Corporation received a payment of £195,000 as a fee-in-lieu-of-rent in compensation for the temporary use of part of Wanstead Flats for 90 days spanning the 2012 Olympic and Paralympic Games. It has been agreed that the payment would be used for the benefit of Wanstead Flats. No expenditure incurred during the accounting period.

Restricted funds

13) City Bridge Trust

Funding from the City Bridge Trust to provide educational and biodiversity services to support communities within the Greater London area. One year grant from the City Bridge Trust of £177,000 was received in 2014/15. The unused balance of £1,838 was returned to the City Bridge Trust in 2015/16.

EPPING FOREST

Notes to the Financial Statements for the year ended 31 March 2016

15. Related Party Transactions

The City of London Corporation as well as being the Trustee also provides management, surveying and administrative services for the charity. The costs incurred by the City of London Corporation in providing these services are charged to the charity. The City of London Corporation also provides banking services, allocating all transactions to the charity at cost and crediting or charging interest at a commercial rate. The cost of these services is set out in the Statement of Financial Activities under "Expenditure on charitable activities" and an explanation of these services is set out in Note 6 for support costs of £1,065,417 (2014/15: £1,007,808). The City of London Corporation's City's Cash meets the deficit on running expenses of the charity. This amounted to £4,653,851 (2014/15: £5,993,753) as shown in Note 4 to the financial statements.

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

The Charities Pool is an investment mechanism operating in a similar way to a unit trust. It enables the City of London to "pool" small charitable investments together and consequently obtain better returns than would be the case if investments were made individually. Investment income consists of distribution from the Charities Pool and interest receivable on cash balances. Investment income of £3,548 was earned during the year (2014/15: £5,158).

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

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

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

EPPING FOREST
Notes to the Financial Statements for the year ended 31 March 2016

16. Transition to FRS 102

These financial statements for the year ended 31 March 2016 are the Charity's first financial statements that comply with Financial Reporting Standard 102 (FRS 102) 'the Financial Reporting Standard in the UK and Republic of Ireland'. The Charity's date of transition to FRS 102 is 1 April 2014. The Charity's last financial statements prepared in accordance with previous UK GAAP were for the year ended 31 March 2015.

The following table shows that there was no difference between income and expenditure presented under the previous UK GAAP and the newly presented amounts under FRS 102 for the reporting period ended at 31 March 2015 (ie comparative information). The table also shows funds determined in accordance with the FRS 102 compared to funds determined in accordance with previous UK GAAP at both 1 April 2014 (the date of transition to FRS 102 – nil change) and 31 March 2015 (nil change).

There have been no changes in accounting policies made on first-time adoption of FRS 102.

Group	Note	Funds as at 1 April 2014	Net income for the year ended 31 March 2015	Funds as at 31 March 2015
		£	£	£
As previously stated under former UK GAAP		6,774,083	1,420,199	8,194,884
Gains / (losses) on investments	a)	-	602	-
As stated in accordance with FRS 102		6,774,083	1,420,801	8,194,884

Explanation of changes to previously reported net income.

a) FRS 102 requires that net gains/(losses) on investments are now treated as a component of net income. Under previous UK GAAP, gain/(losses) on investments were shown after net income as part of other recognised gains/(losses).

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Agenda Item 6

Committee(s) Epping Forest and Commons	Dated: 21/11/2016
Subject: Revenue & Capital Budgets – Epping Forest 2016/17 & 2017/18	Public
Report of: The Chamberlain The Director of Open Spaces	For Decision
Report Author: Derek Cobbing – Chamberlains dept	

Summary

This report updates the Committee on its latest approved revenue budget for 2016/17 and seeks your approval for a provisional revenue budget for 2017/18, for subsequent submission to the Finance Committee. The budgets have been prepared within the resources allocated to the Director and the table below summarises.

Summary of Table 1	Latest Approved Budget	Original Budget	Movement
	2016/17 £000	2017/18 £000	£000
Expenditure	5,180	6,386	1,206
Income	(1,276)	(1,412)	(136)
Support Services	981	930	(51)
Total Net Expenditure	4,885	5,904	1,019

Overall the provisional Original budget for 2017/18 totals £5,904M, an increase of £1,019M compared with the latest approved budget for 2016/17. The main reasons for this increase are a rise in the City Surveyor's Additional Works Programme, off-set by a reduction in Recharges, and an increase in income, which can be found in Table 1.

A breakdown is also provided in Appendix 3 of the movement between the 2016/17 Local Risk Original Budget and the 2016/17 Local Risk Latest Approved Budget.

Recommendation

The Committee is requested to:

- Review the provisional 2017/18 revenue budget to ensure that it reflects the Committee's objectives and, if so, approve the budget for submission to the Finance Committee;
- Authorise the Chamberlain, in consultation with the Director of Open Spaces, to revise these budgets to allow for any further implications arising from Corporate Projects, departmental reorganisations and other reviews, and changes to the Additional Works Programme. Any changes over £50,000 would be reported to Committee.
- If specific service based review proposals included with this budget report are rejected by the Committee, or other Committees request that further proposals are pursued, that the substitution of other suitable proposals for a corresponding amount is delegated to the Town Clerk in discussion with the Chairman and Deputy Chairman of the relevant Committee. If the substituted saving is not considered to be straight forward in nature, then the Town Clerk shall also consult the Chairman and Deputy Chairmen of the Policy and Resources Committee prior to approving an alternative proposal(s).

Main Report

Introduction

1. The City of London Corporation owns and manages almost 11,000 acres of historic and natural Open Spaces for public recreation and enjoyment. This includes Epping Forest which is a registered charity and is funded from City's Cash. Epping is run at no extra cost to the communities that it serves as it is funded principally by the City, together with donations, sponsorship, grants and trading income.
2. This report sets out the proposed revenue budget for 2017/18. The Revenue Budget management arrangements are to:
 - Provide a clear distinction between local risk, central risk, and recharge budgets.
 - Place responsibility for budgetary control on departmental Chief Officers.
 - Apply a cash limit policy to Chief Officers' budgets.
3. The budget has been analysed by the service expenditure and compared with the latest approved budget for the current year.
4. The report also compares the current year's budget with the forecast outturn.

Business Planning Priorities

5. The key Projects for each Open Space for the next three years were included in the Open Spaces Department Business Plan for 2016-2019 which was approved in April 2016. These include :-

Business Planning Priorities

The key Projects for each Open Space for the next three years were included in the Open Spaces Department Business Plan for 2015-2018 which was approved in April 2015. These include :-

- Key projects for the next three years include
 - Completion of the Epping Forest Management Plan
 - Promotion of a Various Powers Bill to modify existing legislation governing the management of our open spaces
 - Continued review of wayleaves and other charges
 - Carpark management and charging
 - Rental of lodges

Proposed Revenue Budget for 2017/18

6. The proposed detailed Revenue Budget for 2017/18 is shown in Table 1 analysed between:

- Local Risk Budgets – these are budgets deemed to be largely within the Chief Officer’s control.
- Central Risk Budgets – these are budgets comprising specific items where a Chief Officer manages the underlying service, but where the eventual financial outturn can be strongly influenced by external factors outside of his/her control or are budgets of a corporate nature (e.g. interest on balances and rent incomes from investment properties).
- Support Services and Capital Charges – these cover budgets for services provided by one activity to another. The control of these costs is exercised at the point where the expenditure or income first arises as local or central risk. Further analysis can be found in Appendix 2.

7. The provisional 2017/18 budgets, under the control of the Director of Open Spaces being presented to your Committee, have been prepared in accordance with guidelines agreed by the Policy & Resources and Finance Committees. These include continuing the implementation of the required budget reductions across both local and central risks, as well as the proper control of transfers of non-staffing budgets to staffing budgets. An allowance was given towards any potential pay and price increases of 1% in 2017/18. A saving of £147,000 has been made in 2017/18 further to the re-alignment of the Service Based Review savings, this can be found in Appendix 4 along with the phasing, description and RAG rating. These savings will be achieved through property income generation

(£120,000), and a review of charges (£27,000). The budget has been prepared within the resources allocated to the Director.

It should also be noted that the corporate Building Repairs and Maintenance contract is currently being re-tendered and the new contract will commence on the 1st July 2017. Original estimates for 2017/18 are based on the latest available asset price from the current contractor. Any changes to these budgets arising from the new contract will be reported to Committee in due course.

TABLE 1 EPPING FOREST SUMMARY						
Analysis of Service Expenditure	Local or Central Risk	Actual 2015-16 £'000	Latest Approved Budget 2016-17 £'000	Original Budget 2017-18 £'000	Movement 2016-17 to 2017-18 £'000	Paragraph Reference
EXPENDITURE						
Employees	L	2,609	2,737	2,807	70	10
Premises Related Expenses	L	643	749	644	(105)	11
Premises Related Expenses	C	20	0	0	0	
R & M (City Surveyor's Local Risk inc cleaning)	L	698	686	1,915	1,229	12
Transport Related Expenses	L	140	146	148	2	
Supplies & Services	L	606	420	428	8	
Transfer to Reserves	L	32	0	0	0	
Transfer to Reserves	C	167	0	0	0	
Capital Charges	C	426	442	444	2	
Total Expenditure		5,341	5,180	6,386	1,206	
INCOME						
Government Grants	L	(329)	(252)	(252)	0	
Other Grants, Reimbursements and Contributions	L	(17)	(20)	(25)	(5)	
Other Grants, Reimbursements and Contributions	C	(153)	0	0	0	
Customer, Client Receipts	L	(900)	(986)	(1,117)	(131)	13
Investment Income	C	(4)	(18)	(18)	0	
Transfer from Reserves	L	(32)	0	0	0	
Transfer from Reserves	C	(14)	0	0	0	
Total Income		(1,449)	(1,276)	(1,412)	(136)	
TOTAL EXPENDITURE/(INCOME) BEFORE SUPPORT SERVICES		3,892	3,904	4,974	1,070	
SUPPORT SERVICES						
Central Support		930	908	899	(9)	
Recharges within Fund		97	78	79	1	
Recharge across Fund		(18)	(5)	(48)	(43)	
Total Support Services		1,009	981	930	(51)	
TOTAL NET EXPENDITURE/(INCOME)		4,901	4,885	5,904	1,019	

8. Income and favourable variances are presented in brackets. An analysis of this Revenue Expenditure by Service Managed is provided in Appendix 1. Only significant variances (generally those greater than £50,000) have been commented on in the following paragraphs.

9. Overall there is an increase of £1,019M between the 2016/17 latest approved budget and the 2017/18 original budget. This movement is explained in the following paragraphs.
10. There is an increase of £70,000 across Epping Forest between the 2016/17 latest approved budget and the 2017/18 original budget. Contributing factors include an allowance of 1% towards any increases in pay from 1st April 2017, increments within payscales during 2017/18, and the filling of vacant posts. Significant elements include the recruitment of a directly employed Sports Manager replacing the Golf Professional (a contract) and an additional Forest Keeper role which is independently funded through Help for Heroes.
11. The reduction of £105,000 in Premises Related Expenses from the 2016/17 Latest Approved Budget to the 2017/18 Original Budget is mainly due to the fall-out of £108,000 in agreed carry forwards (£50,000 for improvements to Chingford Golf Course Café, £43,000 for resurfacing of Hill Wood Car Park, and £15,000 for car park charging infrastructure costs), off-set by a small increase of £3,000 in other areas.
12. The increase of £1,229M from the 2016/17 Latest Approved Budget to the 2017/18 Original Budget in the City Surveyor (see Table 2 below) is mainly within the Additional Works Programme and Cyclical Works Programme. The original 2017/18 budgets reflect the balances phased from continuing approved live programmes (2015/16 & 2016/17) and the new 2017/18 bids (£12.1m across the Corporate Estate) endorsed by the Corporate Asset Sub Committee in October 2016.

TABLE 2 - CITY SURVEYOR LOCAL RISK		
	Latest Approved Budget 2016/17 £'000	Original Budget 2017/18 £'000
Repairs and Maintenance (including cleaning)		
Additional Works Programme/Cyclical Works Programme		
Epping Forest	201	1,432
	201	1,432
Planned & Reactive Works (Breakdown & Servicing)		
Epping Forest	420	418
	420	418
Cleaning		
Epping Forest	65	65
	65	65
Total City Surveyor	686	1,915

13. The increase in income from Customer and Client Receipts (£131,000) between the 2016/17 Latest Approved Budget and the 2017/18 Original Budget is mainly due to an increase of £121,000 in rental income, the majority of which is made up of lodge rental income (£120,000) further to savings identified as part of the Service Based Review.
14. Analysis of the movement in manpower and related staff costs are shown in Table 3 below . (explanations for variances can be found in paragraph 10.

Table 3 - Manpower statement	Latest Approved Budget 2016/17		Original Budget 2017/18	
	Manpower Full-time equivalent	Estimated cost £000	Manpower Full-time equivalent	Estimated cost £000
Epping Forest	75.43	2,737	75.00	2,807
TOTAL EPPING FOREST	75.43	2,737	75.00	2,807

Potential Further Budget Developments

15. The provisional nature of the 2017/18 revenue budget recognises that further revisions may be required, including in relation to:
- budget reductions to capture savings arising from the on-going Service Based Reviews;
 - decisions on funding of the Additional Work Programme by the Resource Allocation Sub Committee.

If specific service based review proposals included with this budget report are rejected by the Committee, or other Committees request that further proposals are pursued, that the substitution of other suitable proposals for a corresponding amount is delegated to the Town Clerk in discussion with the Chairman and Deputy Chairman of the relevant Committee. If the substituted saving is not considered to be straight forward in nature, then the Town Clerk shall also consult the Chairman and Deputy Chairmen of the Policy and Resources Committee prior to approving an alternative proposal(s).

Revenue Budget 2016/17

16. The 2016/17 latest approved budget includes funding for contribution pay, and agreed carry forwards of £108,000 to fund vital electrical improvements at Chingford golf course (£50,000), Hill Wood car park resurfacing (£43,000), and a contribution to the infrastructure costs for pay and display machines across Epping Forest (£15,000).

Details of the movement between the 2016/17 Original budget and the 2016/17 Latest Approved Budget can be found in Appendix 3. The forecast outturn for the current year is in line with the latest approved budget of £4,885M.

Draft Capital and Supplementary Revenue Budgets

17. The latest estimated costs for the Committee's draft capital and supplementary revenue projects are summarised in the Table below.

Capital & Supplementary Revenue projects - latest estimated costs						
Service Managed	Project	Exp. Pre 01/04/16	2016/17	2017/18	Later Years	Total
		£'000	£'000	£'000	£'000	£'000
Pre-implementation						
Epping Forest	Baldwins & Birch Hall Park Ponds	40	11	11		62
Authority to start work granted						
Epping Forest	Branching Out*	4,453	108			4,561
Epping Forest	Highams Park Lake	1,634	76			1,710
Woodredon & Warlies	Poultry Shed demolition^		134			134
TOTAL EPPING FOREST		6,127	329	11	0	6,467
* Capital schemes only						
^ City Fund asset						

18. Pre-implementation costs comprise feasibility/option appraisal expenditure which has been approved in accordance with the project procedure, prior to authority to start work.

19. Implementation phases of the Baldwin's & Birch Hall Park Ponds project are planned to commence in 2017/18, subject to authority to start work.

20. The remaining schemes have received authority to start work and are completed or in their final stages.

21. The latest Capital and Supplementary Revenue Project budgets will be presented to the Court of Common Council for formal approval in March 2017.

Appendices

- Appendix 1 - Analysis by Services Managed
- Appendix 2 - Analysis of Support Services
- Appendix 3 - Movement of Local Risk Budgets 2016/17 OR to 2016/17 LAB
- Appendix 4 - Service Based Review update

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Appendix 1

Analysis by Service Managed	Actual 2015-16 £'000	Latest Approved Budget 2016-17 £'000	Original Budget 2017-18 £'000	Movement 2016-17 to 2017-18 £'000	Paragraph(s) Reference
<u>CITY CASH</u>					
Epping Forest	4,727	4,671	5,581	910	a)
Chingford Golf Course	6	16	(17)	(33)	
Wanstead Flats	168	198	340	142	b)
Woodredon & Warlies	0	0	0	0	
TOTAL	4,901	4,885	5,904	1,019	

a) The increase of £910,000 between the original 2016/17 budget and the 2016/17 revised budget at Epping Forest is mainly due to an increase of £1,042,000 in the City Surveyor's Local Risk (mainly within the Additional Works Programme/Cyclical Works Programme - explanations can be found in paragraph 12), off-set by an increase of £100,000 in rental income as part of Epping Forest's SBR savings.

b) The increase of £142,000 between the original 2016/17 budget and the 2016/17 revised budget at Wanstead Flats is mainly due to an increase of £143,000 in the City Surveyor's Local Risk (mainly within the Additional Works Programme – explanations can be found in paragraph 12).

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Appendix 2

Support Services from/to Epping Forest	Actual 2015-16 £'000	Latest Approved Budget 2016-17 £'000	Original Budget 2017-18 £'000	Movement 2016-17 to 2017-18 £'000	Paragraph Reference
<u>Support Services</u>					
Central Recharges-					
City Surveyor's Employee Recharge	318	302	302	0	
Insurance	77	77	78	1	
I.S.Recharges - Chamberlain	140	128	126	(2)	
Support Services-					
Chamberlain (inc CLPS recharges)	162	154	157	3	
Comptroller and City Solicitor	65	77	74	(3)	
Town Clerk	108	110	102	(8)	
City Surveyor	60	60	60	0	
Total Support Services	930	908	899	(9)	
<u>Recharges Within Fund</u>					
Directorate Recharges	135	116	117	1	
Corporate and Democratic Core	(38)	(38)	(38)	0	
Total Recharges Within Fund	97	78	79	1	
Total Recharges Across Funds	(18)	(5)	(48)	(43)	
Total Support Services	1,009	981	930	(51)	

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Appendix 3

Movement of Local Risk Budgets (inc City Surveyor) 2016-17 OR to 2016/17 LAB	Risk	Original Budget 2016-17 £'000	Latest Approved Budget 2016-17 £'000	Movement 2016-17 OR to 2016-17 LAB £'000	Paragraph Reference
EXPENDITURE					
Employees	L	2,715	2,737	22	
Premises Related Expenses	L	630	749	119	a)
R & M (City Surveyor's Local Risk inc cleaning)	L	1,177	686	(491)	b)
Transport Related Expenses	L	144	146	2	
Supplies & Services	L	442	420	(22)	
Transfer to Reserves	L	0	0	0	
INCOME					
Government Grants	L	(252)	(252)	0	
Other Grants, Reimbursements and	L	(22)	(20)	2	
Customer, Client Receipts	L	(981)	(986)	(5)	

- a). The £119,000 increase in premises related expenditure (Open Spaces Local Risk) between the 2016/17 Original Budget and the 2016/17 Latest Approved Budget is mainly due to carry forwards of £50,000 Chingford Golf Course improvements, £43,000 car park resurfacing at Hill Wood, and £15,000 car park charging infrastructure costs, all of which were not agreed at the time of the original estimates being drafted.
- b). The decrease of £491,000 in premises related expenditure (City Surveyor's Local Risk) between the 2016/17 Original Budget and the 2016/17 Latest Approved Budget is due to the re-phasing of the approved 2016/17 additional programme/Cyclical Works Programme included in the original budget has now been re-phased over the 3 year life of the cycle, which has resulted in a reduction to the latest approved budget.

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Appendix 4

Service Based Review - Department Open Spaces Budget Reduction Programme					Budget	RAG 16/17	RAG 17/18
	15/16	16/17	17/18	Total			
	£'000	£'000	£'000	£'000			
Epping Forest							
Sports Programme - sponsorship of football	0	0	0	0	N/A	N/A	N/A
Sports Programme - golf course (recovery or closure)	0	20	0	20	Chingford		
Lodges and Property Programme - commercial rent of lodges	0	0	120	120	Epping Forest		
Car Parks Programme	0	45	0	45	Epping Forest		
Promoting our Services Programme - charging review	20	5	27	52	Epping Forest		
Wayleaves Programme	0	25	0	25	Epping Forest		
End of previous education grant	203	34	0	237	Epping Forest		
Cafes - additional income from Butlers retreat	0	6	0	6	Epping Forest		
EF TOTAL	223	135	147	505			

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Committee(s):	Date(s):
Epping Forest & Commons	21 November 2016
Subject: Dedications and Sponsorship in Epping Forest SEF 35/16	Public
Report of: Superintendent of Epping Forest	For Decision
Report Author: Jacqueline Eggleston – Head of Visitor Services	

Summary

The Epping Forest visitor survey conducted between 2010 and 2015, reinforced by much anecdotal feedback, indicates that Epping Forest holds many strong and positive associations with peace, tranquillity and happiness resulting from public engagement with the open space. Given these associations a significant number of requests for commemorative items particularly benches and tree plantings are regularly received from the Forest's visitors, usually to reflect a loved one's connection with the Forest.

Currently, based on previous policy directions from 2000, and again in 2013, these requests are sensitively declined, reflecting your Committee's concerns regarding the impact of the installation of 'infrastructure' such as benches, bins, gates etc. on the 'natural aspect' of the Forest and consideration of the Forest's natural regeneration and local provenance policies for trees.

This report seeks to review the current approach and better reflect public aspiration and the Department's objective of facilitating public involvement with the management of open spaces. A draft policy is suggested that offers ways to commemorate people or events over a fixed period in return for structured investments that are in keeping with both the natural aspect of particular places and planting and biosecurity policies, as well as securing an important additional source of income for investment in the Forest.

Recommendation(s)

Members are asked to:

- Delegate to the Superintendent of Epping Forest powers to approve requests for dedications and sponsorship in line with the draft Policy for Dedications and Sponsorship and in accordance with any approved charging schedule. and to approve the Policy for Dedications and Sponsorship

Background

1. The Epping Forest Visitor Survey conducted between 2010 and 2015 reveals many positive impressions of the Forest together with a significant number of requests for improvements including more public toilets and seats at resting places; better signage and maps; additional events; improved local public transport and further refreshment facilities.
2. Requests from the public are frequently received for the installation of new or replacement of old seats and benches within the Forest, ideally accompanied by a commemorative plaque in memory of friends or relatives, together with interest in opportunities for tree planting and sponsorship of items in the Forest.
3. Your Committee has a long standing policy that such requests for commemorative items, even where sponsorship is offered, are refused, except in exceptional circumstances and by agreement of your Committee. Proposals for memorial benches were last considered and declined in 2000 at George Green, following repeated requests by the London Borough of Redbridge. In 2013, as part of the Connaught Water Easy Access Trail proposals to provide sponsored resting places at 200 metre intervals in accordance with the national access charity the Fieldfare Trust's National Access Standards were declined.
4. Conversely, some longer-standing agreements exist under care and maintenance arrangements with local authorities for specific sponsored or commemorative benches in specific areas. To applicants whom we turn down for similar dedications on the same or neighbouring land this can appear inconsistent.
5. A 'Policy for the Management of Memorials, Shrines and Tributes on Epping Forest Land' was adopted in 2010 to provide measures for the management and ultimate removal of roadside shrines and other informal memorials in Epping Forest at the point of fatal accidents or suicides. This would include any tributes, flowers etc. being left on any dedicated benches. During discussions on this policy some members proposed memorial benches and plantings as a way of managing the expectations of the bereaved.
6. Many charities and local authorities now offer commemorative public giving schemes which allow supporters to make donations in return for an acknowledgement such as 'sponsor a bench, tree, animal etc.' with accompanying newsletter, certificate or similar online dedication. A similar scheme in Epping Forest would help to raise the funding required to repair and renew infrastructure across the Forest.

Current Position

7. Following recent rounds of 2011/12-2013/14 and 2015/16-2017/18 efficiency savings; the growing pressure on tree health through the arrival of a new range of tree pests and diseases; the growing cost of litter and fly tipping management and new national standards around wellbeing the Epping Forest Grounds

Maintenance budget is unable to meet these combined demands without additional financial investment.

8. Officers are working on a policy for standardising Forest 'furniture' and rationalising signage and infrastructure. An audit of the current number and condition of Forest furniture is underway but it is evident that there are already large numbers of benches, bins etc. in a state of disrepair or nearing the end of their useful lifespan that now need renewing. It is clear that the cost of replacing existing items now in disrepair and to bring them up to current standardisation will take at least twenty years using current budget availability.
9. The restrictions associated with the pressure on the Additional Works Programme repairs are constraining necessary investment in significant infrastructure projects within Epping Forest, including facilities such as the Whitehall Plain bridge over the River Ching, which is estimated to cost £150,000 for a new all-year pedestrian bridge. Similarly, some large-scale historic avenue planting schemes are coming to the end of their natural life or face new disease risks and it will require significant investment to renew and replace these projects. With sufficient imagination and presentation large-scale projects such as the Whitehall Plain Bridge and major tree avenues could attract sponsorship, possibly including naming rights.

Options

10. Your Committee has two possible options:

- a. Maintain the current policy position restricting permissions for memorial and sponsorship requests. This position would continue to frustrate the public desire to invest in Epping Forest and will prevent the City from accessing new funding sources for investment in infrastructure and landscaping projects. **This option is not recommended.**
- b. Revise the policy approach providing delegated approval for memorial and sponsorship requests in 'managed areas' within Epping Forest. This position would facilitate the public desire to invest in Epping Forest and will enable the City to access new funding sources for investment in infrastructure and landscaping projects. **This option is recommended.**

Proposal

11. Under the Epping Forest Acts 1878 & 1880 your Committee must preserve the natural aspect of the Forest as far as possible, whilst also facilitating public recreation and enjoyment. The new policy position aims to preserve the natural aspect by utilising infrastructure that is complementary to its surrounds (see Appendix A for examples). Infrastructure will also be restricted to particular locations. Due care and consideration will be given to maintenance issues (access, trees above, etc.) as well as any sensitivities around encouraging anti-social behaviour.

12. Dedications of structures or furniture would be limited in number and restricted generally to more formally managed amenity areas of the Forest where more 'park-style' interventions have already been accepted such as at Theydon Green, George Green and Wanstead Park. Similarly where areas have been provided as Easy Access Trials, the Fieldfare Trust Physical Access Standard of benches every 1-300 metres could be reasonably achieved again without damage to the natural aspect. It is unlikely that sufficient locations would be found to meet demand. Nevertheless, such dedications would provide the financial opportunity to replace and provide existing furniture where it is needed.
13. There is a genuine demand for such memorial items and ways to remember loved ones. This policy offers the opportunity to respond to demand in a positive way whilst still protecting the 'wildness' of the Forest.
14. Other opportunities to provide dedications or commemorate occasions or people that have no impact on the Forest could also be provided in return for a contribution. Suggestions include 'dedicate a keystone tree' or support for a Species Recovery Programme for which donors would receive a certificate and photograph but no actual inscription or recognition within the Forest itself.
15. Further opportunities for similar schemes could be created in the future associated with specific tree planting or particular projects.
16. The draft policy is mindful of the need to make any scheme sustainable. Therefore dedication of anything tangible must be time limited and allow for costs of disease, repair, vandalism and routine maintenance and replacement. The costs of any scheme will reflect this and the time limitations on any dedication will need to be made very clear.
17. In terms of marketing, it is proposed that the Dedication and Sponsorship Schemes will be launched through the usual media channels, on our website and with a leaflet.
18. The introduction to the scheme will include key messages such as:

'Through the Epping Forest Act 1878 the City of London Corporation rescued the Forest from enclosure and enshrined in law the need to 'keep Epping Forest uninclosed and unbuilt on, as an open space for the recreation and enjoyment of the public'.

'The Epping Forest charity cares for and protects over 7000 acres of mixed woodland, including over 100 ponds, 7 listed buildings, 3 ancient monuments, 2 historic gardens and 1600 hectares of Special Areas of Conservation. Among a canopy of over a million trees over 50,000 of these are classed as ancient (at least around 500 years old). As a charity we rely not just on core funding from the City of London Corporation but also on income from fees, donations and revenue from our commercial operations'.

Implications

19. **Financial:** All schemes provide sufficient income to cover initial capital costs, maintenance, repair and renewal where necessary and administration as well as a contribution for reinvestment in the Forest of at least 25%.

For illustrative purposes the cost of dedication of a bench will be £2,788 for a 10 year period. This is based on the following formula:

Supply of one bench (Bransom Leisure) 1.5m	£750
Installation – labour at 2 ‘work days’	£300
Contribution of 30% for renewal/ repair (max 1 renewal inc. labour)	£350
Maintenance (cleaning every 2 years)	£500
Administration and site visits 2 days	£300
25% contribution to the Epping Forest charity	£558
TOTAL published cost of bench	£2788 + VAT (£3345)

20. Costings for schemes will be determined annually in line with inflation and market benchmarking. Proposed revisions will be reported to the Epping Forest and Commons Committee annually as part of the Annual report on Licence fees and charges.
21. **Legal** – Under section 7 of the Epping Forest Act 1878 the Conservators shall at all times keep Epping Forest uninclosed and unbuilt on, as an open space for the recreation and enjoyment of the public, and shall at all times as far as possible preserve the natural aspect of the Forest. However, the Conservators also have a number of statutory powers to provide facilities and carry out works. For example, under section 8 of the City of London (Various Powers) Act 1977, and subject to the obligation to preserve the natural aspect of the Forest, the Conservators may, for the purpose of providing or improving opportunities for the enjoyment of the Forest by the public and in the interests of persons resorting to the Forest, provide such facilities, services and works as may appear to them to be necessary or expedient.

Conclusion

22. The Policy for Dedications and Sponsorship in Epping Forest offers the opportunity to those with a strong personal connection to the Forest to celebrate those connections through a suitable memorial or sponsorship item. The provision of these opportunities would also enable new sources of investment for the management of Epping Forest.

Appendices

- Appendix 1 – Policy for Dedications and Sponsorship in Epping Forest

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**Epping
Forest**

Registered Charity

Policy for Dedications and Sponsorship in Epping Forest

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Introduction

1. Public open spaces are often associated with fond memories and close personal associations and Epping Forest is just the same. The dedication of benches and trees in public open spaces is a traditional way of commemorating a loved one and now Epping Forest can also offer ways of celebrating occasions through sponsorship and donation schemes which in turn can be re-invested to help protect the Forest.

Background

2. Epping Forest receives numerous requests to donate benches or to plant trees and similar tributes in memory of loved ones. This policy now offers a way to accommodate such requests whilst balancing the need to preserve the 'wildness' of the Forest.
3. The management of Epping Forest is governed by Acts of Parliament; in particular the Epping Forest Acts 1878 & 1880. In accordance with these Acts the 'natural aspect' of the Forest must be preserved as far as possible. The Forest also has a number of threatened habitats and areas that are conserved under other legislation to protect the environment. Therefore where we allow benches or infrastructure to be installed is strictly governed and there are limited opportunities for new tree planting.

General Principles of Dedications

Benches

4. Benches will be sourced and purchased by The City of London and will comply with the Forest standardised palette for furniture within the specific location which complies with the need for sustainable and robust materials.
5. The plaque and its inscription will be produced and installed by the City of London. There will be limits on the words on the inscription which will also need the approval of the Superintendent.
6. Benches dedicated in memory will require the agreement of the next of kin, personal representative and/ or executor.
7. Benches will be dedicated for a maximum of ten years during which the scheme allows for up to one replacement due to vandalism, theft or disrepair, beyond which we do not undertake to continue to replace the bench. Standard maintenance for Forest furniture will be applied during this time.

8. Benches will be permitted in specified locations only at the agreement of the Epping Forest and Commons Committee (see Appendix 1 Schedule of Locations) and a maximum number of benches in any location can also be specified.
9. Where demand for benches cannot be met within the specified locations applicants may choose to go on a waiting list until new benches are needed in the future. It will be the responsibility of the applicant to keep us informed of any change of contact details.
10. The cost of the dedicated bench will include the cost of purchase of the bench and plaque, installation costs, maintenance over ten years, a sinking fund of 30% towards possible repair or renewal during its lifespan, the cost of the scheme administration and an additional donation to the Epping Forest Charity for the upkeep of the Forest. Charges will be subject to VAT where applicable.
11. Payment must be made in full prior to commissioning and / or installation of the bench.

Trees and other planting

12. New planting schemes are not regularly undertaken in Epping Forest but when they do occur can provide the opportunity for dedications and sponsorship.
13. When such schemes occur they will be considered for the possibility of offering a dedication or sponsorship scheme that will cover the associated costs.

Fingerposts and other structures

14. As with benches the terms and conditions attached to other structures will specify a lifespan and the charge will cover all associated costs.

Adoption

15. Adoptions will be sold for one year and will be a generic adoption rather than a specific creature/plant.

Exclusions

16. Scattering of ashes and pet burials are not permitted within Epping Forest.
17. No memorial tribute or mementoes may be placed in Epping Forest including at a dedicated bench, tree or other dedicated location in accordance with the Policy for the Management of Memorials, Shrines and Tributes on Epping Forest Land.
18. Full terms and conditions will be included in the contract to accompany any dedication or sponsorship.

Options for Dedication or Sponsorship

Dedicate a Bench

19. Although Epping Forest is maintained largely as a wild and natural place there are a number of more managed public amenity locations maintained to a stronger amenity standard as village greens or amenity space. These locations are listed at the end of this policy. In these locations we install a set number of benches. As these benches need renewal, normally on a 10-15 year cycle, and in certain locations where it is deemed there is a need for additional seating it is possible to dedicate a bench in memory of a loved one or to celebrate a special occasion or anniversary
20. Dedication of a bench will provide a sustainable and robust seat in accordance with Epping Forest standards on Forest 'furniture' along with an inscribed plaque. The bench will be dedicated for ten years after which we will contact the applicant to offer a possible extension (for a further contribution) prior to offering the bench to the wider public for re-dedication/replacement.
21. In the case of an inability to meet demand a waiting list up to 50 applicants will be maintained, above which number the waiting list will be closed. Applicants will be offered alternative types of dedication as outlined below.

Dedicate or Adopt Keystone Trees

22. Epping Forest has 1,200 keystone trees. Dedication of these trees could offer the means of sharing the memory of a loved one or celebrating a birth or special occasion. Applicants will receive a certificate of dedication and information about the keystone trees with an annual update on the keystone trees and how the contribution has helped to sustain this unique collection. Applicants will also receive a photograph of their tree and a copy of the Epping Forest newsletter delivered free of charge four times a year over three years.

Dedicate a Footbridge, Fingerpost, Gate or Footpath,

23. There are a number of infrastructure items that require construction across the Forest. These items include footbridges, fishing platforms, boardwalks, gates and fingerposts. Dedication of one of these will be for ten years in return for a certificate and photograph. We will inform donors of progress in constructing the items and send photographs of the end result and location details should they wish to visit.

24. Because Epping Forest is provided for the enjoyment of everyone and needs to be sensitively maintained as a 'wild space' inscriptions are not included on these infrastructure items within the Forest.

Dedicate a sapling or other planting

25. From time to time we undertake planting schemes in Epping Forest or its buffer lands. At these times a specific campaign for sponsoring saplings or other planting will be launched. These will be much lower cost than other sponsorship or dedication options at around £15 per sapling. The trees will not be specifically identified but sponsors will receive a certificate.

Adoption Schemes

26. Adopting wildlife or trees can be a tangible way for donors to help to protect the Forest for future generations. Adoptions can be for oneself, in tribute to the memory of a loved one or as a gift in celebration.

27. Adoption will provide donors with a certificate, a related small gift and a thank you letter containing information on the adopted species.

28. The cost of the adoption will cover the cost of the gift (pin badge, photograph, soft toy or similar), administration and donation towards the upkeep of the Forest.

29. Adoptions could include:

- Adopt a tree (particular species)
- Species Recovery Programmes such as 'adopt a skylark or hare'
- Adopt Rare Breed Cattle

Or similar options for popular creatures that will introduce the types of habitat the adoption scheme donations will contribute to sustaining.

Schedule of locations for benches

Easy Access Trails

Jubilee Pond

Connaught Water

Knighton Wood

High Beach

Managed Amenity Areas

Nightingale Green

Wanstead Park

George Green

Green Man Roundabout Public Open Space

Wanstead War Memorial (Tarzey Wood)

Loughton War Memorial

Woodford Slips

Woodford Green

Highams Park

Pillow Mounds (surfaced areas)

Town & Village Greens

Epping Green

Queen's Green, High Beach

Chingford Green

Epping Green

Swaines Green

Theydon Green

Standard Green

Bell Common

Coopersale Common

Visitor Centre Concourses

The View

The Temple

High Beach Visitor Centre

Viewpoints

Baldwins Hill

Woodbery Hollow

Big View

Committee(s): Epping Forest & Commons	Date(s): 21 st November 2016
Subject: Epping Forest 5 th Grazing Monitoring Audit Report	Public
Report of: Superintendent of Epping Forest (SEF 49 /16)	For Decision

Summary

Cattle grazing took place across the Forest and Buffer Lands this year with an average number of 137 animals during the grazing season. The two main areas encircled with invisible fencing, Fairmead and Chingford Plain, were grazed through the summer until October. Two other Forest sites were also grazed and preparations to introduce cattle at three new sites from 2017 were completed. Warren Wood Slope, however, had to be cut by machinery due to lack of grazing this year.

The fifth annual grazing audit by the Independent Grazing Assessor is at **Appendix 1**. This year the report focused on the Fairmead extensive grazing area and the need to ensure that cattle in the Forest could be managed extensively. The key points of his assessment are that the number of cattle remains insufficient for fully effective grazing due to a number of factors but that the range of sites being grazed and ready to receive cattle next year is encouraging. As grazing expands, new monitoring techniques allowing greater coverage should be considered within resource constraints.

In total, during 2016, the cost of monitoring of grazing impacts by all consultants was £3,992, a reduction in expenditure of 64% from 2015, reflecting a significantly reduced monitoring effort in response to budget cuts.

Recommendation(s)

Members are asked to:

- note the observations of this 5th Grazing Audit;
- approve the change from an annual reporting cycle to a longer review period to allow the Superintendent to commission further reports from the Independent Assessor as appropriate, unless otherwise directed by your Committee.

Main Report

Background

1. The appointment of an Independent Grazing Assessor was approved in July 2010 (EFCC Report SEF 21/10) to give an objective overview of the impacts of grazing

on the Forest habitats, provide additional scientific advice and to review the monitoring programme. The Assessor's previous four reports were received by Committee in November 2012, November 2013, January 2015 and January 2016. The requirement for this 5th audit report based on a single, shorter visit during summer 2016 was approved by Committee in January 2016.

Current Position – 5th grazing audit report (see Appendix 1)

2. This report summarizes the main points of the 5th Audit Report based on one visit between 5th – 6th July by the Independent Assessor, Dr Peter Dennis, Reader at Aberystwyth University and Secretary of The Royal Society's *UK Biodiversity Science Committee (UK BSC)*. His full 5th Audit report can be found at Appendix 1.
3. **Cattle numbers:** the combined total number of cattle, in the two herds (Red Poll and English Longhorn), averaged 137 animals across the Forest and Buffer Lands during 2016. All Buffer Land grassland sites requiring grazing at Copped Hall and Warlies Estates were grazed. On the Forest itself, four key sites were grazed this year by 53 cows.
4. The largest Forest site (120ha) covered Fairmead and Bury Wood where up to a maximum of 28 Red Polls grazed extensively throughout the summer in the area encircled by the combination of invisible and wooden fencing. This was the main focus of the 5th Audit Report.
5. At the other main invisible-fenced site eight Longhorns grazed Chingford Plain. In addition, there were seven Longhorns present from August to October at the important heathland of Long Running and 10 Longhorns at Fernhills during September and October. Full details can be found in Table 1 of the report at Appendix 1.
6. Two sites, Warren Wood Slope and Deershelter Plain, where grazing was planned, were not completed this year due to problems with the grazing contract. Warren Wood Slope was mown instead. No new grazing sites were managed with cattle this year but preparations, including the provision of water connections and/or fencing infrastructure (invisible or standard stock fencing), were completed in preparation for 2017 at Trueloves (Forest Compartment 17), Forest Compartment 9 (Big View/Sunshine Plain N) and Yates' Meadow (Forest Compartment 25).
7. **The 5th Audit Report** concluded that:
 - the roll-out of grazing across many compartments over the last two years was a significant step forward;
 - the number of cattle so far remained insufficient to graze the vegetation's annual productivity and the succession of woody plants in open habitats;
 - a number of recommended actions during the 2015 and 2016 audits, to encourage extensive grazing and the wide movements of cattle, had already been instigated with some success, including the new water supplies;

- vegetation monitoring, particularly of important or scarce species, should be expanded and unmanned aerial vehicles (“drones”) surveys could be one new method to ensure greater coverage;
 - long-term naturalistic grazing will be better achieved through cattle that have the full range of Forest vegetation types included in their diets from a young age and other grazers, such as wild deer populations, need to be part of the picture to ensure retaining the complexity of structure.
8. **Student projects:** no further student projects were put forward this year but the projects from 2015 yielded two interesting reports, one from the Aberystwyth BSc (Honours) project supervised by Dr. Dennis (Broom 2016) and another supervised by Cranfield University as part of the European-wide *AgForward* Project (Lopez 2015).
 9. **GPS monitoring:** a new GPS provider was used this year to try to improve the reliability of the system. There were improvements and GPS position records (or “heat maps”) covered more animals and more time intervals. One of the detailed “heat maps” is illustrated in the 5th Audit Report. However, some issues remain with a number of GPS units malfunctioning during the year. These are currently being checked by the manufacturer so as to provide a solution for 2017.
 10. **Invisible Fencing (IF) project:** considerable interest continues to be shown in the project and Natural England Land Management Advisers have visited the Forest for an induction into the system.
 11. In addition, a rival system to *Boviguard* IF has been developed by Surrey Wildlife Trust (SWT) and is currently being tested at several sites including at Burnham Beeches and Epping Forest. This promises to have some advantages and yet it can be used on the same loops that have already been installed on the Forest.
 12. The Department of Environment, Food & Rural Affairs (Defra) has taken a close interest in the project as it is considering IF for grant-aid as part of the new Countryside Stewardship. In response to this SWT officers proposed that IF guidelines for land managers would be needed. As a result, your officers at Burnham ~Beeches and Epping Forest have worked with SWT to produce a national User’s Guide, a draft of which has been put before Defra and the Chief Veterinary Officer this autumn.
 13. Finally, SWT and City of London officers will be participating in the preparation of a video question and answer session on IF at the Landscape Institute in December. The video is then likely to be posted on the internet to provide information to those interesting in using IF on their land in the future.

Options

14. The fieldwork in the rolling 5-year monitoring programme will continue to be reviewed annually within cost and time constraints. The auditor considers the monitoring programme to be satisfactory. Therefore, it is intended to continue with its main elements, including an annual census of the orchid population at Long Running and vegetation monitoring with quadrats. An expanded programme of fixed point photography will be considered if further assistance can be obtained through volunteers or internships in the future.

15. As in the last few years, additional assistance will be required from specialist consultants, although any work will be reviewed in the light of current budget reductions. The costs for this will be reviewed with the aim of keeping budget within a £6,000 total in 2017 and, thereby, achieving a greater than 45% reduction in spending compared with the base year of 2015 (see *Financial Implications* section below).
16. After 5 years of the grazing audit the early grazing programme impacts have now been assessed in some detail. Longer term impacts on vegetation and the wood-pasture structure, as the Longhorn herd expands, could be audited adequately using longer intervals between the Independent Assessor's visits. This would be a pragmatic approach given the constraints on budgets.
17. Options for recording GPS positions of cattle are being reviewed in the light of results from the current supplier's examination of the faulty GPS units. It is hoped to have more of the units up and running in 2017 and thereby achieve greater coverage, with at least 30 cows in two sites. These GPS data will be used to build up "heat maps" for future grazing impact assessments and vegetation change analysis which will form the basis of MSc student projects.
18. Finally, the new invisible fencing (IF) system pioneered by SWT may offer a useful addition or alternative to *Boviguard*, subject to the outcome of any appropriate procurement exercise. It should allow the larger areas (with larger IF loops) to be grazed sooner, provide some back-up and may in the long-term reduce costs. In addition, the additional fencing and water supplies installed in 2016 should allow grazing over new sites and extended areas in 2017.

Proposals

19. Working within the resources outlined above, it is proposed to continue with the existing grassland quadrats, wood-pasture transects and the orchid monitoring. Recording by fixed-point photography by staff and volunteers will be reviewed and expanded at certain sites where possible.
20. Following this 5th Report it is further proposed that the annual cycle of assessments is amended to the commissioning of reports at intervals covering longer review periods. Review periods would be determined by the Superintendent, unless otherwise directed by your Committee, to ensure that any significant changes to the grazing regime, to external grant-aid requirements or to important flora and fauna monitoring indicators, were examined by the Independent Assessor at an appropriate time.

Implications

21. **Corporate & Strategic Implications:** the options and proposals in this report meet the *City Together* Strategy by contributing to "a world class City that promotes and enhances our environment". In relation to the Open Spaces Department's Business Plan Improvement Objectives this report fulfills the objective to "promote sustainability, biodiversity and heritage".
22. **Legal Implications:** there are no legal implications.
23. **Property implications:** there are no property implications.

24. **Financial Implications:** this year's (2016's) vegetation monitoring work and independent grazing assessment costs amounted in total to £3,992, not including staff costs/time. This monitoring work is important for assessing the Favourable Condition of the Site of Special Scientific Interest (SSSI) habitats.
25. The work included £2,440 for the independent assessment visit and report, a 32% reduction in costs compared with 2015 because of a shorter duration visit. No vegetation transect surveys were carried out this year as this work was cut due to the need for savings. These transects will be repeated but on a longer cycle. The continuation of the annual Heath Spotted Orchid census and analysis cost £1,482 (an 18% reduction in costs from 2015). Other work was carried out by Conservation staff and volunteers.
26. The future costs of any monitoring work and the grazing assessor's time would continue to be funded from local risk budgets. It is proposed that there will be no audit next year and that monitoring would be confined to the orchid census so that costs would be kept within a further reduced budget of no more than £6,000.
27. **HR Implications:** any monitoring volunteers would be recruited through the current volunteer scheme and induction process.

Conclusions

28. Cattle numbers on the Forest remained insufficient during 2016 to achieve the necessary level of grazing. Nonetheless, the Independent Grazing Assessor considered that the range of sites grazed over the last two years has been promising expansion of the grazing project. Further he considers the monitoring to be satisfactory. Future grazing audits could be carried out over a longer review period now that grazing has been established and while the Longhorn herd grows in size.

Appendices

- **Appendix 1** – Independent Grazing Assessor's 5th Audit Report on status of cattle grazing and associated habitat monitoring across Epping Forest by Dr Peter Dennis, University of Aberystwyth, 13th October 2016.

Background Papers:

- *Epping Forest Grazing Strategy 2006 (updated for Branching Out Project in 2008)*
- *SEF 25/07 EF&C Committee report on: the 2nd Public Consultation on Grazing*
- *SEF 21/10 EF&C Committee report: Ecological Monitoring for Grazing*
- *SEF 35/12 EF&C Committee report of 5th November 2012: Epping Forest Grazing Monitoring Audit 2012*
- *SEF 33/13 EF&C Committee report of 13th November 2013: Epping Forest Grazing Monitoring Audit 2013*
- *SEF 05/15 EF&C Committee report of 9th January 2015: Epping Forest Grazing Monitoring Audit 2014*
- *SEF 05/16 EF&C Committee report of 25th January 2016: Epping Forest Grazing Monitoring Audit 2015*

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Grazing assessor's report on status of cattle grazing and associated habitat monitoring across Epping Forest



Plate 1. Red Poll cattle, fitted with *Boviguard* collars, grazing in Whitehall Plain, Epping Forest (© P. Dennis)

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13 October 2016

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1. Introduction

This is the fifth report by the Independent Grazing Assessor for the Conservators of Epping Forest. This follows a fact-finding visit to Epping Forest on 5-6 July 2016, and one day allocated to prepare a short report that focused on a review of the build-up of the cattle herd and developments in the management to realise truly extensive grazing and wood-pasture restoration. The visit concentrated on the 120 ha of the Fairmead large loop composed of the Whitehouse and Fairmead loop (north), Pear-tree and Fairmead loop (middle) as well as a visit to the Chingford and Bury Wood (south) loop . Within these areas, particular attention was paid to:

- Consideration of the current foraging patterns of the cattle within the Fairmead/ Almshouse/ Bury Wood area, as indicated by heat maps derived from records of cattle locations recorded by Geo-Positioning Satellite collars.
- A field assessment of the extent of grazing and vegetation consumed in the areas where cattle appeared to spend most time.
- A general assessment of the condition of the vegetation in different habitats and particular plant species that may be especially sensitive to grazing in relation to the current and projected herd size for summer grazing, 2016.
- Proposed measures to encourage cattle to increase their foraging from the open meadows and rides into the currently, sparsely vegetated wood pasture areas characterised by dappled shade.
- To review the effectiveness of the ecological monitoring programme set up to measure the effect of the increased cattle grazing.

2. Assessment of cattle grazing across the Fairmead large loop

The Whitehouse Plain, Almshouse Plain, Pear-tree Plain and Fairmead area had reverted to a single, ‘extensive’ grazed area of 120 ha with the use of northern and southern invisible-fenced loops laid out in linear formation to enclose the Red poll cattle. The total number of

2.5 year-old cattle stocked was 10 from 6 June, increased to 20 cattle in mid-June. The target for later in the summer was 35 cattle which translated to a stocking density of ca. 0.23 Grazing Livestock Units (GLU) ha⁻¹, an underestimate since large tracts of the enclosed compartment had little vegetation of suitable nutritional value as forage for cattle. This target of 35 was not reached with a maximum of only 28 during the autumn. Two additional 'extensive' grazed areas were anticipated to be ready by 2017 at Chingford (60 ha) and Big View (60 ha).

The target number of 35 cattle for the Fairmead large loop was reasonable but the slow build up in cattle numbers towards this total, observed at the time of the assessment visit, was inadequate and had not consumed the prolific vegetation growth through spring and early summer 2016. The final total of 28 cattle achieved after the assessment visit is likely to have ensured this remained the case throughout 2016. The consequence for Fairmead Bottom was minimal because a high stocking density of cattle had been fenced into this small compartment during 2015, whilst technical difficulties with the invisible fencing were resolved elsewhere. Also, there had since been chemical control of the bracken patches that had previously expanded into the meadow with apparent, effective clearance.

Elsewhere, cattle moved and foraged preferentially in the meadow and broader, illuminated rides (Plates 1: cover image and Fig. 1: heat map). Large areas of closed and more densely shaded woodland were not frequently accessed, and where access was apparent, this was most often only for rumination and shelter from flies during the day, rather than for grazing or browsing. There was little incentive to enter such areas for forage whilst open areas were under-stocked. There was clearly an effect of visual barriers, as described in the previous report (Dennis, 2015), represented by secondary woodland or dense thorn, bramble, aspen, willow or tall herbs that fringed the main areas of veteran trees and pollards or edges of rides. This was illustrated at the southwest corner of Whitehouse Plain (Catacombs' Corner) because cattle did not appear to cross the short, narrow gap composed of closed woodland through to Almshouse Plain, despite the additional incentive of a water trough a short distance to the south. Instead, access for drinking appeared to be exclusively via a return around the eastern fringe of North Long Hills and west along Almshouse Plain. At such a low stocking density, the damp grassland and marsh areas were also largely avoided by the Redpoll cattle. Expansion of Jointed Rush (*Juncus articulatus*) was observed on Fairmead opposite Lincoln's Lane (night camp or daytime use at a busy public access point?).



Plate 2. Foraging activity of Red poll cattle in the Fairmead and Bury Wood compartment during summer 2016. Cattle ingress to tall herb fen encouraged by mechanically topped line through Marsh thistle (*Cirsium palustris*) canopy at Palmer's Bridge, Fairmead (top left), and encouragement into illuminated woodland by targeted wood pasture restoration (top right). Effective trampling and grazing effects on perennial tussock grasses in open meadow of Fairmead Bottom (bottom left) but undesirable consumption of Hemlock water dropwort (*Oenanthe crocata*) flowers of ditch banks at Palmer's Bridge (bottom right). Photo credits: top photos © John Phillips, bottom photos © Peter Dennis.

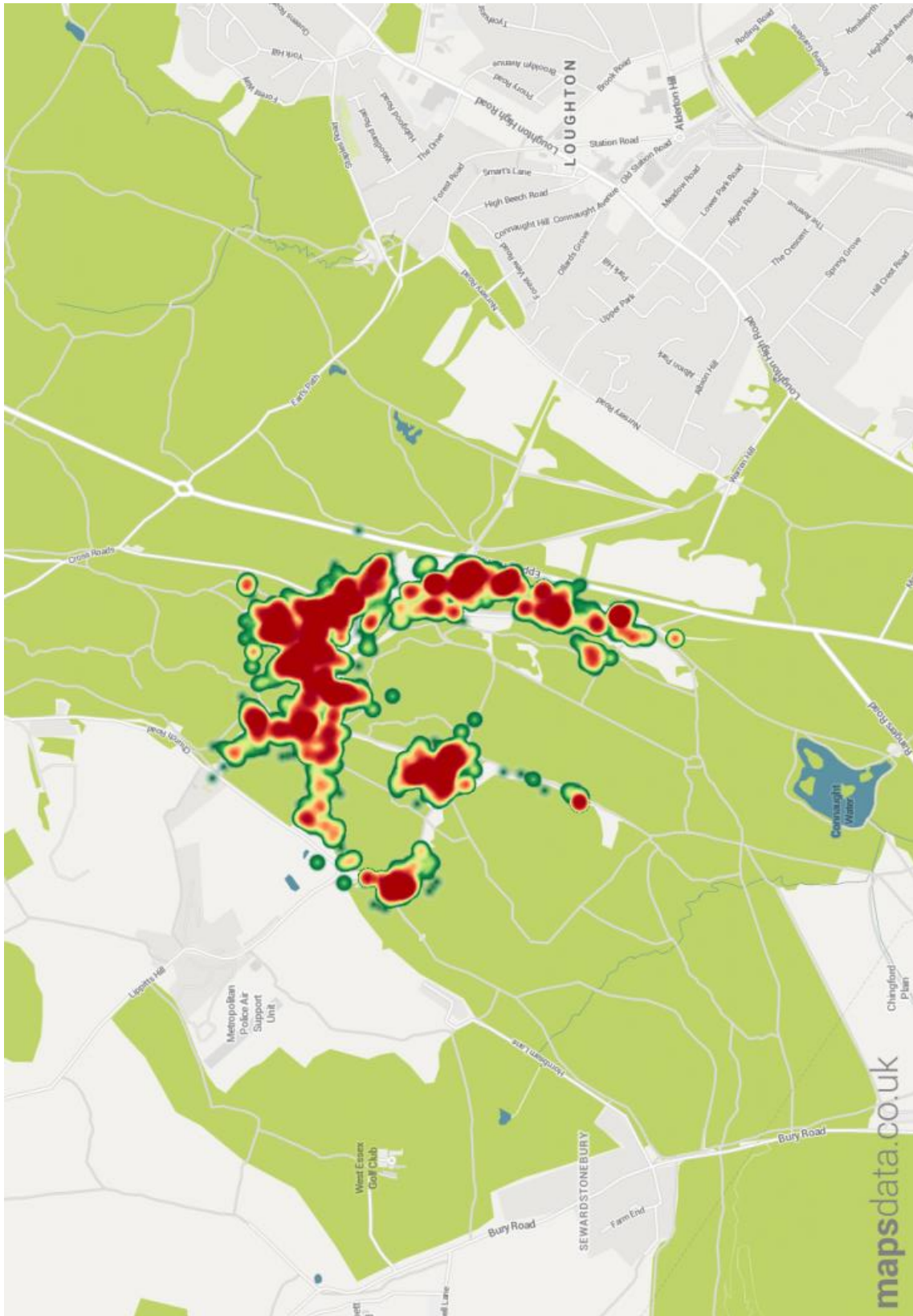


Figure 1. Heat map of cattle locations within Fairmead, Epping Forest, 14-15 June 2016 derived from co-ordinates recorded by GPS collars attached to four Red poll cattle (Base map sourced from www.mapsdata.co.uk; data provided by John Phillips, Conservators of Epping Forest).

3. Cattle density in management compartments

Cattle have been successfully introduced to the major compartment in the southern part of Epping Forest, now that the major technical limit of the *Boviguard* invisible fence has been adapted to the terrain. It was evident from the large Fairmead and Bury Wood compartment visited during July that there was potential, not yet realised, to achieve the three functions of conservation grazing:

1. Consumption of the biomass of annual vegetation productivity.
2. Selection of competitive and abundant plant species to sustain less competitive species of greater conservation value.
3. Halt ecological succession to perennial herbs, thorny vines, shrub and trees (especially Willow (*Salix* spp.), Aspen (*Populus tremulus*) and Birch (*Betula pendula*) in wetland, grassland and heath.

The build-up in numbers to 20 Red poll cattle by June and 28 cattle for the rest of the summer in the Fairmead and Bury Wood compartment, albeit modest stocking densities, demonstrated evidence that these cattle were foraging a variety of vegetation types across the mosaic (Plate 2). The number of cattle available remained insufficient to graze across this and other invisible-fenced compartments at a density to 'harvest' the annual productivity of the vegetation but grazing was achieved across several compartments (Table 1). Nonetheless, there were frequent instances of grazing, browsing and trampling effects on, for example, perennial tussock-forming grasses (Plate 2, bottom left), marsh thistle and willow (e.g., browsed either side of ride at Suntrap Plain).

Ecological succession has not halted because of under-grazing of recent years associated with technical factors that delayed the onset of an appropriate stocking density of cattle. The extent and effectiveness of the invisible-fenced compartments, the fit of the *Boviguard* collars to the smaller sized necks of Red poll cattle and effectiveness of the GPS units for tracking cattle movements have all been resolved. The delay to the onset of grazing has led to further increases in species such as Purple moor grass (*Molinia caerulea*), Tufted hair grass (*Deschampsia caespitosa*), Marsh thistle (*Cirsium pallustris*) and Willow in wetter areas, and of Bramble (*Rubus fruticosus*), Dog rose or Briar (*Rosa canina*), Hawthorn (*Crataegus monogyna*) and Blackthorn (*Prunus spinosa*), Bracken (*Pteridium aquilinum*) and Birch in the drier habitats (as reported in Dennis, 2015). Resurvey of the eight transects across significant transitions in Epping Forest in 2015, compared with the data from the initial survey of 2013, corroborated the more widespread field observations and recorded significant increases in Bramble (5 of 8 transects), Bracken (2 of 8 transects), Birch (1 of 8 transects) and an overall increase in vegetation height in 5 of the 8 transects (Bealey, 2016). In those particular sites, vegetation changes were considered to confirm that mechanical management had inhibited regeneration of shrub and perennial grasses in the areas of wood pasture but that a ground flora of greater nature conservation value would be achieved by targeted grazing (Bealey, 2016).

The build-up of the cattle herd although delayed is now back on track and is increasing to satisfy the future requirements for adequate stocking density in each compartment. In the short term, there will be a continued requirement for mechanical interventions to control the spread of the plant species listed above. During the period of build-up of cattle

numbers, mechanical topping and brush clearance, manual clearance of Birch and the chemical control of Bracken will be required to complement the cattle grazing. Regular, annual grazing should then extend the intervals before expensive mechanical interventions are required, especially if grazing in spring is feasible at sites with prolific Bramble and Briar.

Table 1. Cattle numbers stocked on significant compartments of Epping Forest in 2016 (information provided by John Phillips).

Compartment	Cattle number	Period
Fairmead and Bury wood	28	6th June - present
Long Running	7	3rd August - present
Chingford Plain	8	15th August - present
Fernhills	10	8th September – present
Sunshine Plain	0	Significantly grazed in 2015

4. Measures to encourage widespread, ‘natural’ grazing patterns within compartments

Several push and pull factors were discussed during 2015 (Dennis, 2015) and again in July 2016 to encourage cattle to forage across more of the vegetation types within the larger compartments, especially within the wood pasture restoration areas. Tall herbs, e.g., Marsh thistle (Plate 2, top left) and Jointed rush (Plate 3, top left) form a transition zone to the woodland edge which is not readily accessed by cattle. Recent action to initially, deploy a topper to mow a pathway to the woodland edge where such thicket had formed, for instance through Marsh thistle of overgrown wet meadow from Palmer’s Bridge to Bury Wood edge (Plate 2, top left), was partially successful. Cattle were attracted to the woodland margin but no further due to the darkness under the closed canopy (e.g., Plate 3, bottom left). The veil of secondary growth at the Bury Wood transition was recently, partially cleared and the woodland opened up under wood pasture restoration management which encouraged ingress of cattle into the woodland (Plate 2, top right).

The wet meadow must not be entirely cleared and significant Willow cover must be retained because Purple Emperor butterfly (*Apatura iris*) requires such trees as territorial markers within this habitat. Pollarding and halo clearance of secondary tree growth (Plate 3, bottom right) is proposed in a funnel profile to encourage further movement of the cattle into the currently shaded and less vegetated woodland towards the illuminated wood pasture of Cuckoo Pits (Plate 3, top right). This site was last thinned in the 1990s to grade the woodland into meadow and the strategy of the current work, to map the glades and identify potential sites where additional thinning will generate ‘stepping stones’ to improve connections for cattle movement is to be commended. Opening up of Beech (*Fagus sylvaticus*) and Common oak (*Quercus robur*) in North Long Hills may attract cattle to extend their foraging from Almshouse Plain.

The impediment to cattle movement of physical and visual obstacles represented by overgrown interfaces between meadow, fen and woodland (e.g., Chingford Plain to Bury

Wood, Whitehouse Plain-Fairmead, Pear-tree Plain-Fairmead) was discussed above. The same effect applies to interfaces from rides into woodland where secondary regeneration and vegetation growth creates a veil, e.g., Suntrap Plain where there is grazing either side of the ride but limited penetration of grazing into adjacent woodland. Such rides can be widened to produce a more convoluted boundary and a soft transition from grass-herb fringe to shrub into woodland in order to increase illumination and encourage cattle both along them and into the woodland either side. Rides with a ditch associated with the fringe of tall herbs and woody growth require culverts for cattle to cross in addition to clearing to remove the visual barrier.



Plate 3. Partially trampled and grazed Jointed rush (*Juncus articulatus*) of increased extent at Whitehouse Plain (top left), illuminated glade with ground flora suitable for cattle grazing at Cuckoo Pits (top right), visual barriers to cattle foraging into Bury Wood (bottom left) to reach restored, illuminated wood pasture, suitable for cattle grazing (bottom right). Photo credit: © Peter Dennis.

A revival of the English Longhorn herd will provide cattle more suitable than the Red Poll breed for grazing the range of coarser and less nutritious vegetation available as forage in the large compartments, and essential to achieve extensive grazing. The larger body weight, energy intake demand and lower selectivity of English Longhorns makes them better suited to this role as a free-ranging herd. To illustrate this point, haloed glades of North Long Hills were used by English Longhorn cattle in the 2000s but Red Poll cattle have not yet crossed through and foraged in this area.

A new water supply and drinking trough at Catacombs' Corner may encourage cattle movement between Whitehouse Plain and Almshouse Plain. The water pipe has been installed but Thames Water have not yet connected the supply (J. Phillips, pers. comm.). Further connections are proposed to supply water and provide drinking locations as pull

factors in Fernhills and Chingford, and to enable grazing of Yate’s Meadow, where there is currently no suitable water supply.

Forthcoming trials of *Dog fence* as an alternative to *Boviguard* may enable the creation of larger loops and therefore bigger compartments from 2018. Naturalistic grazing across a substantial mosaic of wood pasture, broadened rides, open meadow and wetland will be better achieved with the larger compartments. The location of a small loop of *Dog fence* at Sunshine Plain as a test site for the system will also enable targeted grazing to reduce Purple moor grass foliage to sustain the increased density and vigorous growth of the Cross-leaved heath (*Erica tetralix*), Heather (*Calluna vulgaris*) and Cotton sedge (*Eriophorum vaginatum*).

There is also a short-term need to target recently haloed clearings of closed woodland with small, Invisible-fenced enclosures to encourage cattle grazing for short periods. This may be compatible with acclimation of the rumen microflora to novel forage such as Hornbeam (*Carpinus betulus*) leaves, Bramble and poorer quality grasses, e.g., Creeping soft grass (*Holcus mollis*). Bales of hay from open meadows may also serve to inoculate such areas with meadow grasses to achieve a higher nutritional value in future which may serve as an incentive for cattle to forage these areas in the context of the free-grazing in the whole compartment. It may be possible to extend this approach to calves, since access to novel forage is required early in life to avoid aversions in diet (re: Section 5).

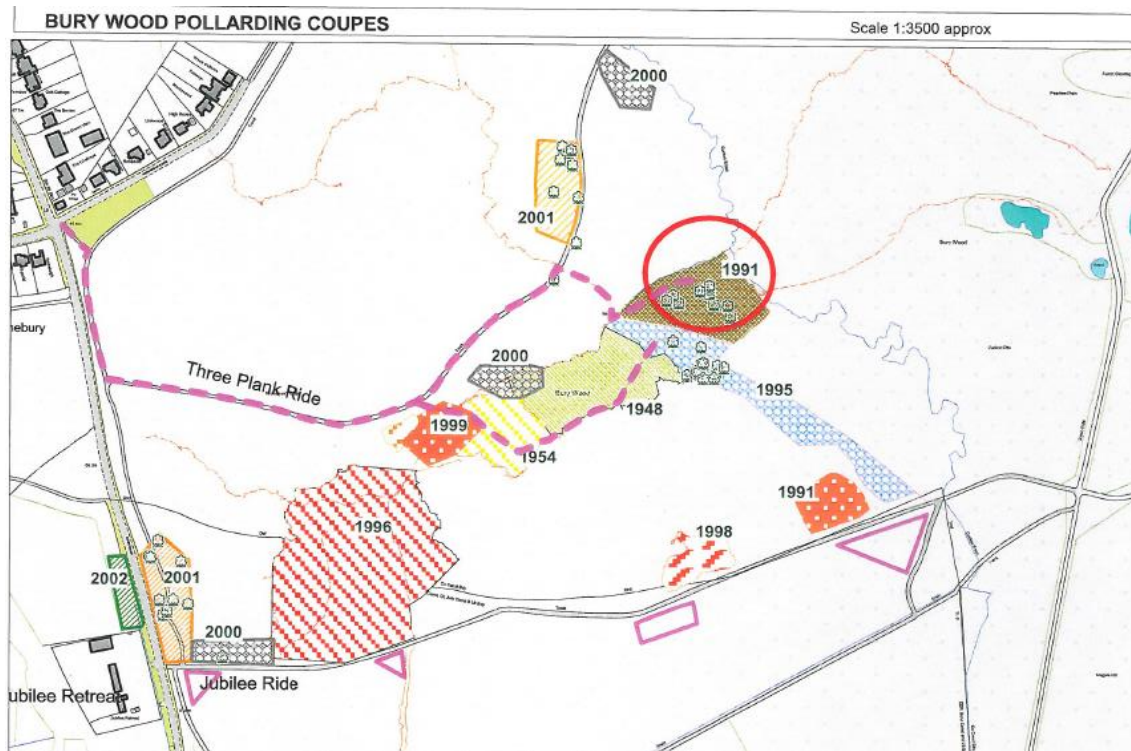


Figure 2. Successive pollarding coupes in Bury Wood, Epping Forest (Base map reproduced from the Ordnance Survey map of the City of London with the permission of The Controller of HMSO: Crown Copyright; overlaid polygons and labels: © City of London- produced by Open Spaces Department, Epping Forest).

The alignment of wood pasture restoration management (pollarding, crown reduction and haloing of secondary tree regeneration around veteran trees and pollards; e.g., Bury Wood, Fig. 2) with the build-up of cattle numbers in targeted compartments is desirable. Pollarding is expensive and has operated on a 30-year cycle for Hornbeam although this is being shortened to a 15- 20yr cycle (Fig. 2). However, a focus on halo work around pollards within the 60-80 ha invisible-fenced loop of the Chingford/ Bury Wood (south) compartment, is a cost effective strategy to increase illumination of the woodland floor, protect the ancient oak pollards and achieve extensive grazing within the wood pasture, in accordance with the Higher Level Stewardship agreement (Fig. 3). This can target discrete areas to create 'stepping stones' or 'funnels' of illuminated woodland across the current closed and shaded woodland, recognised to impede the free movement of cattle and facilitate cattle movement throughout a compartment.

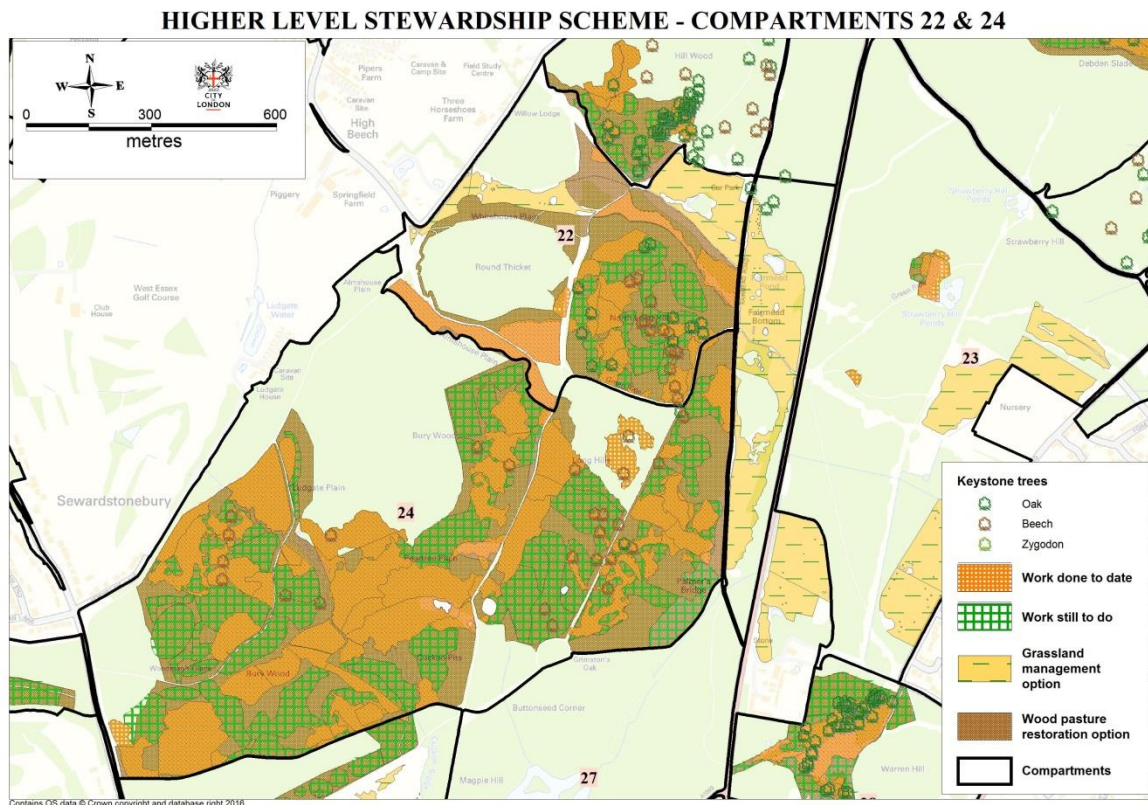


Figure 3. Wood pasture restoration areas of Fairmead/ Whitehouse Plain/ Peartree Plain/ Almshouse Plain/ Chingford and Bury Wood, Epping Forest managed under Environmental Stewardship - Higher Level Scheme (Base map reproduced from the Ordnance Survey map of the City of London with the permission of The Controller of HMSO: Crown Copyright; overlaid polygons and labels: © City of London- produced by Open Spaces Department, Epping Forest).

5. Limitations of management of the woodland ecosystem with one herbivore species

There are limits to the capability of one herbivore species to manage complex vegetation such as associated with wood pasture. The measures proposed and currently under implementation are significant advances but scientific research provides two further

options to achieve naturalistic grazing more widely across the large management compartments.

Neurological or physiological constraints, perhaps including the composition of the rumen microflora in ruminant herbivores, can strongly influence whether novel plant species are included in their diet (Burritt & Provenza, 1997; Villalba *et al.*, 2012). Experience of novel plants during early life can avoid such neophobia and alter dietary choice in later life when exposed to novel environments (Burritt & Provenza, 1997). Experience of such plant species from weaning can also “develop the motor skills necessary to harvest and ingest (novel) forages” (Provenza & Balph, 1988). This research was conducted on sheep as a ‘model’ species but the authors assert that the results are equally applicable to other ruminants, including cattle. Adult herbivores do not learn to consume novel forage species and, therefore, forage less efficiently across the available plant species in a novel environment (Provenza & Balph, 1988; Catanese *et al.*, 2015).

This extends to the development of aversions to undesirable plants, for example, Hemlock Water-dropwort (*Oenanthe crocata*) associated with water margins across Epping Forest. Hemlock Water-dropwort flowers were systematically grazed by Red Poll cattle at Palmer’s Bridge glade pond fringe and ditch banks in July 2016 (Plate bottom right). The leaf, stem and rhizomes contain the toxin oenanthotoxin, a GABA antagonist which is lethal at 0.58 mg per kg bodyweight. The cattle appeared unaffected but the risk of poisoning of naïve cattle remains significant, especially if the highly toxic roots are exposed by trampling or ditch clearance. The results of the research implied that a system of grazing and cattle management where calves are weaned in the wood pasture areas, with exposure to the range of plant species accessible to forage, will lead to increased energy conversion and motivation to graze in these areas of Epping Forest (Catanese *et al.*, 2012). Alternatively, tree and shrub forage can be fed to the cattle during calving, lactation and weaning (Launchbaugh *et al.*, 1997).

The impacts of different functional groups of herbivores, founded on new research of relatively intact African savanna, clearly demonstrates the essential contribution of various larger and smaller browsers in addition to grazers to diminish thorny shrub and to maintain structural diversity in the vegetation (Hempson *et al.*, 2015a; Fynn *et al.*, 2016). Where grazing only by domesticated livestock has replaced the activity of native antelope and grazers, savanna vegetation has been much simplified and polarised into dense shrub and open grassland (Gill, 2015), including grazing lawns (Hempson *et al.*, 2015b). A total of 92 wild herbivores were classified into herbivore functional types according to measurable traits (Hempson *et al.*, 2015a). It is from an understanding of the interactions of such functional types with complex vegetation (architecturally and in plant species diversity) that an appreciation emerges that one species of one functional type cannot maintain the plant species diversity and vegetation patchiness required by the wider diversity of other wildlife (Gill, 2015). The implication for Epping Forest would be to increase the populations of different sized wild deer, where browsing would further reduce the reliance on intermittent mechanical intervention to compensate the deficiencies of cattle only grazing.

6. Monitoring of vegetation change

The various vegetation monitoring grids set up before the reintroduction of cattle grazing remain essential to monitor local changes of specific vegetation. The data collected in years before the onset of grazing provide an important benchmark for comparison. The mapping of individual plants of targeted species of higher nature conservation concern is another valuable method to provide an early indication where cattle grazing facilitates or imposes adverse effects on species, e.g., Lousewort (*Pedicularis sylvatica*). This approach could be expanded to other species of concern but the field mapping replaced with aerial photographs, taken by drone (Unmanned Aerial Vehicle) when the plants are in flower and easily identified on such images, e.g., to assess cattle access to and impact on Meadow Cranesbill (*Geranium pratense*) in the recently opened and grazed wet meadow of Palmer's Bridge, Greater Birds-foot Trefoil (*Lotus pedunculatus*) and Petty Whin (*Genista anglica*) associated with the Lousewort on Almshouse Plain and Lesser Spearwort (*Ranunculus flammula*) which is vulnerable to cattle trampling where ditches cross frequently used rides, e.g., Palmer's Bridge to Fairmead Bottom. The resurvey, albeit at reduced frequency, of the eight transects set out across identified transition zones in several compartments also provides a measure of more general change in vegetation height and species composition which can inform decision-making on the setting of stocking densities or intervention with mechanical operations.

7. Update on student projects

Two student projects began in 2015 (Dennis, 2015). Alexandra Broom had to pursue an alternative project as a contingency due to the lack of access to GPS location data for cattle in Fairmead and Chingford to realise the original investigation. Instead, she surveyed plant species browsed by cattle in the heath compartments which experienced varied intensities of cattle grazing during 2015. The dissertation was completed and submitted in May 2016 (Broom, 2016). Glenn Mulleady, the Forest Keeper on a distance-learning MSc Livestock Production course at Aberystwyth University, deferred the investigation of the nutritional value of vegetation after varied periods of grazing because of the further delays in the onset of proposed grazing, especially within the Chingford compartment. Glenn is currently considering an alternative Masters project.

8. Summing up

The layout of the grazing compartments across Epping Forest has now been adapted to address the technical limitations of the invisible fencing system. The factors leading to a delay in the build-up of the cattle herd have been largely overcome. In combination, it was pleasing to witness a substantial roll-out of grazing across many of the compartments. The cattle numbers remain insufficient to tackle the vegetation productivity and progress of ecological succession, expressed as increases in perennial tussock grasses, Bracken, Bramble, Briar, Hawthorn, Willow, Aspen and Birch. These plant species have established in the interim and cattle alone will not achieve the desired reduction in extent from the period of under-grazing. During the transition to widespread cattle grazing at higher stocking densities, secondary succession to shrub and young trees will not be effectively consumed by cattle alone, so mechanical cutting or manual pulling of Birch (in heath sites), topping of Tufted Hair-grass (*Deschampsia cespitosa*; Chingford), Creeping Soft-grass,

Bracken and Jointed Rush (Fairmead). The actions to initially, manually and mechanically clear woodland edges and wood pasture sections of compartments where thicket has formed, will encourage ingress of cattle (e.g., within Bury Wood). The instigation of actions to encourage movement of cattle into shaded and less vegetated areas in each compartment have been enacted with initial reports of partial success. Both the provision of water and supplementary feed in an increasingly illuminated series of pasture woodland patches, should encourage the natural grazing patterns by cattle anticipated to achieve extensive grazing and true wood-pasture restoration for desirable nature conservation outcomes across Epping Forest.

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Committee(s)	Dated:
Epping Forest and Commons	21 November 2016
Subject: Proposed response to Sudden Oak Death “Ramorum” outbreak at The Warren Plantation, Epping Forest (SEF 51//16)	Public
Report of: Superintendent of Epping Forest	For Action
Report author: Dr Jeremy Dagley – Head of Conservation, Epping Forest	

Summary

Sudden Oak Death, *Phytophthora ramorum*, or more appropriately “Ramorum disease”, has been discovered this year at The Warren Plantation following eight years of monitoring at Epping Forest. This discovery was somewhat unexpected given that the nearest known locality was at least 50km away and the main outbreak has been in the western third of the UK. This disease is spread by several host shrubs and trees with the best known and most widespread being Rhododendron. The most prolific infective host species is larch. Both of these species are present within Epping Forest at The Warren Plantation near the M25.

The disease has been found in 3 Rhododendron shrubs at The Warren Plantation and a Statutory Plant Health Notice has been issued requiring their immediate removal and the removal of surrounding bushes. This was implemented in early November. This report sets out the future concerns about the control of the disease’s spread and the main options available to The Conservators. The option for complete removal of the two best-known, non-native infective host species, namely larch and Rhododendron, from all Forest and Buffer Land sites is recommended.

Recommendation(s)

Members are asked to:

- note the requirements of the Statutory Plant Health Notice and the subsequent management actions taken;
- approve the felling and removal of all larch plantings from the Buffer Lands Estate with The Warren Plantation trees as top priority within this Financial Year;
- approve the clearance of Rhododendron from *all* sites across the Forest as soon as practicable, with priority given to those closest to ancient Beech populations.

Main Report

Background

1. This disease was first found in England in 2002 in Cornwall. It is related to Potato Blight. *Phytophthora ramorum* is not a fungus but is in a completely separate group more closely allied to plants. However, it does spread by spores in water and damp air. It affects ornamental garden shrubs such as *Viburnum* and *Rhododendron* which can act as hosts and spread the disease. Although it affects oak species in the USA it does not affect oaks in the UK. Instead it seems to affect several other broad-leaved species and a growing list of coniferous hosts.
2. Of greatest concern for Epping Forest, it is known to cause disease and death in mature Beech trees. Beech is a terminal host for the disease which means that the species is not an infective agent in the spread of the disease. So, rather than refer to it as Sudden Oak Death, or SOD, the term "Ramorum Disease" seems to be a more appropriate name for the UK and it is the one adopted here.
3. As Epping Forest is amongst the most important sites for Beech conservation in Europe this disease poses a significant threat to the continuity of ancient tree cover and to the site's condition (see **Appendix 2**). As a consequence we have been monitoring for this disease over a long period, with a state of heightened vigilance given the recent rapid spread of other tree diseases and pests, including Ash Dieback.
4. Each year since 2009 a painstaking Forest-wide survey has been conducted by the Biodiversity Officer, monitoring for tree diseases in general and, in particular, "Ramorum Disease" or SOD. As *Rhododendron* has been identified as a key host, and is present across the Forest, this has been the focus of this monitoring work. This has involved checking the eight main localities where Rhododendrons are found; work that takes a minimum of five days each year.
5. However, the hosts with the most potential to spread the disease widely are species of larch and their hybrids. These have been identified as being key to the spread of Ramorum disease in the UK by the Forestry Commission (FC) because the organism sporulates in vast quantities from the tops of these trees from where spores can then travel many kilometres. As a result, thousands of acres of larch have been felled by the FC across Wales, northern England and Scotland during the last 8 years or so.
6. Larches are not native Epping Forest trees but they have been planted in numbers within the historic Copped Hall Estate, mainly in that part now incorporated into the Forest at The Warren Plantation. As a result, the larch plantations at this site have also been carefully scrutinised for symptoms of the disease over recent years.

Current Position

7. In September 2016 at The Warren Plantation next to the M25, the Biodiversity Officer, discovered two localities where there seemed to be recently infected *Rhododendron* bushes. This discovery is in an area of the UK of lowest concern and at least 50km from the nearest infected site and so the finding was somewhat unexpected. By early October Forestry Commission (FC) scientists had confirmed its presence in three bushes through DNA tests. However, the other seven *Rhododendron* sites that the Biodiversity Officer has checked have not shown any indications of infection.
8. The larch plantations at The Warren Plantation were also carefully checked and DNA laboratory tests were carried out by FC from samples from a felled tree. Although showing signs of having been affected by the dry summer conditions this year, the larch tests returned in early October showed no infections with Ramorum disease.
9. The FC scientists will be returning to conduct a further survey guided by CoL officers to examine other tree species in the vicinity of the larch plantations and *Rhododendrons*.
10. Following the FC site visit, the Animal & Plant Health Agency (APHA) then met City of London officers at the Forest in mid-October to agree the scope of the immediate management actions for the *Rhododendron*. APHA, this week, issued a Statutory Plant Health Notice (SPHN) requiring The Conservators to clear the infected bushes at the two localities and at least 10m around them (see **Appendix 1**). The plants were destroyed and burnt on site in the first week of November by an in-house arborist team with biosecurity training.
11. Attention will now be turned to the removal of the key susceptible plants likely to spread the disease, including larch and *Rhododendron*.

Options

12. The current SPHN must be adhered to and all staff have been briefed about the importance of the conditions particularly as further SPHNs may follow, depending on future results of the monitoring and testing work. The SPHN prohibits the removal of soil and susceptible plant materials from the site. It also makes it a statutory requirement that all and any **staff or contractors** entering the site and coming into contact with susceptible material – which includes trees and shrubs - must remove soil and plant debris from equipment and footwear and disinfect these with *Propellar* – one of only two chemicals that can kill the spores of Ramorum (standard anti-bacterial disinfectants do not kill Ramorum).
13. Beyond the SPHN the options for ensuring control of the disease's spread are limited because of the potential for a very serious impact on one of the most important Beech populations in Europe (see *Background* above). Felling and burning of infected plants or mulching and killing of susceptible plant materials on site is the safest option. Nonetheless, the SPHN does not override other designations, which at The Warren Plantation are the Grade II* Registered Park

& Garden and the Conservation Area. For these designations Historic England and Epping Forest District Council are being consulted respectively.

14. At the other seven *Rhododendron* locations, four lie within the Site of Special Scientific Interest and/or Special Area of Conservation (SAC) and Wanstead Park is another designated Grade II* Registered Park & Garden. Clearance work in the former sites requires Natural England consent for the way in which the operation is to be carried out although the removal of *Rhododendron* has been a target for restoring favourable condition at these sites for some time.
15. Given the significance of this outbreak there are four main options for your Committee to consider:
 - a. **Option 1 – reactive** - continue with annual monitoring only and carry out no further clearance work other than that indicated by future monitoring results or required and directed by future SPHNs from APHA or the FC;
 - b. **Option 2 – incremental** - begin monitoring at 6-monthly intervals (10 person days per year approx.), carry out complete clearance of larch at The Warren Plantation. Carry out phased and incremental removal of *Rhododendron* here and at the other seven locations over several years, preserving some *Rhododendron* as ornamental plantings in the Registered Park and Gardens sites, including the rarer *Rhododendron* cultivars discovered at Knighton Woods and Wanstead Park;
 - c. **Option 3 – partial removal, high priority sites only** - begin monitoring at 6-monthly intervals (10 person days per year approx.) carry out complete clearance of larch at The Warren Plantation and all other Buffer Land locations and carry out complete clearance of *Rhododendron* at The Warren Plantation followed by complete clearance from the other sites within the SAC (Oak Hill, Paul's Nursery) as soon as practicable. At other *Rhododendron* sites, namely The Warren, Knighton Woods, Highams Park and Wanstead Park remove only selected *Rhododendron ponticum* bushes whilst monitoring the remaining *Rhododendrons* and azaleas for symptoms;
 - d. **Option 4 – complete removal** - begin monitoring at 6-monthly intervals (10 person days per year approx.) carry out complete clearance of larch at The Warren Plantation and all other Buffer Land locations. Carry out complete clearance of *Rhododendron* at The Warren Plantation as soon as practicable followed by clearance from all other sites including The Warren, Knighton Woods and Wanstead Park. To preserve the small number of locally significant varieties identified at Wanstead Park, Warren House and Knighton Woods, employ a specialist to take cuttings and grow on new plants away from site.
16. **Option 1 (reactive)** is *not* recommended as this poses too great a risk to the internationally important Beech populations. Although the symptomatic plants from this year would have been removed, too little is known of the Ramorum organism to be sure how widely it is already distributed amongst non-symptomatic plants. Also, although the retention of larch would prevent the temporary visual impact of felling on The Warren Plantation, the susceptibility of this species is likely to be a constant concern and limit the use of the site,

including public access. It also seems likely that the FC would eventually serve a SPHN for its removal given the concerns that infected trees would spread spores across a wide area of neighbouring land in Essex, not just the within the Forest. Acting now would mean that the felling and removal is not likely to be a cost to The Conservators as the non-infected crop has value.

17. **Options 2 and 3** are similar and there are other variations on these too. **Option 2 (incremental)** would choose a more incremental approach ensuring that more of the *Rhododendron* clearance work could be included within the normal annual work programmes and thus the resources required may be spread over a number of years. As with Option 1 the risks are too high that the Ramorum disease could be spread to areas with the host plants in areas of ancient Beech forest. A grant may be available to cover costs of removal work and mechanical clearance seems to be a viable option which would further reduce costs of clearance. Therefore, **Option 2 (incremental)** is *not* recommended because of the importance of Epping Forest for Beech.
18. **Option 3 (partial, high priority only)** would ensure swift removal from the most obviously vulnerable sites in the north of the Forest whilst retaining some older and more ornamental *Rhododendron* plantings. A grant may be available to assist this faster clearance. Such clearance would ensure that there would be little material for Ramorum to sporulate from although the risks would remain in the central and southern locations which would require constant monitoring and vigilance and in which symptoms might be missed. Given the risks that would remain – although smaller this **Option 3** is *not* recommended. It is considered better to act now, to set an example to other local land-owners and managers and to inform the public well ahead of the clearance work. This would ensure that landscapes are adapted according to the new circumstances for a more sustainable management, without constant monitoring of a disease that continues to spread and seems able to move across larger distances than expected.
19. **Option 4 (complete removal)** – this option **is recommended** to ensure that the most important natural aspect of Beech forest is protected in the most effective way possible. It recognises that whilst there are some interesting ornamental *Rhododendron* specimens these are not in important collections or high numbers/densities and can be better preserved and managed away from the Forest at a site that can then be monitored and strictly-controlled for Ramorum disease.

Proposals

20. It is recommended that **Option 4** is adopted because of the potential threat to the continuity of ancient Beech woodland at Epping Forest, including the international obligations deriving from the SAC designation and the fact that over 80% of the UK's ancient Beech pollards are found here. For sites furthest from the The Warren Plantation outbreak there would need to be a detailed information and interpretation exercise to explain the reasons for the operations to visitors.

Implications

21. **Corporate & Strategic Implications:** the options and proposals in this report meet the *City Together* Strategy by contributing to “a world class City that promotes and enhances our environment”. In relation to the Open Spaces Department’s Business Plan Improvement Objectives this report fulfills the objective to “promote sustainability, biodiversity and heritage”
22. **Health Implications:** there is no public health risk from Ramorum disease.
23. **Financial Implications:** the destruction of the small areas of *Rhododendron* required by the SPHN took in-house staff three days to complete and was carried out as a part of the reactive operational tasks within the normal scope of the local risk budget.
24. The proposed larch felling and removal in The Warren Plantation is to be tendered to a contractor and as the larch is not currently infected it is likely that this will either be sold or removed at no cost. This tendering exercise will be carried out once the results of the further FC testing of other tree species nearby are concluded.
25. More extensive *Rhododendron* clearances at The Warren Plantation and other sites are likely to be carried out by a combination of mechanical and hand clearance work and there will be significant costs associated with these operations. CoL officers, working with advice from FC, APHA and Natural England, are currently looking into grant support from capital grants specifically targeted at *Rhododendron* clearance under the Countryside Stewardship Scheme.
26. **Legal Implications:** the requirements of the current Statutory Plant Health Notice (SPHN) and any subsequent SPHN as served under the Plant Health (Order) England 2015 must be adhered to in all operations by staff and contractors. In addition, any clearance and tree work must receive the required consents and permissions under the other relevant legislation protecting the Special Area of Conservation, Site of Special Scientific Interest, Registered Parks and Gardens and Conservation Areas.

Conclusion

27. Ramorum disease has the potential to become endemic in the Forest and, thereby, to threaten the health and longevity of the ancient Beech populations for which the site is renowned and protected by the international conservation designation of Special Area of Conservation. As a result, this report recommends that felling and clearance operations begin as soon as practicable so as to remove susceptible and potentially infective host plants. The work would initially concentrate on the outbreak site and other localities closest to ancient Beech before being carried over and completed at more distant localities in the Forest.

Appendices

- Appendix 1 – Statutory Plant Health Notice issued to The Conservators by APHA on 28th October 2016
- Appendix 2 – Improvement Programme for England's *Natura* 2000 Sites (IPENS) - Epping Forest SAC Site Improvement Plan

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Committee(s)	Dated:
Epping Forest & Commons Committee	04-07-2016
Subject: Improvement Programme for England's <i>Natura 2000</i> Sites (IPENS) - Epping Forest SAC Site Improvement Plan	Public
Report of: Director of Open Spaces	For Information
Report author: Superintendent of Epping Forest	

Summary

Epping Forest's beech forest and heathlands are recognised for their importance internationally; the beech forest with its ancient trees having a scientifically-recognised 'global status'. Recognition takes the form of protective designation as Epping Forest Special Area of Conservation (SAC) within the EU *Natura 2000* network, under the legal framework of the Bern Convention 1979.

This report presents the background and rationale for a Site Improvement Plan (SIP) for the SAC, which considers the priorities for action to achieve improved condition of these habitats and their associated species. The SIP has been produced by Natural England following discussions with the Environment Agency and your officers. The SIP is not a legal document but instead is the basis for planning, agreeing and coordinating contributions by various bodies towards the goal of a better protected Forest. The priorities of the SIP can be considered and enacted through a variety of routes, including the Epping Forest Management Plan and the local plan process. Funding for some of the actions may require new resources whilst others may use the existing grant structures such as Countryside Stewardship.

Recommendation

Members are asked to:

- Note the report.

Main Report

Background

1. Epping Forest was first proposed as a candidate Special Area of Conservation (cSAC) in 1995 under the EU Habitats Directive (reported to Committee on 21st April 1995 (SEF68/95)). The designation as a Special Area of Conservation (SAC) was confirmed by the UK government on the 1st April 2005 and reported to your Committee later that year (Committee report SEF 21/05).
2. As an SAC Epping Forest is part of a large network of European Union (EU) sites entitled the *Natura 2000* network which also includes sites protected by the EU Birds Directive. The *Natura 2000* network is, in turn, part of the wider European (and north African) *Emerald Network* of protected habitats and also directly

addresses the world-wide target in the Convention on Biological Diversity (CBD) Strategic Plan for Biodiversity 2011-2020 (Aichi Target 11).

3. These networks of sites stem from the legal framework provided under the Bern Convention on the Conservation of European Wildlife and Natural Habitats (BC 1979), to which both the UK and the EU (including the UK as a Member State) are signatories. The international protection afforded Epping Forest by this designation, therefore, is provided by the UK Government in fulfilment of its commitments under both the BC1979 and the CBD using the legal mechanism of the EU Habitats Directive to enforce it.
4. The qualifying selection criteria for the designation are based on an internationally-agreed scientific classification of habitat types coupled with an assessment of the scarcity of those habitats, their vulnerability to threats and the conservation status of certain rare or threatened species dependent on them.
5. In bio-geographical terms (an ecological division of the world's ecosystems based on climatic area, altitude etc) Epping Forest lies within the Atlantic bio-geographical zone and its habitats are compared with those of other sites lying within this zone. The three qualifying habitats in Epping Forest SAC are Atlantic acidophilous beech forest, European dry heath and Northern Atlantic wet heaths with *Erica tetralix*. In addition there is one qualifying species, which is the Stag Beetle *Lucanus cervus*.
6. The area of Forest covered by the SAC designation is 1,604.95 hectares (65% of the Forest area). The beech forest habitat is the primary habitat criterion for the designation and Epping Forest is amongst nearly 450 *Natura 2000*-protected sites across 9 European countries that encompass this habitat in various amounts. However, of these only 107 sites are given 'global status' by scientists for this habitat and, therefore, considered crucial for its worldwide protection.
7. Epping Forest is one of these 107 'global status' sites and the Forest represents the second largest extent of the habitat in the UK, covering a core area of over 640 hectares, behind only the New Forest. Epping Forest also contains more ancient beech trees than any other site in the country.

Current Position

8. Although Epping Forest is legally protected within the *Natura 2000* network it still faces a number of key threats to its habitat condition, some new, others of long-standing and most becoming more significant with the increase in development around London and south Essex.
9. Foremost amongst these is air pollution, largely from atmospheric nitrogen (N). Recognising this, your Committee supported a PhD research project in 2003 in collaboration with Imperial College London, the Environment Agency ((EA) - a non-departmental public body responsible for the protection & enhancement of the environment) and English Nature, Natural England's (NE) predecessor (the Government's statutory advisor for the natural environment in England). The

results of this study have contributed to the emerging international scientific consensus about the impact of N on natural vegetation.

10. Other high-level issues that need to be managed and monitored include under-grazing of the heathland vegetation, particularly to help offset the pollution impacts; public access issues (e.g. soil compaction and dog fouling); natural regeneration of beech from seed and non-native invasive species.
11. To address these significant issues NE, together with the EA and supported by funding from the EU, has developed Site Improvement Plans (SIPs) for all *Natura 2000* sites in England.
12. The Epping Forest SIP (version 1) was produced following discussions with your officers in 2015. The SIP is not a legal document but instead provides the agencies' overview of the current and predicted issues and outlines the priority measures required to improve the condition of the sites. In addition, it outlines how those measures might be put into action, lists the information that may still be required to enact them and indicates whether there is an estimate of costs or not. The SIP is attached at **Appendix 1** of this report.

Options

13. Some actions are already being taken towards the priority measures. For example, sustaining and monitoring levels of grazing are being put in place through the Grazing Strategy supported by Natural England grants (i.e. Countryside Stewardship).
14. Limiting the impacts of air pollution is a highly complex process and this difficult issue has to be addressed at a national level as well as through local initiatives. Under the SIP, Natural England is proposing a Site Nitrogen Action Plan (SNAP) for Epping Forest as a priority and under the new Epping Forest Management Plan consideration needs to be given to renewing and updating the Forest Transport Strategy.
15. Tackling Invasive Non-Native Species (INNS) also requires consideration of priorities, costs and the engagement of others. A Strategy will be written to form part of the new Epping Forest Management Plan and this would be one of the Conservators' contributions towards the SIP.
16. The SIP provides a focus for engaging other stakeholders too, including local authorities like Epping Forest District Council (EFDC) and Essex County Council (ECC), and provides a framework for seeking funding.

Proposals

17. It is recommended that any actions described in the SIP, which the Conservators may wish to or be able to undertake are examined, costed and then subsequently pursued through the framework of the new Epping Forest Management Plan and by cooperation through other forums, including the Duty-to-Cooperate meetings of the Forest's various local authorities.

Corporate & Strategic Implications

18. The SIP fits with the Corporate Strategic Aim of providing valued services to the nation and the Open Spaces Departmental Objective to: "Protect and conserve the ecology, biodiversity and heritage of our sites".

Implications

19. The SIP is not a legal document and its proposals do not compel action. Instead the document provides a framework to help focus the different agencies and authorities, including the Conservators, on cooperative actions to improve the condition of the Forest.

20. The SIP identifies where more information or funding may be needed (e.g. air pollution) or where current actions may need to be supported further into the future (e.g. grazing). For other actions (e.g. a recreational management plan) discussions and agreements will need to be made through both the Epping Forest Management Plan, local authority local plans and other forums, taking into account changing recreational interests and the likely impacts of increases in local housing allocations near the Forest.

Conclusion

21. Epping Forest SAC is part of an internationally-protected network of natural habitats for its beech forest, heathland habitat and Stag beetle population. Its favourable condition is under continued threat from a variety of factors, especially air pollution, recreational pressures and the introduction of non-native species. In recognition of a need for coordinated action to improve the condition of such an important site Natural England, working with the Environment Agency, has compiled a Site Improvement Plan (SIP). The priorities of the SIP provide a framework to work with others in seeking the resources and the commitments to protecting the Forest. The forthcoming Epping Forest Management Plan and the wider local plan process are highlighted as the mechanisms through which support and resources can be garnered and focused to achieve these actions.

Appendices

- Appendix 1 – Site Improvement Plan (SIP) for Epping Forest (Natural England 2015)

Background Papers

- SEF 68/95: *Epping Forest – possible Special Area of Conservation*. Report to Epping Forest & Open Spaces Committee 3rd May 1995.
- SEF 21/05: *Epping Forest Special Area of Conservation (SAC) designation*. Report to Epping Forest & Open Spaces Committee 12th September 2005.

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Plant Health & Seeds Inspectorate

NOTICE

Served in respect of the Plant Health (England) Order 2015 (as amended)



Department for Environment Food & Rural Affairs

Page of Serial Number:

To: Name

Address

Under the Plant Health (England) Order 2015 (as amended), I give you notice that:

Article	Scope of Notice, reason for serving Notice, and details of prohibitions and requirements
32(4)	<p>1. This notice applies to 3 Rhododendron spp bushes situated in The Warren Plantation Epping at OS GR TL4316100702, TL4316900707 & TL4365000680 - see attached map.</p> <p>2. It has been confirmed by laboratory examination that these plants are infested <i>Phytophthora ramorum</i>.</p> <p>3. The plants as described in paragraph 1 plus those in a 10 meter buffer zone must be cut down and destroyed by burning on site.</p> <p>3a. You are prohibited by this notice from the movement of susceptible plants [as listed on the DEFRA/Plant Health website], plant parts (including trees) and soil or growing media from this site without the prior written authority of an official PHSI or FC inspector.</p> <p>3b. All staff and contractors coming into contact with susceptible material must remove soil and plant debris from footwear and equipment and treat them with an appropriate disinfectant (Propellar) according to manufacturer's requirements prior to leaving the site. All vehicles driven off metalled that come into contact with susceptible material must be cleaned of soil and plant debris and treated with Propellar according to manufacturer's instructions prior to leaving the site.</p>

Please read the general notes overleaf

This notice remains in force until withdrawn by notice by an inspector

- PHSI Inspector's Address

APHA
 APOLLO COURT, 2 BISHOPS SQUARE
 BUSINESS PARK, HATFIELD, AL10 9EX

- PHSI Inspector's Telephone No.

07767 357647

- PHSI Inspector's Email address.

michael.robinson@apha.gsi.gov.uk

- Name of PHSI Inspector, authorised by the Secretary of State for Environment, Food and Rural Affairs.

MIKE ROBINSON

- PHSI Inspector's signature

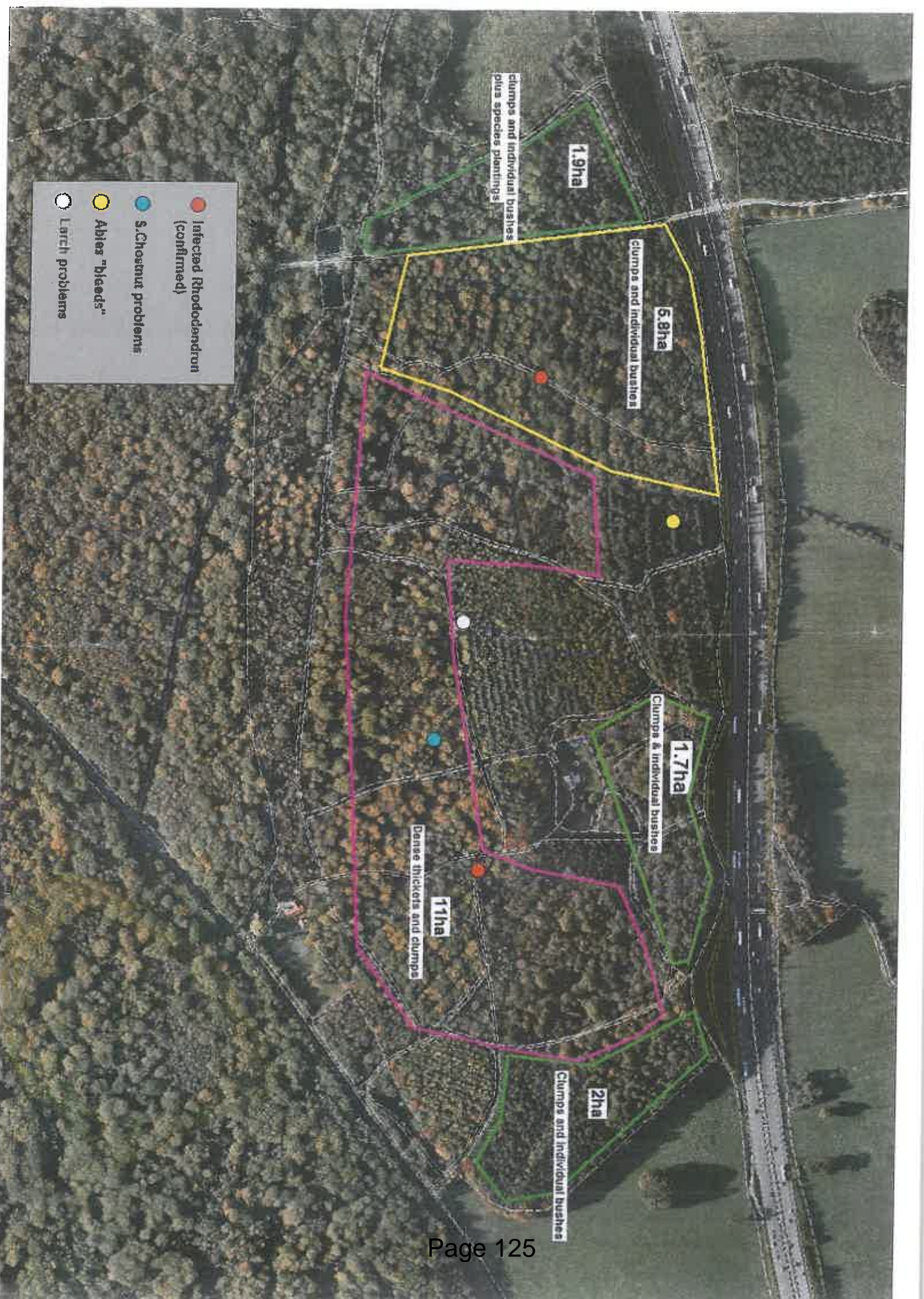
- Date

28th October 2016


General Notes

1. The Plant Health (England) Order 2015 (as amended) provides Inspectors authorised by the Secretary of State (PHSI Inspectors) with the power to serve written notices under Article 32 of the Order.
 2. Any such notice:
 - may require the recipient to take action set out in the notice or impose prohibitions, and
 - may be served where a PHSI Inspector has reasonable grounds for suspecting that (a) a plant pest or relevant material is likely to be or has been landed in England in contravention of the Order or (b) certain plant pests are present or likely to be present on any premises.
 3. Article 34(5) allows PHSI Inspectors to amend or withdraw any such notice by a further notice.
 4. Article 36 provides PHSI Inspectors with the power to request information as to whether the requirements of a notice have been complied with and of the detailed steps taken in order to comply with those requirements.
 5. If the requirements of a notice are not complied with, a PHSI Inspector may, under Article 37, enter the premises at all reasonable times and take the steps the PHSI Inspector considers to be necessary either to ensure compliance with the requirements of the notice or to remedy the consequences of the failure to carry them out. The reasonable costs of taking this action may be recovered from the person on whom the notice was served.
 6. The entry by a PHSI Inspector under Article 37 onto premises which are used wholly or mainly as a private dwelling is not permitted unless 24 hours' notice of the intended entry has been given to the occupier or the entry is under warrant.
 7. Any person who fails without reasonable excuse to comply with the Order or the terms and conditions of a notice served under it or who intentionally obstructs a PHSI Inspector in the exercise of the PHSI Inspector's powers under the Order, is liable on summary conviction to a fine not exceeding level 5 on the standard scale.
 8. Any treatment, re-export, destruction or disposal required by any such notice must be carried out or arranged to be carried out by the recipient of the notice to the satisfaction of a PHSI Inspector at a place designated by a PHSI Inspector. Any plant pest or relevant material referred to in any such notice must be moved directly to such place, unless otherwise authorised in writing by a PHSI Inspector.
-

- Infected Rhododendron (confirmed)
- S. Chestnut problems
- Ablers "bleeds"
- Larch problems






Animal & Plant Health Agency
EPPING FOREST
ESSEX

Phytophthora ramorum
Inspections

Legend

- Inspection Location**
- Positive finding
 - Negative finding

Scale: 1:10,000

The scale ratio stated is correct when reproduced at A4 size by Feras Geospatial Team (Land Use). Any other reproduction may alter the scale of the map. Please check the dimensions of the grid to confirm any change in scale before taking measurements.

PRODUCTION REFERENCE

Map Reference:
 2016030-NewSampleLocations

Date Produced:
 17th October 2016
Version Number:
 V1

Committee(s)	Dated:
Epping Forest & Commons Committee	21 st November 2016
Subject: Epping Forest District Local Plan – public consultation under Regulation 18 SEF 52/16	Public
Report of: Superintendent of Epping Forest	For Decision
Report author: Dr Jeremy Dagley, Head of Conservation, Epping Forest	

Summary

This report notes that 6-week consultation period for the Epping Forest District Local Plan has begun and will be completed by 12th December 2016. It further notes that the housing allocation for the District is for 11,400 houses of which over 2,800 are allocated within Epping and Loughton and up to 3,900 at Harlow. As a result this report recommends that your Committee delegates its authority to the Town Clerk, in consultation with the Chairman and Deputy, to make a comprehensive response on behalf of The Conservators to seek the optimum policies and allocations for sustainable development that would best protect the environment and natural aspect of Epping Forest and its Buffer Lands.

Recommendation(s)

Members are asked to:

- delegate authority to the Town Clerk, in consultation with the Chairman and Deputy Chairman, to make a response on behalf of The Conservators to the Epping Forest District Local Plan Regulation 18 Consultation.

Main Report

Background

1. Epping Forest District Council (EFDC) has now prepared its new Local Plan. The consultation period began on 31st October to run for 6 weeks until the 12th December 2016. The consultation is being conducted under Regulation 18 of the Town & Country Planning (Local Planning) (England) Regulations 2012 and, so, invites a wide range of representations and may be subject to further significant amendment and change before a pre-submission Plan is then prepared for examination in public.
2. This Plan replaces the 1998 Local Plan and 2006 Alterations document and is to cover the 17-year period up to the year 2033. The Plan is required to ensure a basis for sustainable development in the District in order to conform to the UK Government's National Planning Policy Framework (NPPF 2012).

Current Position

3. EFDC has worked with three other local planning authorities (LPAs) across a large Strategic Housing Market Area (SHMA) centred around Harlow. These four SHMA LPAs have identified the need to accommodate the building of 51,100 new homes in their areas between 2011 – 2033. Of this total, 11,400 of these have been allocated to the Epping Forest District in this draft Local Plan.
4. Some of this latter allocation has been met by current permissions but over 6,100 new homes are still required by 2033 in Epping Forest District. The proposed locations for housing are given in Chapter 5 of the Plan. A key proposal is that significant residential development is located around Harlow. In this draft Plan this amounts to 3,100 new houses within EFDC's area to the south and west of the town and a further 750 to its east. In Loughton a further 1,190 houses are proposed including the development of sites on existing green space within the town. At Epping the total proposed is even higher with 1,640 houses to be added including a significant development north of Great Gregories Farm. The proposals for Waltham Abbey involve 800 new houses to the north of the town and close to Warlies Park.
5. This proposed increase in housing and development, including transport infrastructure, is a potential threat to the continuing health, biodiversity and natural aspect of Epping Forest. In particular, the EU Habitats Directive (transcribed into UK law as the Habitat Regulations 2010) requires that such developments, alone or in combination, must have no adverse impact on the integrity of Epping Forest Special Area of Conservation (SAC). The LPAs, as "competent authorities" under these Regulations, must ensure that the environmental impacts of their policies are assessed in this light.
6. The EFDC Plan states in its vision that: "*Epping Forest will be conserved and enhanced*". The Plan contains a specific Policy, DM3, for the protection of Epping Forest Special Area of Conservation and the Lee Valley Special Protection Area. This replaces a specific Policy for Epping Forest alone in the 1998 Plan.
7. The new draft Plan also states that "*The Council is committed to working with partners to address*" the poor air quality around the Forest. It is working together on this issue, and others that might have adverse impacts, through a Memorandum of Understanding (MoU) to which the Conservators and Natural England are signatories (see **Appendix 1**). This approach was approved by your Committee at its July meeting and delegated authority was given to the Town Clerk, working with the Chairman and Deputy Chairman, to negotiate the final details before signing the document.

Proposals

8. Given the concerns expressed at your Committee during discussions around the MoU it is proposed that the Town Clerk, under delegated authority and in consultation with the Chairman and Deputy Chairman, makes a comprehensive response on behalf of The Conservators to this Local Plan. This response should

reflect concerns about the increase in housing and traffic associated with it as might impact on the Forest's natural aspect. The response should cover air pollution and traffic noise, the impacts on tranquility of the Forest and the visitor experience, the impacts on biodiversity and heritage as well as the effects on the sustainability of the management of the Forest by The Conservators..

Corporate & Strategic Implications

9. Participating fully in the EFDC Local Plan consultation and providing detailed feedback to the LPA would meet the Corporate Strategic Aim of providing valued services to the nation. The response to EFDC will aim to further the Open Spaces Departmental Objective to: "Protect and conserve the ecology, biodiversity and heritage of our sites".

Conclusion

10. Epping Forest District Council's new Local Plan puts forward policies to protect the Forest whilst also seeking to accommodate 11,400 new homes in the area. There are concerns with how this might impact on the Forest and these concerns are to be expressed through a comprehensive response, the preparation of which is delegated to the Town Clerk in consultation with the Chairman and Deputy Chairman in order to meet the 12th December deadline for comments.

Appendices

- Appendix 1 - Memorandum of Understanding on the impacts of Epping Forest

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DRAFT

Memorandum of Understanding

Managing the impacts of growth within the West Essex/East Hertfordshire Housing Market Area on Epping Forest Special Area of Conservation

between

East Hertfordshire District Council
Epping Forest District Council
Harlow District Council
Uttlesford District Council

Essex County Council
Hertfordshire County Council

City of London Corporation (Conservators of Epping Forest)
Natural England

September 2016



Uttlesford
District Council



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1. Introduction

- 1.1 The *Conservation of Habitats and Species Regulations 2010*¹ (“the Habitat Regulations”) set out that where a land use plan, either alone or in combination, is likely to have a significant effect on a European site, the plan-making authority must make an appropriate assessment of the implications for the site taking into account the site’s conservation objectives. The local authorities party to this Memorandum of Understanding (MoU) are working together under the Duty-to-Cooperate as defined by the Localism Act 2011. The areas of proposed Local Plan development covered by this MoU are within the bounds of the four district local authorities which make up a Housing Market Assessment (HMA) area, agreed under a separate Memorandum of Understanding². A map of the area covered by this MoU is shown at **Appendix 1**.
- 1.2 There are a number of significant areas for nature conservation within the HMA. Epping Forest is highlighted as a habitat that requires more detailed attention. It is the largest public open space within and adjoining London, covering around 2,450 hectares. It stretches from Manor Park to just north of Epping, with the main body of the Forest being located to the west of Loughton. Two thirds of the Forest has been designated a Site of Special Scientific Interest (SSSI) and a Special Area of Conservation (SAC). The SAC status was confirmed in April 2005, with the primary reasons for designation being the presence of beech forest habitat and stag beetles. Dry and wet heath habitats are also cited as key features. Detailed information about the designation is available from the Joint Nature Conservation Committee website³.
- 1.3 There are known current challenges to the integrity of the part of the SAC which falls within the boundary of Epping Forest District Council. These include in particular, threats posed by air pollution and recreational pressures. The main threats and challenges are set out in Natural England’s (NE’s) Site Improvement Plan (SIP) for Epping Forest SAC (NE 2015)⁴.

¹ 2010 Conservation of Habitats and Species Regulations
<http://www.legislation.gov.uk/ukxi/2010/490/contents/made>

² 2016 Memorandum of Understanding: Distribution of Objectively Assessed Need across the West Essex/East Hertfordshire Housing Market Area

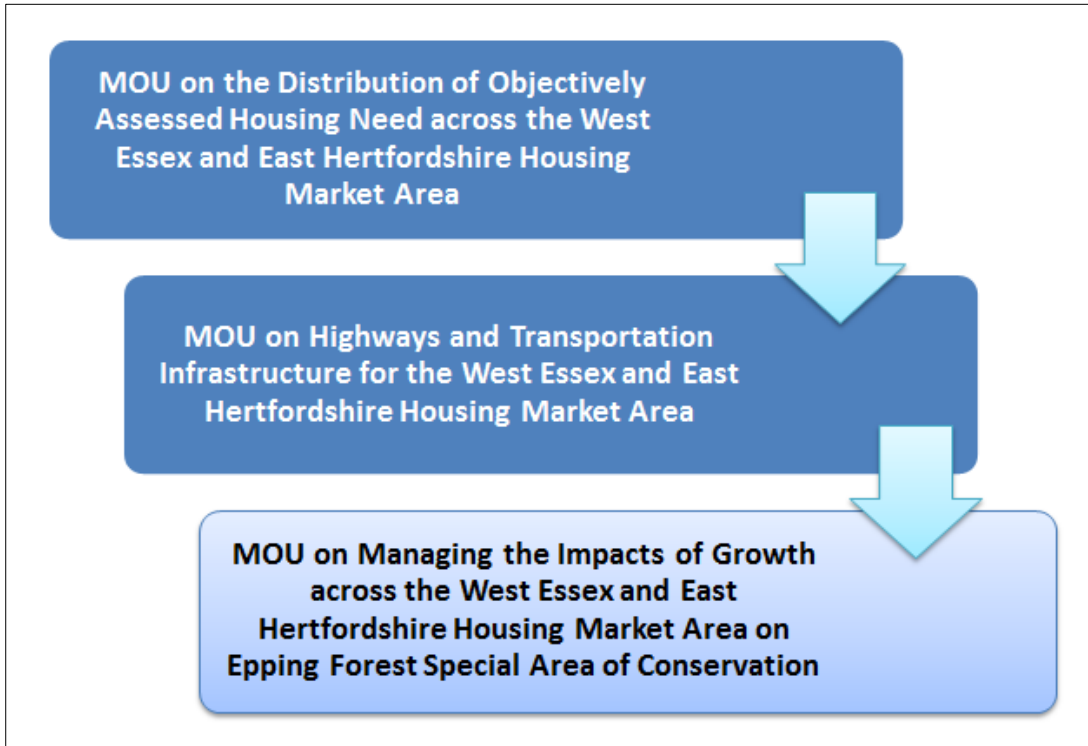
³ 2005 JNCC *Epping Forest Site Details*
<http://jncc.defra.gov.uk/ProtectedSites/SACselection/sac.asp?EUCode=UK0012720>

⁴ 2015 Natural England *Site Improvement Plan: Epping Forest*
<http://publications.naturalengland.org.uk/publication/6663446854631424>

2. Purpose of this Memorandum of Understanding

- 2.1 This MoU is one of a group of three related memoranda. The other two deal with the Distribution of Objectively Assessed Need across the West Essex /East Hertfordshire Housing Market Area, and Highways and Transportation Infrastructure, as shown in Figure 1.

Figure 1 - Inter-related Memoranda of Understanding



- 2.2 Currently air pollution is adversely affecting the Forest with Critical Loads of Nitrogen exceeded across the whole Forest and Critical Levels exceeded across a significant proportion of Forest Land. These exceedances affect the health and resilience of trees and impact on the balance of vegetation and fungal communities. The emerging spatial options for the distribution of growth across the HMA have been subject to an assessment of air quality to determine whether any of those options are likely to have an unacceptable impact on the Epping Forest SAC. The detailed findings of this assessment are subject to a separate report [insert reference] as part of the Habitats Regulations Assessment (HRA) process.
- 2.3 The assessment of air quality has been derived from transport modelling data, which are forecasts based on the best available data. It is therefore necessary to continue to monitor the position, and ensure that where any adverse impacts begin to emerge, that the partners are aware of these, and in a position to respond to the changing evidence. It is therefore necessary to establish an appropriate evidence base and monitoring framework.
- 2.4 The purpose of this MoU is to ensure that the parties named, work in partnership to fulfil the following requirements:
- i. to collect and analyse data and evidence related to the impacts of proposed development and growth under the Local Plans to provide sufficient and robust evidence on which to base a strategy for the protection of Epping Forest SAC;

- ii. to commit to prepare a joint strategy, based on relevant available data and evidence and to an agreed timetable; and
- iii. that the joint strategy will address both the requirement to avoid, or effectively mitigate, adverse impacts on the integrity of the SAC from Local Plan-led development and the requirement to prevent deterioration of the SAC features.

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3. Evidence Gathering to inform a Joint Strategy

- 3.1 Natural England (NE), with the Environment Agency, published a Site Improvement Plan (SIP) for Epping Forest in 2015. This identified seven main pressures on the integrity of the SAC and provides the reference point for the scope of the data and evidence-gathering required under this MoU. Evidence will be collected and analysed to determine whether any of these pressures are worsening over time, and whether the growth planned across the HMA is a causal factor. NE will provide detailed and timely advice on the data required, to ensure it is collected within an appropriate and realistic timescale
- 3.2 Unless modified by further NE advice as a result of any future SIP revisions (including newly-identified pressures), all parties to this MoU agree that the data to be collected will include:
- allocated housing and commercial development sites, including delivery timeframes;
 - highways infrastructure changes;
 - public transport developments;
 - visitor numbers and behaviour, purposes of visits and distances travelled;
 - forecast change in traffic flows, and subsequent impacts on air quality including continued monitoring of the Bell Common Air Quality Management Area; and
 - forecast change to visitor pressures, and any significant positive or negative impacts.
- 3.3 Based on these data, assessments will be made of the ecological impacts that would be the consequence of predicted/likely changes in air pollution and recreational pressures to allow avoidance and mitigation plans to be put in place.
- 3.4 At this stage it is not clear how far visitors to Epping Forest travel, and therefore to what extent the growth in housing across the Housing Market Area may increase visitor and recreational pressures. The costs of gathering the appropriate data to provide a robust evidence base would be borne by the local authorities and prospective developers, as appropriate and proportionate to the development proposals across the HMA in relation to impacts on Epping Forest SAC.
- 3.5 Each party to this MoU agrees to ensure that its approval of the data is provided in a timely manner and is not unreasonably withheld. Any withholding of such approval would require a full written justification setting out clear remedial action that it would be reasonable for the data-gathering parties to take forward to meet their competent authority responsibilities under the Habitat Regulations 2010.

4. Developing a Joint Strategy

- 4.1 The organisations party to this Memorandum (MoU) agree to work together to facilitate the collection of data and evidence as outlined in section 3, in order to develop a Joint Strategy to address potential adverse impacts on the integrity of Epping Forest Special Area of Conservation (SAC), as required under the Habitats Regulations 2010. Epping Forest District Council (EFDC) will act as the coordinating competent authority in relation to Epping Forest SAC as defined by the Habitat Regulations 2010 and as described in the Defra Guidance 2012⁵.
- 4.2 The Joint Strategy will be prepared in accordance with a timetable to be agreed by the partners to this MoU in due course. It is intended this Joint Strategy will be in agreed and published prior to the determination of any of the planning applications on sites around Harlow that are part of The Spatial Option detailed in the “Distribution of OAN across West Essex and East Hertfordshire” MoU. If the Joint Strategy is not in place when planning applications are submitted, applicants will be required to submit the necessary information to ascertain whether any adverse impacts will be caused in Epping Forest, and if necessary any mitigation measures that may be necessary.
- 4.3 The Joint Strategy will incorporate early warning monitoring to ensure that adverse impacts do not occur or are mitigated effectively for the SAC. Should this monitoring identify a deteriorating position, sustainable mitigation strategies for air quality, traffic controls, highways and recreation will be set out in the joint strategy so they can be enacted in a realistic timescale if necessary. Local Plans will include appropriate monitoring policies.
- 4.4 Detailed monitoring frameworks will be prepared to support each of the adopted Local Plans, and some of the required data will be made available on a regular basis through this mechanism. Where additional data is required, the scope of this will be agreed by the parties to this MoU as part of the proposed joint strategy.
- 4.5 Based on the agreed spatial distribution and the associated infrastructure requirements, data would need to be generated by traffic modelling to continue to monitor the likely impacts of vehicle transport on Epping Forest SAC. The traffic models would need to meet the level of resolution required to make robust predictions, to cover all the roads within the Forest boundaries, as identified in the map in **Appendix 2**.
- 4.6 From these traffic data, robust monitoring of air quality and predicted levels and rates of change would be made using the standard assessment methods for the area bounded by Epping Forest SAC (see **Appendix 3**).
- 4.7 The overall health of the Epping Forest SAC is affected by activities outside of the HMA, and therefore the remit of the Joint Strategy may need to be broadened in due course. The overall purpose is to manage Epping Forest such that further deterioration is limited, and positive enhancements are introduced as necessary.
- 4.8 Under the joint strategy further development would be linked to any necessary mitigation such that the identified and required actions would be in place and effective prior to any development being undertaken.
- 4.9 Sources and levels of funding for the different levels of mitigation, if and/or when required, will be agreed and will be put in place under the joint strategy.

⁵ 2012 DEFRA Guidance on competent authority coordination under the Habitats Regulations
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/69580/pb13809-habitats-guidance.pdf

- 4.10 The joint strategy would be reviewed at the time of the review of this MoU or earlier should circumstances require it and be agreed by all parties.

DRAFT

5. Signatures

5.1 This Memorandum of Understanding is signed by and duly authorised for and on behalf of:

East Hertfordshire District Council

Name (printed): _____

Signature: _____

Designation: _____

Date: _____

Epping Forest District Council

Name (printed): _____

Signature: _____

Designation: _____

Date: _____

Harlow District Council

Name (printed): _____

Signature: _____

Designation: _____

Date: _____

Uttlesford District Council

Name (printed): _____

Signature: _____

Designation: _____

Essex County Council

Name (printed): _____

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Hertfordshire County Council

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Natural England

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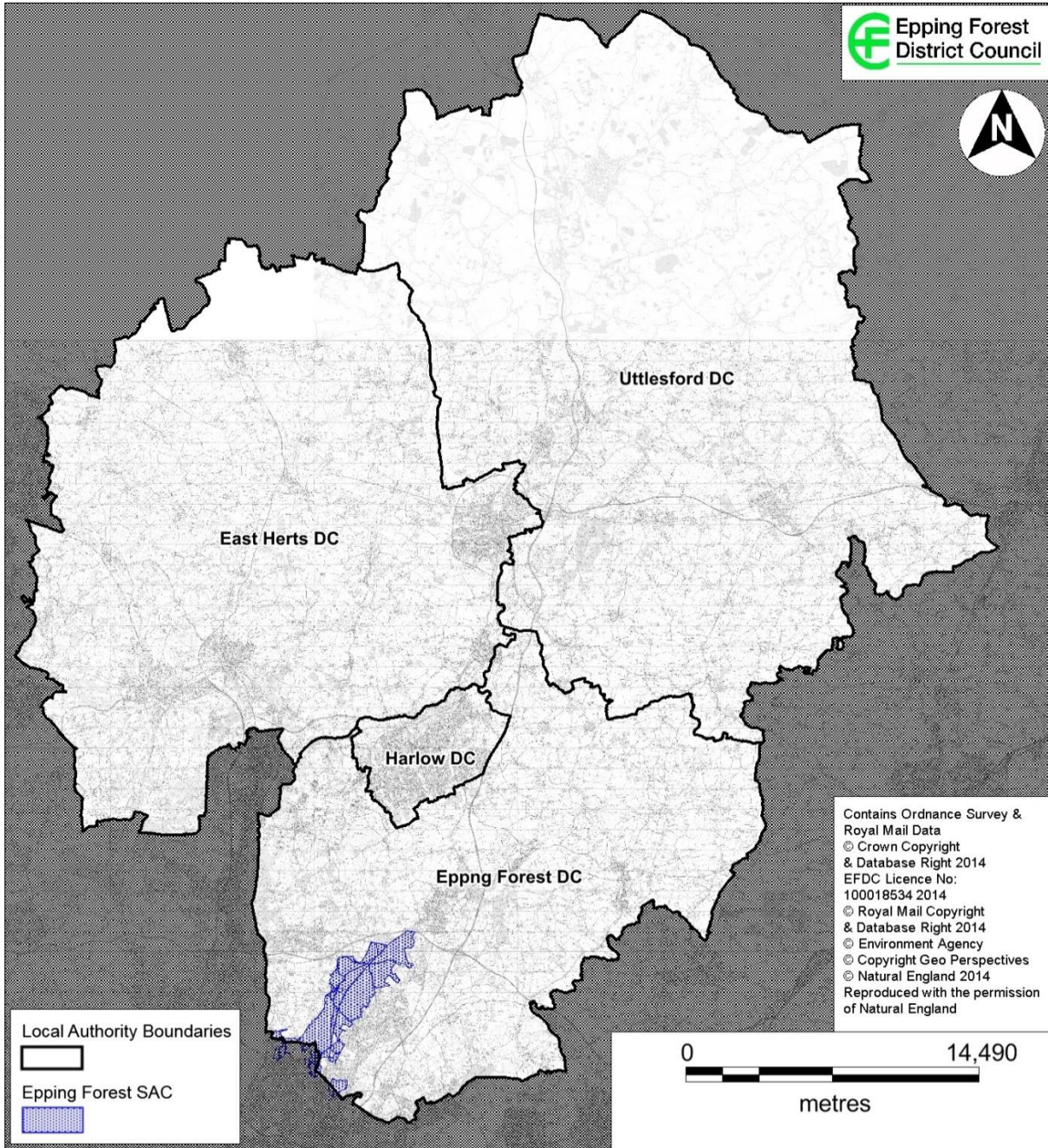
City of London Corporation

Name (printed): _____

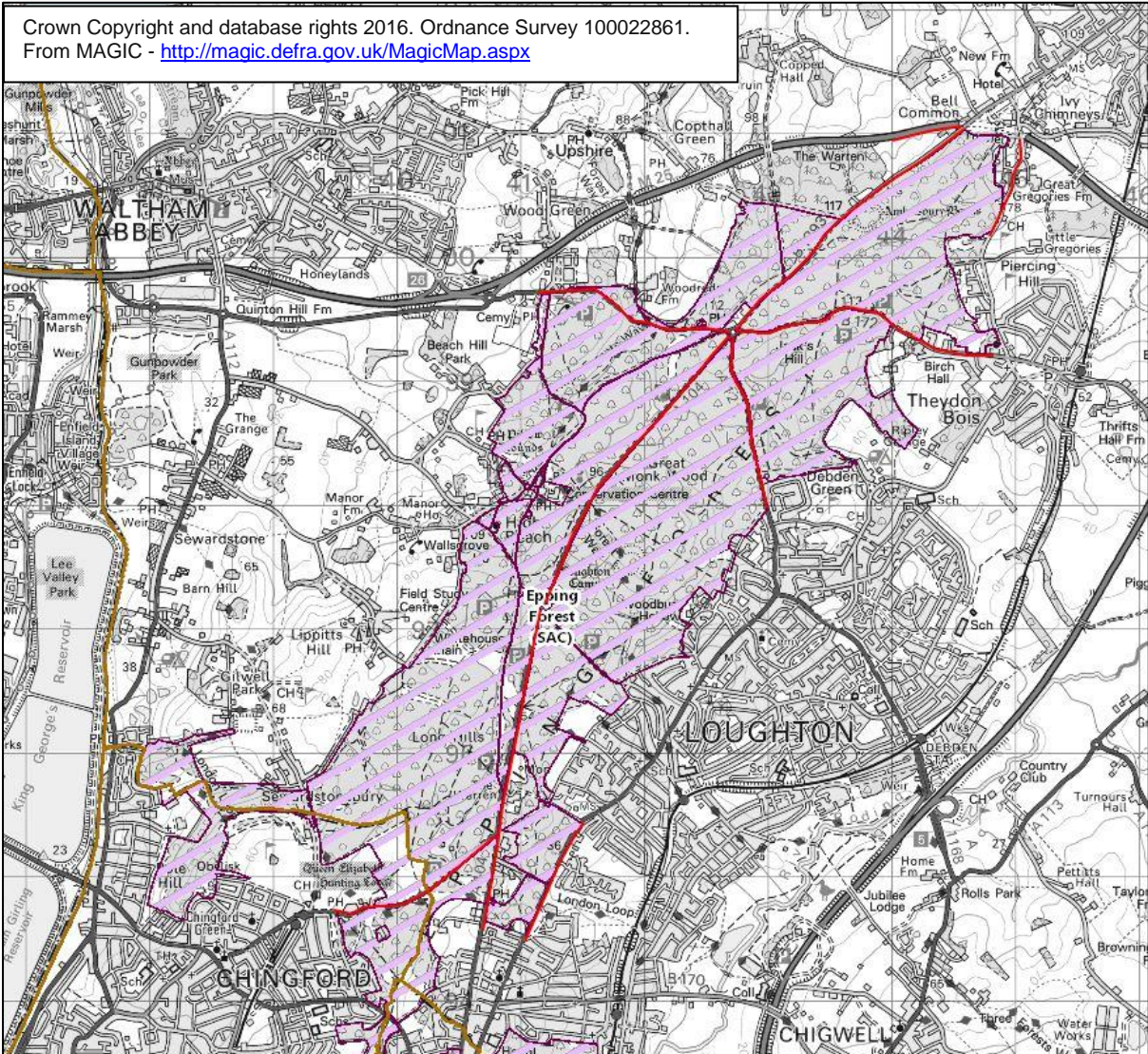
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Designation: _____

Appendix 1 - The West Essex/East Herts area



Appendix 2 – Road links to be investigated around Epping Forest



Appendix 3 – Air quality predictive modelling method

- A3.1 The predictions of nitrogen deposition and annual mean NO_x concentrations for the proposed works will be based on the assessment methodology presented in Annex F of the Design Manual for Roads and Bridges (DMRB), Volume 11, Section 3, Part 1 (HA207/07)⁶ for the assessment of impacts on sensitive designated ecosystems due to highways works. Background data for the predictions for 2033 will be sourced from the Department of Environment, Food and Rural Affairs (Defra) background maps for 2011 projected forward to 2030 (2030 being the most advanced date in the future for which projections are currently available)⁷. Background data for 2030 would be used for the future assessment, with contributions from A-roads within the grid square removed from the background as this contribution was calculated using ADMS-Roads software. Background nitrogen deposition rates will be sourced from the Air Pollution Information System (APIS) website⁸. These rates will be reduced by 2% per year, as set out in HA207/07, to allow for the predicted improvements in background air quality over time as a result of ongoing national initiatives to improve emissions and the expected improvement in vehicle emissions over that period.
- A3.2 Annual mean concentrations of NO_x were calculated at 50m distances back from each road, with the closest distance being the closest point of the designated site to the road. Predictions were made using the latest version of ADMS-Roads using emission rates derived from the Defra Emission Factor Toolkit (version 6.0.2) which utilises traffic data in the form of 24-hour Annual Average Daily Traffic (AADT), detailed vehicle fleet composition and average speed. The end of the Local Plan period has been selected for the various future scenarios as this is the point at which the total emissions due to Local Plan traffic will be at their greatest.

⁶ Design Manual for Roads and Bridges, HA207/07, Highways Agency

⁷ Air Quality Archive Background Maps. Defra, 2013. Available from: <http://laqm.defra.gov.uk/review-and-assessment/tools/background-maps.html>

⁸ Air Pollution Information System (APIS) www.apis.ac.uk

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Committee(s):	Date(s):
Epping Forest & Commons	14 th November 2016
Subject: Superintendent's Update	Public
Report of: Superintendent of 'The Commons'	For Information
Summary	
<p>This report provides a general update on issues across the nine sites within 'The Commons' division that may be of interest to members and is supplementary to the monthly email updates.</p>	
Recommendation	
<p>Members are asked to note the contents of this report.</p>	

PLANNING CONTROL

Burnham Beeches and Stoke Common

1. An Information report concerning planning matters and environmental impacts/monitoring, has been provided to members separately for members consideration.

PARTNERSHIPS

Kenley Revival update.

2. **The Project plan has been revised** to make it more manageable and to focus on the outputs of the project. The next set of project themes to go to tender will be Interpretation which is the second largest capital spend. This will encompass the onsite signage and travelling exhibition inclusive of development, design, manufacture and installation. The aim is to tender by mid-November with returns due in January with work commencing in Spring 2017.
3. **Human resource for the project has been flagged as a significant risk** to the project with underspend and delivery of activities as evidence of this. Also following the unsuccessful tender of the Education Resource Designer it is indicative that for aspects to be delivered in-house and de-risk briefs for specialist consultants we require additional resource to address this gap in skills and also time to deliver these aspects. As aspects of the project require significant development from the bid stage in order to deliver them there are also a number of tasks which have developed which have been identified as sitting outside the remit of the Project Manager and Learning & Volunteer

Officer that need to be addressed. Guidance has been sought from HLF with regards to restructuring the activity grid and directing funds for additional resource and this will be discussed in further detail at the Project Board meeting on 28th October.

4. **The Kenley Revival project launch** event was held on 11th September in the Portcullis Club field and airfield perimeter. The event included a number of attractions including full size replica spitfire and Hurricane, a Battle of Britain exhibition trailer, 1940's food tasting, guided walks, land train tours and community stalls. This event has traditionally been organised by the Kenley Airfield Friends Group. Around 3,500 visitors attended which exceeded the target figure. Evaluation provided positive feedback with 100% visitors stating that they would return and 100% of volunteers would volunteer again. Following an evaluation meeting a meeting with members of the KAFG and COL is being scheduled for mid-November to function as the organising committee of next year's event which is to be the largest event in the HLF project
5. **Conservation works have been delayed** due to the low number of tender returns and an overall consensus that neither of the submissions were of acceptable standard. We are looking to retender in mid-November but are awaiting a suitable source of 'original' bricks and also the outcome of the planning application which is an acknowledged risk in the project due to Croydon Council's backlog of applications. In the meantime we will have the asbestos removed from KC52 with a contractor site visit on the 27th October to discuss the timeline for this. In the meantime we have also tendered for the relocation of RAF Kenley tribute in order to further de-risk the conservation works but this was unsuccessful with one return that was significantly higher in cost. Having sought advice from HLF we will retender for this again whilst indicating our expected cost from the outset.
6. **Evaluation consultant retender has been successful** and has been awarded to Sam Culture. Initial kick off meeting scheduled for 3rd November.

WORK PROGRAMME – HIGHLIGHTS.

The West Wickham and Coulsdon Commons.

7. Volunteers have been working hard to begin opening up more of the area known as the Grove on Coulsdon Common. This wood pasture habitat is both ancient and rare and is something we are keen to promote. We will be working closely with local community groups and our very own Chain Gang to clear areas of secondary woodland. Sussex cattle will be grazing this area in the autumn.
8. Our butterfly transect volunteer Bill Bessant found an adult Brown Hairstreak (*Thecla betulae*) basking in the sun on Main Common, Kenley. This butterfly is rarely seen as an adult on our sites; however we do know it breeds on Kenley as we have found a couple of eggs on the caterpillars food plant the

Blackthorn in previous years. This is fantastic news as it is registered as a Priority Species on the UK BAP.

9. Farthing Downs witnessed the first 'Hay Cut' to be taken from the newly restored field called 13 Acre Bury. Although the vegetation was not good enough for animals to eat, the removal of the nutrients is key to restoring the chalk down land plant species. The cutting and collection will continue for a couple more years and with the long term plan of introducing grazing, the wild flowers should start to colonise over the coming 10 years. During the war the fields on New Hill were planted with crops to help with the war effort and later abandoned due to their poor soils. Scrub and young trees grew up in a dense layer blocking the light from the ground and killing off the grassland.
10. During September and October contractors carried out scrub management and tree safety works adjacent to the A22 at Riddlesdown. Trees within this area were poorly rooted on shallow chalk soil and were leaning downhill towards the busy main road. They were increasingly likely to fall into the road as they grow larger so the risk has been removed. The best long term solution is to restore a more open landscape of grassland and younger shrubs maintained by grazing and regular shrub cutting.
11. A small area of Sweet Chestnut has recently been re-coppiced at Spring Park. Coppicing, which involves cutting a multi stemmed tree down to just above ground level, promotes fresh new growth which is better at resisting disease, stress and strong winds. Other wildlife can also benefit from increased light levels reaching the forest floor and at Spring Park native tree species such as Silver Birch, Cherry and Alder have come in abundance amongst the chestnuts.
12. The 1st Coney Hall Rainbows explored West Wickham Common with the ranger. The enthusiastic young naturalists were looking for signs of autumn and were impressed by the huge crop of acorns adorning the oak trees this year. They also learnt about some of the jobs the rangers do to keep the site welcoming for both visitors and wildlife. Whilst on the heathland the Rainbows decorated old tree stumps with pebbles, leaves and grass to create some fantastic natural art.
13. Successful events at the WW&CCs included-
 - On the evening of 28th September rangers led a very successful bat walk on Kenley Common. Armed with several echo-locators members of the public were treated to displays by Pipistrelles and Noctules swooping down over their heads.
 - Meet the Ranger at Riddlesdown Common, Sunday 9th October.
 - Meet the Ranger at Farthing Downs and New Hill, Saturday 15th October.

Burnham Beeches.

14. The programme of summer pollarding young pollards is complete with 80 trees cut.

15. Further successful tests of the invisible fencing system have been completed in the largest of the invisible fence paddocks (covering 90Ha) which includes Egypt Woods, Halse Drive, Victoria Drive and Mendelssohn's slope. Four animals grazed for four weeks. Two cows are currently in a temporary enclosure on the mire where a new invisible fence system is being trialled. The new system uses FM wave length rather than AM to transmit a signal to the collars worn by the cattle. This new system has the potential to create larger loops/enclosures
16. The end of season cut of areas including areas on Pumpkin Hill, Birch car park, Little Common and roadside edges on Sir Henry Peeks Drive and parts of Hawthorn Lane have been completed. Further areas including Tower wood will be completed over the coming month. This is aimed at managing any encroachment of bramble and young scrub that has not been dealt with by the livestock.
17. Volunteers have cleared birch scrub in the mire, stacking some into habitat piles and burning the rest. They have been joined by volunteers from Berkshire College of Agriculture, Acorn, and Skillforce.
18. Students from a local film school spent two days filming in Victoria Drive for an assignment.
19. Successful events at the Beeches included -
 - The local community Church group held a bear hunt for 40 children in early September
 - Godolphin school visited over two days with 120 children and again two weeks later with a further 120 children. Cippenham nursery and Primary schools visited over five days with a further 3 days planned. Farnham Common Infant school used the car parks as a base for their walk to school initiative. Ecole Jeannine Manuel from Bedford Square in London brought 30 students to study the geology trail.
 - Scout groups from Loddon and a district scout group both used the site for night hikes.
 - 200 pupils from Farnham Common Infant school used the Halloween trail on 21st October

Stoke Common.

20. Contractors have started work on replacing 550 metres of fencing on the eastern side of the main common.
21. A contractor was brought in to do a day's mulching of tree stumps and ground disturbance to stimulate germination of heathland plants
22. The grazing season, with 21 cattle from a local grazier, is now complete. There was one incident where three cows escaped from the common after gates were stolen overnight. The cows were quickly returned with no injuries

to them or members of the public. New gates have been purchased and the gaps filled on a temporary basis.

Ashtead Common.

23. A project, delivered in partnership with a charity called Living Streets to surface a short section of footpath near to the Wells Estate, has been completed. The path provides an all-weather link between the Wells Estate and existing surfaced paths on Ashtead Common, enabling parents to walk to a nearby primary school. A number of families and local people assisted our volunteers to complete the path.
24. Discussions are progressing with two potential grazing partners to establish a new model for sustainable, low intensity conservation grazing across the site.
25. The autumn and winter work programme has commenced with a package of tree work already completed in the Wood Field area. Work to restore an appropriate scrub-grassland mosaic continues and veteran tree work will commence soon.
26. 803 volunteer hours were achieved in September. October's figure will be augmented by a group of corporate volunteers from Exxon Mobil who worked to increase the width of a firebreak.

Support Services.

27. The Support Service's Team has had an intense period of activity assisting with the establishment of the Kenley Heritage Project Team including staff induction and training, infrastructure development, finance, and coordinating events.
28. The Support Services team also supported the Project Launch at the Kenley Heritage day on 11 September. This was the first time that the team had taken the lead arranging the day with our partners.
29. The team also assisted with coordinating the Open Spaces Department 'Management Conference aboard HMS Belfast on 19 October 2016. Led by the Superintendent, the theme for the Conference was 'Planning Together, Managing Collaboratively, Delivering Locally' and had presentations and workshops on 'The programme Board' method of project delivery, 'Our Culture' and 'Our future'. The Superintendent is currently awaiting feedback from those that attended and an action plan will be produced to ensure that progress continues to be made.
30. The Open Spaces staff visit will take place at Burnham Beeches on 16 November 2016. The team is currently busy organising the schedule of events for this day ensuring an educational and enjoyable day for all.
31. Sickness absence continues to be of concern across the Division with some longer term issues currently affecting two members of staff and shorter term issues affecting two others.
32. Interviews were held and a candidate offered the post for a six month Temporary Assistant Ranger position to help during the busy winter pollarding period. It is anticipated the post will commence mid November.

33. A review of weekend and evening Ranger team rota's has been concluded within the various teams. This has achieved service improvements and resolved policy and operational inconsistencies across the Division on a cost neutral basis.

INCIDENTS

Burnham Beeches

34. Following the recent robbery at the Burnham Beeches café (reported at September meeting of this Committee) the Superintendent can confirm that the police have raised their presence at the café, the Café's Safe Systems of Work have been reviewed and the CCTV system has been assessed and is currently being modernised.
35. There were two incidents involving vandalism to signs on site; the first involved the sign at the main entrance which had been pushed over and snapped off and the second was removal of 'dogs on-lead' signs at the café. Signs in both cases have been repaired and replaced.
36. An attempt was made to gain access to the donations box in the information point adjacent to the cafe. It was unsuccessful and no money was stolen.
37. There were two incidents of verbal abuse towards staff, both of which were reported to the police. In the first incident the suspect admitted to being verbally abusive and agreed to moderate his behaviour in future. The second incident is still in the hands of the police.
38. Two five bar gates were stolen overnight from Stoke Common, enabling the livestock to escape onto the highway. Staff and the grazier attended site and returned the cattle to safety without injury.
39. A Jeep 4wd became firmly stuck and was abandoned within the curtilage of the site. As the vehicle was deemed to be on private land South Bucks District Council agreed to locate the owner and arrange removal. The vehicle remained on site for three weeks and was eventually set on fire at which point it was removed.
40. Other incidents dealt with were of as fairly minor nature but included 2 dog related incidents and a mistaken report of livestock within the invisible fence area being out on the road.

Ashtead Common.

41. None

The West Wickham and Coulson Commons

42. In September vehicle crashed through the wooden bollards on Stites Hill Road at the Junction of Homefield Road, Coulsdon Common. The driver was taken to hospital.
43. Rangers responded to reports of a motorcycle being ridden across Farthing Downs. The rangers arrived in time to see the motorcycle with rider and pillion disappearing onto adjoining land. The incident was reported to the police.

44. Rangers intercepted a vehicle driving on Kenley Common. It was a father teaching his son to drive; they were duly escorted from the site.
45. A car collided with one of the Division's cows at night on Farthing Downs. The cow was located the following day and appeared to have only superficial injuries which were dealt with by Rangers. The cow is being monitored. The car was quite badly damaged and although the police are not thought to have received a report of the incident from the driver. An insurance claim is awaited and this may be contested once the full details are known. All cows have high visibility leg bands and warning signage is appropriately placed. Cattle have been grazing on the Common for approximately 15 years. An approach will be made to Croydon Highways Dept to revisit proposals to reduce the speed limit from 'unrestricted' to 30 mph.

FILMING, MAJOR EVENTS AND OTHER ACTIVITIES

46. None.

Andy Barnard - Superintendent 'The Commons'

T: 0207 332 6676

Email: andy.barnard@cityoflondon.gov.uk

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heCommittee(s):	Date(s):
Epping Forest & Commons	21 November 2016
Subject: Environmental update	Public
Report of: Superintendent of The Commons	For Information
Summary	
<p>An update is provided on the environmental and planning issues facing Burnham Beeches and Stoke Common. Such updates are provided for Members on an occasional basis 'as and when' there are sufficient issues to report. The last update was provided to this committee in 2013 and on this occasion the report provides background information to inform newer members of the issues and their history.</p> <p>Information in this report summarises the results of survey work and monitoring being carried out to ensure that management is appropriate to the world as it changes around the sites. It also highlights current problems such as evaluating and mitigating the impact of local development and of the finding resources necessary to meet the cost of these increasing demands. Maintaining close working relationships with statutory agencies such as South Bucks District Council and Natural England helps to ensure that appropriate site protection can be achieved via the Council's Local Plan. It also ensures that the status of the Beeches is taken into account in relation to 'new' issues like such as future development at Heathrow airport.</p> <p>Regular monitoring has highlighted some issues over the last year and resources are being redirected to meet additional work wherever possible. The main areas of concern relate to dust levels which are quite high, the pond outflows require investigation and, despite considerable work, the continuing decline of the old pollard trees, albeit not as fast as prior to the halo clearance and gradual reduction of recent years.</p> <p>Volunteers and adhoc visits from local naturalists and Societies continue to play key roles in building up a picture of the wealth of rare species that the sites support and supporting staff with regular monitoring and data input.</p> <p>Recommendation(s) Members are asked to:</p> <ul style="list-style-type: none"> • Note the contents of this report 	

Main Report

Background

1. This report is provided to update the Committee on the progress of various planning and environmental issues that may impact on Burnham Beeches SAC and Stoke Common SSSI. Recent progress with biological monitoring and survey work is also outlined.

Current Position

East Burnham Quarry – History of workings

2. East Burnham Quarry was given planning consent following a Public Enquiry in 1991 at which the City of London unsuccessfully objected to the development on the grounds that it would negatively impact on Burnham Beeches. The site is located less than 600m from the Beeches at its nearest point. Phase 1 of the quarry (that furthest from the Beeches) was completed in 2006 and there was then period of inactivity that ended in 2015. Phase 2 extractions of sand and gravel commenced in October 2015 and the quarry has been operational since then with activity increasing throughout 2016. The first working cell has had almost all the mineral extracted and the quarry operator, Summerlease Ltd. has indicated that they foresee a cessation of extraction at the beginning of November. They will then start preparing for the landfill of inert clay into the void. The anticipation is that working will commence again in early spring 2017 with infilling of the first cell taking place at the same time as extraction from the second cell, one of those physically closest to Burnham Beeches.

East Burnham Quarry – Hydrology

3. One of the planning conditions imposed on the quarry operator was that hydrological monitoring should be carried out regularly to ensure that there is no impact of the workings on Burnham Beeches. The concern is two-fold, that, during extraction the water table in the Beeches may be drawn down, and that after infilling, the water table may rise. Underground water levels are measured fortnightly by Summerlease Ltd across a network of dipwells in the southern part of Burnham Beeches and on land between the Beeches and the quarry. A protocol agreed by all parties (including the mineral planning authority – Bucks County Council) state that the measurements should be sent to an independent hydrologist (paid for by Summerlease Ltd.) who compares the readings with agreed 'envelopes' and, in conjunction with information about water pumping within the quarry site, comes to an opinion as to whether the quarry activities have had any impact.
4. Along the northern edge of the quarry site a recharge ditch has been constructed which provides a method of moving water around within the site to improve the situation in the Beeches if necessary.
5. Currently the dipwell readings are mostly being taken regularly but there are occasions when they are not taken promptly. Negligible water management has been required by the quarry operator and the hydrologist is of the opinion

that there have not been any changes to the water levels in the Beeches that can be attributed to the quarrying operations

East Burnham Quarry - Dust

6. The quarry operator runs a dust monitoring point in the Burnham Beeches Estate yard and also has equipment to dampen dust along the roads and tracks in the quarry site. In addition, the City of London carries out some simple dust monitoring within the Beeches using sticky pads which are sent to a laboratory for both analysis and interpretation of the results. Levels in the last 18 months since recommencement of the quarrying have regularly produced high levels of dust. Five monitoring periods recorded levels defined as 'objectionable' in terms of public responses (exceeding 0.70% Estimated Area Cover per day) and the majority of the others were defined as 'possible complaints'. The quarry operator has questioned whether the high dust levels are as a result of the quarry workings or the many smaller development sites around the edge of the Beeches, which certainly must contribute to dust levels.
7. Discussions with the consultants, along with Natural England's Air Quality Adviser, suggest that it would be beneficial to increase the monitoring to include a method that provides figures more comparable with National guidelines (per volume of air rather than area covered on a sticky pad), a directional component and the ability to analyse the dust content to better establish its origin. Some of these methods were used in the past in the Beeches but ceased when the quarry was not operating. It is unlikely that Natural England or the quarry operator will be willing to fund this extra monitoring.
8. Various funds have been explored for grants but none so far have been applicable. It is likely that this increased monitoring will be needed for a period of 3-4 years while the nearest cells are being worked. Infilling may be just as dusty as the extraction, although the initial soil stripping is probably the activity that produces the most dust. Staff from the Markets & Consumer Protection Department have offered to lend some equipment to help build up a better picture of the background dust levels and the impacts of different activities, although this will not address all the recommendations. Natural England have provided guidance on the best course of action should dust levels be shown to be elevated and impacts seen on the Beeches (including sensitive plants such as lichens). This issue will be added to the local risk register and where possible local risk budgets will be used to meet the demand.

East Burnham Quarry - Lichens

9. Lichens within the Beeches are studied in relation to the impact of dusts from the quarry site. Permanent quadrats (specific areas on trees) were set up on oak trees in 1993 (at the time there were very few lichens on beech trees). They are monitored each year by a lichenologist and the number of species, area of cover and health of the lichens recorded. A set of triggers have been established which would indicate cause for concern over changes in air quality. 21 quadrats were recorded in 2016, no triggers were exceeded.

East Burnham Quarry - Liaison meetings

10. The mineral Planning Authority (Bucks County Council - BCC) is responsible for ensuring compliance of the quarry operator with the planning conditions. Prior to 2015, when the quarry was operational, liaison meetings chaired by BCC and attended by key organisations and adjacent Local Authorities were held six monthly to air issues of concern and find solutions. One indoor and an additional site visit were held in 2015 but despite repeated reminders no further meetings have been organised. It seems that shortage of staff and pressure of work has resulted in this not being a priority for the County Council. Instead, CoL officers have liaised independently with one of the Directors of Summerleaze Ltd and regular site visits made to ensure a good working relationship continues and to provide a forum to raise issues of concern.

Progress with local plan – South Bucks District Council (SBDC)

11. SBDC are making very active progress with their Local Plan. Regular meetings have been held with Planning Policy Officers and Natural England to ensure that the status of Burnham Beeches as a Special Area of Conservation (SAC) is taken into consideration when discussion housing allocations. SBDC are also holding discussions with neighbouring authorities such as Slough Borough Council through the 'duty to cooperate' requirement.
12. The next document for consultation has just been released which is a presentation of the preferred options for the release of Greenbelt in the district. This is the result of detailed consideration of over 400 sites submitted in the call for sites earlier in the year. 15 sites are suggested which would accommodate roughly 50% of the housing allocation for the District. Currently only one release site is within 5km of Burnham Beeches, at Beaconsfield, which is a large one suitable to accommodate 1500-1700 homes.
13. The main concern over the impact of additional housing in close proximity of Burnham Beeches is the increased visitor footfall and associated air quality issues due to housing and cars. The Beaconsfield site is large enough that sufficient green infrastructure can be accommodated within the development proposals. The other 50% of the housing requirements will need to be met by windfall and this will have to be accommodated within the existing settlements and outside green belt, which will no doubt include Farnham Common and other village envelopes within 5km of the Beeches. A Habitats Regulations Assessment will be needed for the local plan and thus the consequences of these windfall developments on the SAC will need to be addressed. Ongoing discussions between SBDC, NE and CoL are attempting to find a long term solution.
14. It is hoped that the Local Plan can be finalised in 2017 but the housing allocations for all the Local Authority areas adjacent to South Bucks, which includes Slough, Windsor & Maidenhead and Wycombe are all trying to shift allocation between each other (and Aylesbury Vale further to the north) so the situation is subject to flux and each are dependent on each other. In addition Slough have been given an extra year to produce their plan because of the impact of the Heathrow expansion.

Heathrow Airport

15. The decision to build a third runway at Heathrow will impact directly and indirectly on the SBDC area. It will also impact greatly on several other sites of nature conservation interest. There are likely impacts on Burnham Beeches in terms of air quality issues as well as through increased demand for housing locally. Both SBDC and NE are already in discussions with Heathrow concerning environmental issues and Burnham Beeches will be included as one of their issues of concern.

Thames Water & the Nile

16. Over the last three years we have been contacted periodically by the resident of a property which adjoins the Nile Stream, slightly up-stream of where it enters the Beeches. In periods of heavy rain the property's sewers overflow and contaminated water flows into the Nile. This has often been followed up by chemicals used by Thames Water to clean up the situation. Your officers (along with two local residents) have been in contact with Thames Water each time this has occurred. We have been told that the system is designed to respond this way in periods of especially heavy rain and that it only happens in exceptional circumstances. However, this is now happening on a far from exceptional basis (five times in the last 12 months). Thames Water has assigned an officer to the case and CoL officers will continue to push for a long term resolution.

Pond outflow and survey

17. The outflows of two of the ponds in Burnham Beeches were surveyed in 2011. One is leaking and both have outflows initially constructed in the 1940's which are made up of a mixture of different materials capped with concrete. At the time there was a proposal to replace both outflows with a simpler structure, more in keeping with the ponds' natural appearances but at significant cost. Due, at that time, to the lower priority of these in relation to dams in other CoL open spaces, work on this plan was postponed. In summer 2016 the ponds were visited by two Engineers from the City Surveyors Department. In their opinion, complete replacement of the outflows was not needed although there is still a need for the leak to be resolved and its cause established. Various lower cost proposals have been suggested and the favourite option currently is to engage an initial contractor to carry out a CCTV assessment of the pipes to see if the cause of the leak can be established.
18. This summer a biodiversity survey of the two ponds was carried out, including the plants and invertebrates. The Fresh Water Habitats Trust was employed to do this, although the field work has been completed not all the samples have been identified yet; the report is due by the end of the year. Sadly one of the key dragonfly species that bred in Middle Pond (Downey Emerald) was not seen, and hasn't been seen for several years now. Visitors have expressed concern recently about the encroaching vegetation within the ponds and the report will include recommendations for management.

Regular monitoring of vegetation

19. During the summer months the vegetation in 16 different plots in Burnham Beeches is monitored. The plots were started in various years but many of them date back to 1990 and they document the transition of various areas

through management from secondary woodland to heathland, mire or wood pasture with a series of controls that are still dominated by dense woodland. The results are used each year to compare with targets outlined in the management plan to ensure that the ongoing management is having the desired impact. Several of these plots have additionally been analysed using multivariate statistics and it is hoped will be the subject of a scientific publication.

Regular monitoring – Impact of grazing

20. In addition to the vegetation plots described above, those areas of the Beeches that are grazed are assessed with specific consideration to the impact of grazing. A Grazing Impact Assessment (GIA) system is used based on a detailed study in 2006 adapting a method devised by Natural England for monitoring grazing on heathlands. The subsequent annual check focuses on the impact of the grazing/browsing livestock on trees, shrubs and ground vegetation as well as the Scheduled Ancient Monuments. It also enables a quick check to be made of particular rare species within the Beeches and ensures that the impact of the grazing is examined in a critical way. For the first time in 2016 a GIA was carried out for the northern part of the Beeches where grazing has been possible due to the virtual fences. The recommendations from the GIA include ensuring a watching brief is maintained in a two small areas that may be subject to trampling pressure or heavier browsing pressure but do not highlight any areas of major concern.

Regular monitoring of pitfall traps

21. Within the wood pasture restoration area the ground running invertebrates have been recorded through the use of pitfall traps (plastic drinking cups sunk into the ground). A similar set of traps are located nearby in an area still dominated by secondary woodland. These traps have now been running for 26 years, for the last 10 years or so entirely through the use of volunteers who service the traps, sort the catches and identify the invertebrates. In the last year all the data has been put onto spreadsheets and when budgets allow a scientist at the Natural History Museum will do the analysis for us. It is an unrivalled database documenting changes over this period of time.

Visitor counts

22. Automatic car counters record the numbers of cars through the main gate at Burnham Beeches (as well as some of the public roads). Periodically (approximately every 5 years) this is calibrated by counting the number of people and dogs in the cars. At the same time counts are also made of visitors using the other smaller entrances around the Beeches. These counts have recently been made over the period of a year (2015-6) to encompass a variety of different weather conditions, school holidays, term time etc. The last counting day was in August. The data was all put on to a data base by a volunteer and sent to a consultant for analysis. The report is due in December 2016.

23. Recent finds

24. Survey work by volunteers, biological recording groups and contractors has added to the species list for the Beeches and 're-found' some unusual species. Interesting finds include:

25. Plants: *Stellaria pallida* (Lesser Chickweed) county scarce; *Potentilla argentea* (Hoary Cinquefoil) last seen in BB in 1987; *Cerastium diffusum* (Sea Mouse-ear) 4th record for Bucks; *Trifolium arvense* (Hare's-foot clover) on the café roof, the first record for Burnham Beeches since 1926; *Filago minima* last seen in BB in 1977; *Geranium rotundifolium*, last seen in BB in 1954. Several of these species are in areas where the grazing has been re-introduced recently using the virtual fences.
26. Lichens: A visit from two members of the British Lichen Society resulted in the discovery of *Bacidia incompta* a Red Data Book species listed as vulnerable on an ancient pollard, four species considered to be 'notable' and new to the site, two species of fungi that grow on lichens, one only previously known from one other site in the UK and the other first discovered in the country in February 2016 and a fungus living on holly leaves that was formerly thought to be a lichen and has been found in less than 12 sites in the UK.
27. Beetles: Burnham Beeches was part of a National Project using pheromone traps to look for a range of Long-horn beetles, many of which are associated with decaying wood in veteran trees. This was the second year of the project and for the second year running we recorded no beetles in the traps (two ran during the summer months). Similar 'nil returns' were recorded for many of the other trap locations.

Old pollard work programme

28. All the old pollards in Burnham Beeches were resurveyed in winter 2015 with a view to renewing the work programme for the trees for the forthcoming 10 years. Due to pressure of work the report and final work programme was not completed until 2016. There are currently 382 live ancient pollards in Burnham Beeches. 388 trees have had some sort of restoration work carried out on them, many of these several times. Calculation of the mortality rate for the trees shows that this has declined since the commencement of the restoration work. Studies elsewhere suggest that a population of at least 160 hollow trees, at a density of at least 2.8 per hectare and a mortality rate of no less than 1.3% per year is required to support a long term and thriving population of invertebrates associated with such trees. For Burnham Beeches the figures are: Beech - 306 old pollards at a density of 1.8/ha and a mortality rate of 1.61%. Oak – 76 old pollards, 0.4 trees/ha and a mortality rate of 0.37%. These figures suggest that there is cause for concern for both species but for slightly different reasons. There are other trees within Burnham Beeches that are hollow and provide some suitable decaying wood habitat but considerably fewer oak than beech. Previous studies have also shown that there is a recruitment gap for both species, but most pronounced for oak.

Bat surveys

29. Old pollards are surveyed remotely for bat roosts in the summer prior to winter restoration cutting work. This year 30 trees were surveyed using Anabat which is a detector that is left out in or near the trees overnight and the recordings subsequently analysed. The likely presence of bat roosts nearby are indicated by the number of bat passes per 30 minute period (the bat

species are not identified as this is too time consuming, although it could be done at a late date). Although no roosts were confirmed, four trees were found that will be subject to careful inspections immediately prior to the pruning work being carried out. 2016 is the last year this type of survey will be carried out as the new Departmental Bat Policy places more emphasis on climbing inspections prior to cutting.

Rothamsted moth trap

30. The static light trap to record moths on a nightly basis as part of a very long term monitoring network continues to run each night close to the office at Burnham Beeches. The network provides crucial information about the appearance and spread of species of concern as well as documenting changes in the native desirable moths. Identification is organised by Rothamsted Research Station who normally also put the data onto spreadsheets and send it to us for our records. At the beginning of 2016 there was a large backlog of data input but now it is all up to date due to the hard work of a volunteer.

Long Term Monitoring Network (LTMN)

31. Burnham Beeches (along with Epping Forest) continues to be a site in the Natural England LTMN. Standard monitoring is carried out on each of the sites which are nature reserves spread across the country. Some regular annual monitoring at Burnham Beeches (butterfly transects, bird transects) form part of this along with some bespoke monitoring commissioned by NE. This year the Beeches should have had the vegetation monitoring repeated (NE Funded) but lack of finance meant that woodland sites were postponed. On the positive side, ammonia monitoring which ceased a couple of years ago, started again on 1st November 2016 using methods that are comparable with a National network.

Research project on time of year to cut trees

32. In 2011 a literature review was commissioned to look at additional methods that might be appropriate for managing veteran trees. Several avenues from this literature review have been followed up, one of which was to look more closely at the best time of the year to cut trees. Although it is generally assumed in the UK that trees should be cut in the winter, the physiology actually suggests that the spring or early summer might be better. Plots of young trees were set up in Burnham Beeches and cohorts of trees cut as 'young' pollards in spring, summer, autumn and winter for beech and summer and winter for oak. They were cut in 2012-13 and the results recorded initially after two growing seasons. Some oak trees died but all the beech trees survived. There appeared to be no differences between the responses of the beech trees cut in different seasons but oak trees grew better if they were cut in the summer (it is interesting that oak trees are not normally cut in Burnham Beeches in the summer now because they tend to be badly affected by oak mildew). These trees will be examined in detail again after more growing seasons. In the meantime they have also been used as part of a volunteer project to see if there is any correlation between trees coming into leaf early in the season, early autumn colours and tree health.

Stoke Common

33. Annual vegetation monitoring at Stoke Common included recording of three plots to look at the impact of restoration work, two exclusion plots to demonstrate the impact of not grazing the common and a Grazing Impact Assessment to look in detail at the impact of the grazing on specific plant species and features used by invertebrates. No major issues of concern were found.
34. Interesting plants recorded this year on Stoke Common include abundant *Veronica scutellata* (Marsh Speedwell) a county scarce species that is doing particularly well on the Common and *Cuscuta epithimum* (Common Dodder) on the other side of the Common from where it was recorded two years ago. *Erica cinerea* (Bell Heather) continues to grow well in some of the areas where trees have been cleared.
35. The Bucks Fungus group visited Stoke Common at the beginning of October. They were a little disappointed to find that we had cleared more pine trees as part of the planned heathland restoration work and thus the diversity and abundance of some of the mycorrhizal species of fungi associated with pine trees had declined. However they discovered some interesting species associated with heathland, such as *Coltricia perennis* (Tiger's eye) and *Panaeolus fimicola* (Turf mottlegill) both new to Stoke Common and *Psathyrella lutensis*, new to the county. One of the rarer bracket fungi, *Ganoderma resinaceum* was discovered on two oak trees, previously recorded on one.
36. An entomologist has been surveying Stoke Common this year for flies and has also recorded some bees. He is still identifying the catches he made over the summer and will also work on some material caught during other projects. His most exciting find so far is a Red Data Book bee called *Nomada guttulata* which is nationally rare.

Flag ship pond work at Stoke Common

37. The Fresh Water Habitats Trust has been awarded a Heritage Lottery fund project that includes work on 'Flagship ponds'. These are ponds that are considered of National Importance for their wildlife. Two of the ponds on Stoke Common are designated as Flag Ship Ponds. As part of the grant a group of volunteers was trained up in carrying out chemical analyses of the water. In addition a consultant was employed by the FHT to survey the plants around the ponds in detail.

Corporate & Strategic Implications.

This work supports the following City of London Key Policy Priorities and Open Space Objectives:

KPP3. *Engaging with London and national government on key issues of concern to our communities such as transport, housing and public health.*

KPP5. *Increasing the outreach and impact of the City's Cultural, heritage and leisure contribution to the life of London and the nation.*

OSD1. Protect and conserve the ecology, biodiversity and heritage of our sites.

Conclusion

38. Survey work continues to confirm the importance of both Burnham Beeches and Stoke Common as very special places for wildlife. Monitoring plays a valuable part in ensuring that the management continues to be positive for key species and associations of species and can highlight any issues before they become problematic.
39. The impact of local development continues to be of concern and officers are working closely with those from other organisations to discuss options for putting in place systems to protect Burnham Beeches, in particular, using the obligations of the SAC status. Volunteers continue to play a valuable role in our work, although there are many specialist areas where consultants are required, which of course has financial consequences. Providing support and supervision for volunteers and contractors is essential to ensure the work carried out fulfils the aims and requirements of the site management plan and is of the highest quality obtainable. Partnership working with other organisations is essential.

Appendices - None

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Committee(s)	Dated:
Epping Forest and Commons – For Information	21/11/2016
Subject: Burnham Beeches and Stoke Common Trustee’s Annual report and Financial Statements for the Year Ended 31 March 2016	Public
Report of: The Chamberlain	For Information
Report author: Derek Cobbing	

Summary

The Trustee’s Annual Report and Financial Statements for the Year Ended 31 March 2016 for Burnham Beeches and Stoke Common are presented in the format required by the Charity Commission.

Recommendation(s)

Members are asked to:

- Note the report.

Main Report

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

Appendices

- Appendix 1 – Report and Financial Statements for the year ending 31st March 2016

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BURNHAM BEECHES AND STOKE COMMON

***REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016***

Charity Number: 232987

BURNHAM BEECHES AND STOKE COMMON
Trustee's Annual Report for the year ended 31 March 2016

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BURNHAM BEECHES AND STOKE COMMON
Trustee's Annual Report for the year ended 31 March 2016

1. Reference and Administration Details

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

2. Structure, Governance and Management

The Governing Document and constitution of the charity

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

Trustee selection methods

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

Policies and procedures for the induction and training of trustee

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

BURNHAM BEECHES AND STOKE COMMON
Trustee's Annual Report for the year ended 31 March 2016

2. Structure, Governance and Management (continued)

Organisational structure and decision making process

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

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

Details of related parties and wider networks

Details of any related party transactions are disclosed in Note 13 of the Notes to the Financial Statements.

Key management personnel remuneration

The trust considers its key management personnel comprise the Trustees and the Director of Open Spaces who manages the seven open spaces funded by the City of London Corporation.

Support is also provided by other chief officers and their departments from across the City of London Corporation, including the Town Clerk and Chief Executive, Chamberlain, Comptroller and City Solicitor and City Surveyor.

The pay of the Director of Open Spaces is reviewed annually in-line with any uplift awarded to employees across the City of London Corporation. The City of London Corporation is committed to attracting, recruiting and retaining skilled people and rewarding employees fairly for their contribution. As part of this commitment, staff are regularly appraised and, subject to performance, eligible for contribution pay and recognition awards. If recruitment or retention of staff proves difficult, consideration is given to the use of market forces supplements in order to increase pay to a level that is competitive relative to similar positions in other organisations.

Risk identification

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

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

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

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

BURNHAM BEECHES AND STOKE COMMON
Trustee's Annual Report for the year ended 31 March 2016

2. Structure, Governance and Management (continued)

Risk identification (continued)

There are 7 risks which have been identified as affecting all the Open Spaces are:

- Animal, Plant and Tree Diseases;
- Extreme weather;
- Poor repair and maintenance of buildings;
- Impact of Housing /Highways Development;
- Recruiting and retraining appropriately skilled staff;
- Ensuring the Health and Safety of staff, contractors and the Public; and
- Delivering the Departmental Road map Projects and Programmes – includes Finance and SBR savings.

There is a system in place for monitoring each of these risks and mitigating actions are undertaken including training, strengthening controls and plans of action.

These risks are then broken down into more site specific risks in each areas own risk register, together with any risks that only relate to that site.

Risk which is specific to Burnham Beeches and Stoke Common:

Pond Embankments – erosion, inadequate design quality, lack of maintenance, leaks could result in a severe rainfall event resulting in overtopping of the embankments leading to erosion and potential collapse. Impacts could include loss of life, damage to downstream land/property, loss of habitat and rare species, reputational harm and litigation. The risk is monitored and a capital project set up. The likelihood is rare.

3. Objectives and Activities for the Public Benefit

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

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

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

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

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

BURNHAM BEECHES AND STOKE COMMON

Trustee's Annual Report for the year ended 31 March 2016

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

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

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

4. Achievements and Performance

Key targets for 2015/16 and review of achievement

The key targets for 2015/16 together with their outcomes were:

- **Conservation Grazing Scheme.** The well supported management plan project to expand conservation grazing at Burnham Beeches continued in 2015/16. Four invisible fenced areas comprising approximately 120 hectares were successfully grazed by cattle during June - October. This meant that the area grazed by livestock at the site has increased by nearly 100% in the last year with a total of 163 hectares, 73% of the Beeches, now being grazed each year. The expansion has been widely promoted to visitors and outside bodies. As a result the Beeches have again been visited by many different groups looking to use invisible fencing elsewhere in the country including the National Trust and various Wildlife Trusts.
- **Regeneration of ancient pollards.** A Survey of all remaining ancient pollard trees was undertaken and a new 10 year management programme drawn up. This plan builds on experience of the work over the last 20 years and information from site based experimental projects and recommendations of recent research. Each old tree has its own individual plan over the next 10 years. In addition the first year work programme on the old trees was completed in the winter 15/16 with 59 trees worked on.
- **Heathland regeneration.** The 8th year of major heathland regeneration project works was undertaken at Stoke Common, during the autumn and winter 2015/16. The works comprised 2ha of secondary woodland clearance and 1.5 ha of restoration by mulching machine to remove tree stumps and disturb soil to promote heathland restoration. Volunteers and staff cleared by hand approx. 1.5 ha of scrub and encroaching vegetation along path edges, to open up areas of heathland habitat and improve access. Grazing was undertaken, by cows, on two of the three parcels that make up Stoke Common by a grazier during the summer months. Ponies also grazed 2 areas of the common during the winter 2015/16. A range of survey work, to check how the heathland restoration is going, was carried out in 2015 including amongst others things, a whole site reptile survey supported by volunteers from the Friends of Stoke Common. Vegetation surveys also showed the continual spread of heathland species following restoration works over the last 8 years.

BURNHAM BEECHES AND STOKE COMMON
Trustee's Annual Report for the year ended 31 March 2016

4. Achievements and Performance (continued)

Key targets for 2015/16 and review of achievement (continued)

- **Dog Control Orders** came into force on the 1st December 2014 at Burnham Beeches and have been in place now for 18 months. The City has deliberately not adopted a zero tolerance approach to enforcing, seeking instead to give people the chance to put things right whilst robustly challenging repeat offenders. Rangers have spoken to and advised several hundred people in the last year on dog related matters and continue to receive positive comments on the approach undertaken.
- **Sustainability.** Projects delivered by the previous Local Improvement Plans, have continued to deliver benefits to the Beeches and Stoke Common: including the office complex being heated by a wood chip boiler, and photo voltaic cells on the office and barns. Electric bikes are still well used by staff to get around the sites saving on the use of vehicles powered by petrol and diesel. An electric car has been leased to reduce the carbon footprint of travel between the four Charities now managed by the Superintendent.
- **Team Development.** A programme of team learning opportunities to improve service delivery and enhance in-house knowledge base and experience was delivered in 2015/16. Areas looked at included team visits at Stoke Common, to look at restoration work/hear from people doing survey work showing the success of restoration and at the beeches looking at a very rare moss called zygoden forsteri – Fortsers Knot-hole moss – for which the Beeches is an world stronghold – the result of this was that further colonies of the moss were identified on site.
- **Works programme – general.** Projects detailed in year 6 of the Burnham Beeches Management Plan were delivered as required. This included the grazing expansion old and young pollard works, small scale heathland restoration and access improvements including path repairs. Staff were supported by over 6,300 hours of volunteer effort during the year.
- The Burnham Beeches team has continued to work closely with South Bucks District Council (SBDC) and Natural England to ensure the long – term protection of the Burnham Beeches Special Area of Conservation (SAC) from development through the Local Plan. In 2015 this included organising a seminar with other organisations in similar circumstances managing small SACs in areas of high development pressure to share best practice.
- The Burnham Beeches team delivered 40 events and walks enjoyed by around 2500 people. Ninety seven local community events were also supported and hosted including visits from around 1900 local students and school children, but the events include anything from a national cycle rides to 21 different scout, cub guide and rainbow activities
- Publication of the 2015-18 Division Plan

BURNHAM BEECHES AND STOKE COMMON

Trustee's Annual Report for the year ended 31 March 2016

4. Achievements and Performance (continued)

Key targets for 2015/16 and review of achievement (continued)

- The Burnham Beeches reserve received its 12th successive Green Flag Award and its 11th successive Green Heritage award. In addition in 2015 the car parking areas on Lord Mayors Drive were awarded 'The Disabled Parking Award' from Disabled Motoring UK in recognition of provision for disabled drivers. The Beeches is the first Nature Reserve in the UK to receive this award.
- **City of London (Open Spaces) Bill** - developing a comprehensive suite of improvements and updates to the Epping Forest Act (and Management Acts of other City of London Open Spaces) under the three broad headings on Land Management, Revenue Generation and Enforcement. These changes are intended to enhance and clarify the City of London's protection of the Forest physically and financially. Deposition due in November 2015, with Parliamentary Process estimated at two sessions (two years). *The outline aims of the Open Spaces Bill were consulted upon in 2015 and feedback from this formed the first draft of clauses deposited with Parliament in November 2015. Parliamentary process now continues into 2016/17.*

5. Financial Review

Review of financial position

Income of £240,180 (2014/15 £226,472) was received including grant income of £77,385 (2014/15 £91,820), donations of £17,512 (2014/15 £20,381), interest of £701 (2014/15 £1,071), sales of £115 (2014/15 £85), fees and charges of £107,144 (2014/15 £79,225) and rental income of £37,323 (2014/15 £33,890). No reimbursements and contributions were received during the year. The contribution towards running costs of the charity amounted to £690,685 (2014/15 £675,447). This cost was met by the City of London Corporation's City's Cash.

Reserves Policy

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

Investment Policy

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

Going Concern

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

BURNHAM BEECHES AND STOKE COMMON

Trustee's Annual Report for the year ended 31 March 2016

6. Plans for Future Periods

The key targets for 2016/17 are to:

- **Conservation Grazing Scheme.** Continue to deliver expanded grazing for the next 2 years to graze 163 hectares or 72 % of the Beeches. Keep public informed of progress and continue to look at options for further expansion of the areas grazed from 2018
- **Regeneration of ancient pollards.** Continue to actively care for and manage these ancient pollard trees.
- **Heathland regeneration.** Deliver projects for year 9 of the Stoke Common heathland regeneration plan.
- **Sustainability.** Deliver the Departmental Sustainability Improvement plan 2015/17.
- **Team Development.** Continue to develop, implement and evaluate a programme of team learning opportunities to improve service delivery and enhance in-house knowledge base and experience.
- **Visitor Counts** Undertake detailed visitor count to update total visitor number calculations last undertaken in 2010/11.
- **Works programme – general.** Deliver projects detailed in year 7 of the Burnham Beeches Management Plan.
- Continue to work closely with South Bucks District Council (SBDC) to ensure the long – term protection of the Burnham Beeches Special Area of Conservation (SAC) from development. Ensure research outcomes are embedded in the Local Plan.
- Support the City's Service Based Review programmes to achieve operational savings and efficiencies.
- **City of London (Open Spaces) Bill** – Parliamentary process and consultation with forest users continues in 2016/17.

7. The Financial Statements

The financial statements have been prepared in accordance with the accounting policies set out in Note 1 to the accounts and comply with the charity's trust deed, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective from 1 January 2015. The financial statements consist of the following and include comparative figures for the previous year.

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

BURNHAM BEECHES AND STOKE COMMON
Trustee's Annual Report for the year ended 31 March 2016

8. Statement of Trustee's Responsibilities

The Trustee is responsible for preparing the Trustee's Report and the financial statements in accordance with the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective from 1 January 2015.

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

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

The Trustee is responsible for keeping proper accounting records that discloses with reasonable accuracy at any time the financial position of the charity and enable the Trustee to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the trust deed. The Trustee is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

9. Adopted and signed for and on behalf of the Trustee on 15 November 2016.

Jeremy Paul Mayhew MA MBA
Chairman of Finance Committee
Guildhall, London

Roger A H Chadwick
Deputy Chairman of
Finance Committee
Guildhall, London

BURNHAM BEECHES AND STOKE COMMON

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

We have audited the financial statements of Burnham Beeches for the year ended 31 March 2016 which are set out on pages 12 to 24. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

Respective responsibilities of trustees and auditor

As explained more fully in the Trustees' Responsibilities Statement set out on page 9, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

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

Scope of the audit of the financial statements

A description of the scope of an audit of financial statements is provided on the Financial Reporting Council's web-site at www.frc.org.uk/auditscopeukprivate.

Opinion on financial statements

In our opinion the financial statements:

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

BURNHAM BEECHES AND STOKE COMMON

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

Matters on which we are required to report by exception

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

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

Moore Stephens LLP

Statutory Auditor

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

150 Aldersgate Street
London
EC1A 4AB

BURNHAM BEECHES AND STOKE COMMON

Statement of Financial Activities for the year ended 31 March 2016

	Notes	Unrestricted Funds		2015/16 £	2014/15 £
		General Fund	Designated Fund		
		£	£		
Income and Endowments					
Donations and legacies		94,897	-	94,897	112,201
Charitable activities		144,582	-	144,582	113,200
Grant from City of London Corporation		690,685	-	690,685	675,447
Investments		701	-	701	1,071
Total	4	930,865	-	930,865	901,919
Expenditure on					
Charitable activities		930,164	18,148	948,312	920,067
Total	5	930,164	18,148	948,312	920,067
Net incoming/(outgoing) resources before transfers		701	(18,148)	(17,447)	(18,148)
Transfer (to)/from designated funds		(701)	701	-	-
Net incoming/(outgoing) resources for the financial year.		-	(17,447)	(17,447)	(18,148)
Reconciliation of funds:					
Total funds brought forward	12	-	802,950	802,950	821,098
Total funds carried forward	12	-	785,503	785,503	802,950

All operations are continuing.

BURNHAM BEECHES AND STOKE COMMON

Balance Sheet as at 31 March 2016

	Notes	2015/16 £	2014/15 £
Fixed Assets			
Tangible Fixed Assets	9	<u>657,341</u>	<u>675,489</u>
Current Assets			
Debtors	10	92,153	21,678
Cash at bank and in hand		<u>99,744</u>	<u>157,917</u>
		191,897	179,595
Creditors: Amounts falling due within one year	11	<u>(63,735)</u>	<u>(52,134)</u>
Net Current Assets		<u>128,162</u>	<u>127,461</u>
Total Assets less Current Liabilities		<u>785,503</u>	<u>802,950</u>
The Funds of the Charity			
<i>Unrestricted Income Fund</i>			
Designated Fund	12	<u>785,503</u>	<u>802,950</u>
Total Charity Funds		<u>785,503</u>	<u>802,950</u>

Approved and signed for and on behalf of the Trustee

The Notes at pages 14 to 24 form part of these accounts.

Dr Peter Kane
Chamberlain of London
15 November 2016

BURNHAM BEECHES AND STOKE COMMON
Notes to the Financial Statements for the year ended 31 March 2016

1. Accounting Policies

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

a) Basis of Preparation

Burnham Beeches and Stoke Common are a public benefit entity and the accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared for the first time in accordance with the new Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective from 1 January 2015 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

b) Going Concern

The *governing* documents place an obligation on the City of London Corporation to preserve the open space for the benefit of the public. The City of London Corporation is committed to fulfilling this obligation which is reflected through its proactive management of, and ongoing funding for, the services and activities required. The funding is provided from the City of London Corporation's City's Cash which annually receives considerable income from its managed funds and property investments. Each year a medium term financial forecast is prepared for City's Cash. The latest forecast to the period 2019/20 anticipates that adequate funding will be available to enable the Trust to continue to fulfil its obligations. On this basis the Trustee considers the Trust to be a going concern for the foreseeable future.

c) Statement of Cash Flows

The Trust has taken advantage of the exemption in FRS102 (paragraph 1.12b) from the requirement to produce a statement of cash flows on the grounds that it is a qualifying entity. Statement of Cash Flows is included within the City's Cash Annual Report and Financial Statements 2016 which is publicly available and can be found at www.cityoflondon.gov.uk.

d) Fixed Assets

Heritage Land and Associated Buildings

Burnham Beeches comprises 219 hectares (540 acres) and Stoke Common covers an area of 80 hectares of land located in Buckinghamshire, to the West of London, together with associated buildings. The objects of the charity are the preservation in perpetuity by the Corporation of London of the Open Spaces known as Burnham Beeches and Stoke Common, for the perpetual use thereof by the public for recreation and enjoyment. Burnham Beeches and Stoke Common are considered to be inalienable (i.e. may not be disposed of without specific statutory powers). The land and the original associated buildings are considered to be heritage assets. In respect of the original land and buildings, cost or valuation amounts are not included in these accounts as reliable cost information is not available and a significant cost would be involved in the reconstruction of past accounting records, or in the valuation, which would be onerous compared to the benefit to the users of these accounts.

BURNHAM BEECHES AND STOKE COMMON
Notes to the Financial Statements for the year ended 31 March 2016

1. Accounting Policies (continued)

d) Fixed Assets (continued)

Tangible Fixed Assets

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

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

e) Recognition of capital expenditure

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

f) Income Recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

g) Volunteers

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

h) Grants received

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

i) Contribution from City's Cash

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

j) Rental income

Rental income is included within charitable activity income for the year under Income and Endowments

k) Expenditure Recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

BURNHAM BEECHES AND STOKE COMMON
Notes to the Financial Statements for the year ended 31 March 2016

1. Accounting Policies (continued)

l) Allocation of costs between different activities

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

m) Pension Costs

Staff are employed by the City of London Corporation and are eligible to contribute to the City of London Local Government Pension Fund, which is a funded defined benefits scheme. The estimated net deficit on the Fund is the responsibility of the City of London Corporation as a whole, as one employer, rather than the specific responsibility of any of its three main funds (City Fund, City's Cash and Bridge House Estates) or the trusts it supports. The Fund's estimated net liability has been determined by independent actuaries in accordance with FRS102 as £482.6m as at 31 March 2016 (£498.2m as at 31 March 2015). Since this net deficit is apportioned between the accounts of the City of London's three main funds, the charity's trustees do not anticipate that any of the liability will fall on the charity. The charity is unable to identify its share of the pension scheme assets and liabilities and therefore the Pension Fund is accounted for as a defined contribution scheme in the accounts.

The costs of the pension scheme charged to the charity are the employer's contributions disclosed in Note 7 and any employer's pension contributions within support services costs as disclosed at Note 6. Following the statutory triennial valuation of the pension fund as at 31st March 2013, completed by independent consulting actuaries, an employer's contribution rate of 17.5% has been applied for 2014/15, 2015/16 and 2016/17. An updated triennial valuation is being undertaken as of 31 March 2016 which will inform consideration of the employer's contribution rate to be adopted from 2017/18. There are no outstanding or pre-paid contributions at the balance sheet date.

n) Fund Accounting

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

2. Tax Status of the Charity

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

3. Indemnity Insurance

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

BURNHAM BEECHES AND STOKE COMMON
Notes to the Financial Statements for the year ended 31 March 2016

4. Income and Endowments

Income and endowments are comprised as follows:

	2015/16 £	2014/15 £
Income and Endowments		
Donations and Legacies	17,512	20,381
Grants	77,385	91,820
Grant from City of London	690,685	675,447
Investments	701	1,071
	786,283	788,719
Income from Charitable Activities		
Sale of goods, products and materials	115	85
Fees and Charges	107,144	79,225
Rental Income	37,323	33,890
	144,582	113,200
Total	930,865	901,919

Donations and Legacies

Donations of £17,512 were received from various individuals in 2015/16 (2014/15 £20,381).

Grants

Grants were received from the Rural Payments Agency and amounted to £77,385 (2014/15 £91,820).

Grant from City of London Corporation

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

Fees and Charges

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

BURNHAM BEECHES AND STOKE COMMON
Notes to the Financial Statements for the year ended 31 March 2016

5. Expenditure

Expenditure is analysed between activities undertaken directly and support costs as follows:

	Activities undertaken directly £	Support costs £	2015/16 £	2014/15 £
Charitable activities	821,878	126,434	948,312	920,067
Total	821,878	126,434	948,312	920,067

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

Auditor's remuneration and fees for external financial services

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

Trustee's expenses

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

6. Support Costs

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

BURNHAM BEECHES AND STOKE COMMON
Notes to the Financial Statements for the year ended 31 March 2016

6. Support Costs (continued)

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

	Charitable activities £	2015/16 £	2014/15 £
Department			
Chamberlain (inc CLPS)	26,091	26,091	22,212
Comptroller & City Solicitor	9,583	9,583	7,769
Open Spaces Directorate	20,922	20,922	28,911
Town Clerk	15,931	15,931	16,742
City Surveyor	24,917	24,917	41,083
Information Systems	23,811	23,811	14,824
Other governance and support costs	5,179	5,179	5,101
Total support costs	126,434	126,434	136,642

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

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

BURNHAM BEECHES AND STOKE COMMON
Notes to the Financial Statements for the year ended 31 March 2016

7. Staff Numbers and Costs

The full time equivalent number of staff employed by the City of London Corporation charged to Burnham Beeches and Stoke Common Trust is 13 (2014/15 12) at a cost of £437,390 (2014/15 £412,938). The table below sets out the employment costs and the number of full time equivalent staff charged directly to the charity.

	No of employees	Gross Pay £	Employer's National Insurance £	Employer's Pension Contribution £	Total £
2015/16 Charitable activities	13	348,576	25,209	63,605	437,390
2014/15 Charitable activities	12	328,116	23,885	60,937	412,938

There were no employees whose total employee benefits were above the £60,000 threshold (2014/15 nil).

The trust considers its key management personnel comprise the Trustees and the Director of Open Spaces who manages the seven open spaces funded by the City of London Corporation. The proportion of the Director's employment benefits, including employer pension contributions, allocated to this charity amounted to £4,445 in 2015/16 (2014/15: £4,417). Trustees are unpaid and do not receive allowances.

Support is also provided by other chief officers and their departments from across the City of London Corporation, including the Town Clerk and Chief Executive, Chamberlain, Comptroller and City Solicitor and City Surveyor.

8. Heritage Assets

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

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

BURNHAM BEECHES AND STOKE COMMON
Notes to the Financial Statements for the year ended 31 March 2016

9. Tangible Fixed Assets

At 31 March 2016 the net book value of tangible fixed assets relating to direct charitable purposes amounted to £657,341 (31 March 2015: £675,489) as set out below.

	Land and Buildings £	Total £
<u>Cost</u>		
At 1 April 2014 and 31 March 2015	835,256	835,256
<u>Accumulated depreciation</u>		
At 1 April 2015	159,767	159,767
Charge for year	18,148	18,148
At 31 March 2016	177,915	177,915
<u>Net book values</u>		
At 31 March 2016	657,341	657,341
At 31 March 2015	675,489	675,489

10. Debtors

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

	2015/16 £	2014/15 £
Rental Debtors	10,702	7,361
Recoverable VAT	7,567	11,307
Other Debtors	24,380	883
Sundry Debtors	45,110	-
Prepayments	4,394	2,127
	92,153	21,678

BURNHAM BEECHES AND STOKE COMMON
Notes to the Financial Statements for the year ended 31 March 2016

11. Creditors

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

	2015/16 £	2014/15 £
Trade Creditors	10,943	16,336
Accruals	31,926	11,158
Other Creditors	210	636
Sundry Deposits	14,250	14,250
Receipts In Advance	6,406	9,754
Total	63,735	52,134

12. Movement of Funds during the year to 31 March 2016

	Fund balances Brought forward	Income	Expenditure	Transfers	Gains & Losses	Fund balances Carried forward
Unrestricted Funds						
<i>General Fund</i>	-	930,865	(930,164)	(701)	-	-
<i>Designated Fund</i>	-	-	-	-	-	-
Stoke Common	127,461	-	-	701	-	128,162
Capital Adjustment Account	675,489	-	(18,148)	-	-	657,341
Total Funds	802,950	930,865	(948,312)	-	-	785,503

Unrestricted funds

General Fund

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

Designated funds

Stoke Common

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

On 12 September 2011 the assets and liabilities of Stoke Common were transferred to Burnham Beeches and Stoke Common. £109,872 was transferred being the balance of the lump sum from South Buckinghamshire District Council with the current balance including interest as at 31 March 2016 being £128,162. The lump sum from South Bucks District Council is to fund on-going maintenance costs of Stoke Common.

Capital Adjustment Account

Capital Adjustment Account consists of funds equal to the value of fixed assets at historic cost less accumulated depreciation in accordance with Note 1 (d).

BURNHAM BEECHES AND STOKE COMMON
Notes to the Financial Statements for the year ended 31 March 2016

13. Related Party Transactions

The City of London Corporation as well as being the Trustee also provides management, surveying and administrative services for the charity. The costs incurred by the City of London Corporation in providing these services are charged to the charity. The City of London Corporation also provides banking services, charging all transactions to the charity at cost and crediting or charging interest at a commercial rate. The cost of these services is set out in the Statement of Financial Activities under "Expenditure on Charitable Activities" and an explanation of these services is set out in Note 6 for support costs of £126,434 (2014/15: £136,642). The City of London Corporation's City's Cash meets the deficit on running expenses of the charity. This amounted to £690,685 (2014/15: £675,447) as shown in Note 4 to the financial statements.

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

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

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

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

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

BURNHAM BEECHES AND STOKE COMMON
Notes to the Financial Statements for the year ended 31 March 2016

14. Transition to FRS 102

These financial statements for the year ended 31 March 2016 are the Charity's first financial statements that comply with Financial Reporting Standard 102 (FRS 102) 'the Financial Reporting Standard in the UK and Republic of Ireland'. The Charity's date of transition to FRS 102 is 1 April 2014. The Charity's last financial statements prepared in accordance with previous UK GAAP were for the year ended 31 March 2015.

The following table shows that there was no difference between income and expenditure presented under the previous UK GAAP and the newly presented amounts under FRS 102 for the reporting period ended at 31 March 2015 (ie comparative information). The table also shows funds determined in accordance with the FRS 102 compared to funds determined in accordance with previous UK GAAP at both 1 April 2014 (the date of transition to FRS 102 – nil change) and 31 March 2015 (nil change).

There have been no changes in accounting policies made on first-time adoption of FRS 102.

Group	Note	Funds as at 1 April 2014	Net expenditure for the year ended 31 March 2015	Funds as at 31 March 2015
		£	£	£
As previously stated under former UK GAAP		821,098	(18,148)	802,950
No changes		-	-	-
As stated in accordance with FRS 102		821,098	(18,148)	802,950

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Committee(s)	Dated:
Epping Forest and Commons – For Information	21/11/2016
Subject: Ashtead Common Trustee’s Annual report and Financial Statements for the Year Ended 31 March 2016	Public
Report of: The Chamberlain	For Information
Report author: Derek Cobbing	

Summary

The Trustee’s Annual Report and Financial Statements for the Year Ended 31 March 2016 for Ashtead Common are presented in the format required by the Charity Commission.

Recommendation(s)

Members are asked to:

- Note the report.

Main Report

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

Appendices

- Appendix 1 – Report and Financial Statements for the year ending 31st March 2016 (Ashtead Common)

Derek Cobbing
Chamberlains department

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ASHTEAD COMMON
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016
Charity Number: 1051510

ASHTEAD COMMON

Trustee's Annual Report and Financial Statements for the year ended 31 March 2016

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ASHTEAD COMMON
Trustee's Annual Report for the year ended 31 March 2016

1. Reference and Administration Details

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

2. Structure, Governance and Management

The Governing Document and constitution of the charity

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

Trustee Selection methods

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

Policies and procedures for the induction and training of trustee

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

ASHTHEAD COMMON
Trustee's Annual Report for the year ended 31 March 2016

2. Structure, Governance and Management (continued)

Organisational structure and decision making process

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

Details of related parties and wider networks

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

Key management personnel remuneration

The trust considers its key management personnel comprise the Trustees and the Director of Open Spaces who manages the seven open spaces funded by the City of London Corporation.

Support is also provided by other chief officers and their departments from across the City of London Corporation, including the Town Clerk and Chief Executive, Chamberlain, Comptroller and City Solicitor and City Surveyor.

The pay of the Director of Open Spaces is reviewed annually in-line with any uplift awarded to employees across the City of London Corporation. The City of London Corporation is committed to attracting, recruiting and retaining skilled people and rewarding employees fairly for their contribution. As part of this commitment, staff are regularly appraised and, subject to performance, eligible for contribution pay and recognition awards. If recruitment or retention of staff proves difficult, consideration is given to the use of market forces supplements in order to increase pay to a level that is competitive relative to similar positions in other organisations.

Risk identification

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

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

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

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

ASHTEAD COMMON
Trustee's Annual Report for the year ended 31 March 2016

2. Structure, Governance and Management (continued)

There are 7 risks which have been identified as affecting all the Open Spaces. These are:

- Animal, Plant and Tree Diseases;
- Extreme weather;
- Poor repair and maintenance of buildings;
- Impact of Housing/Highways Development;
- Recruiting and retraining appropriately skilled staff, contractors and the Public;
- Ensuring the Health and Safety of staff, contractors and the Public; and
- Delivering the Departmental Road map Projects and Programmes - includes Finance and Service Based Review savings.

There is a system in place for monitoring each of these risks and mitigating actions are undertaken including training, strengthening controls and plans of action.

These risks are then broken down into more site specific risks in each areas own risk register, together with any risks that only relate to that site.

3. Objectives and Activities for the Public Benefit

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

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

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

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

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

4. Achievements and Performance

Significant developments for 2015/16

Ashtead Common is part of the Division of the Open Spaces Department which is now collectively known as 'The Commons'. In addition to managing the Ashtead Common charity, the division is also responsible for the Burnham Beeches and Stoke Common charity, the West Wickham Common and Spring Parks Woods charity and the Coulsdon and Other Commons charity.

ASHTEAD COMMON

Trustee's Annual Report for the year ended 31 March 2016

4. Achievements and Performance (continued)

A previously amended staff structure is now firmly embedded and has subsequently increased both the capacity of the Division and Open Spaces Department with regular significant contribution to various working groups and project boards. Unfortunately employee absence at Ashtead has been notable due to long term sickness absence of two staff members. However, throughout this period the staff and volunteers have continued to provide an excellent conservation management service leading to improvements in the way that habitats and public access are managed.

The combined Entry Level and Higher Level Stewardship Scheme continues to significantly advance the capacity of The Commons Division to deliver an effective and sustainable programme of conservation management projects across the seven commons. Referred to as the Environmental Stewardship Scheme (ESS), the agreement with Natural England was signed on 21 March 2011 and covers a period of 10 years. ESS provides incentive payments to manage land to protect or restore habitats. There is, however, some uncertainty as to funding levels for the forthcoming year whilst the Rural Payments Agency (RPA) confirms the criteria required for qualification. Annual payments, via the RPA, for the Basic Payment Scheme are also uncertain as changes to payments to commons across England and Wales under this scheme, are aligned.

Volunteering at Ashtead continues to flourish with a weekly directly managed practical project group meeting every Thursday. In addition to this a new Monday group has been formed to work on access and infrastructure projects. Volunteers continue to be involved in an extensive program of survey and monitoring; including butterfly transects, a dormouse survey and tree health monitoring. These volunteer numbers were boosted by contributions from The Conservation Volunteers (TCV), Lower Mole Partnership, the Challenge Network and corporate groups. As a result the total number of volunteer hours contributed this year exceeds 7,300 compared with 6,500 last year.

A number of interpretive events were provided during the course of the year to enrich the visitor experience. These included guided walks on subjects such as woodland management, pond dipping and site ecology. An Oak Processionary Moth workshop was particularly well attended. Ashtead was particularly proud to have hosted the Open Spaces Society's 150 year event. In total 22 events were held during this period compared with 18 last year.

Key targets for 2015/16 and review of achievement

The key targets for 2015/16 together with their outcomes were:

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

ASHTEAD COMMON

Trustee's Annual Report for the year ended 31 March 2016

4. Achievements and Performance (continued)

A review of other achievements:

- Retention of the Green Flag and Green Heritage Award.
- Community and stakeholder involvement was encouraged through the Ashtead Common Consultative Committee which met twice during the year.
- Cows grazed wood pasture areas, whilst the lower slopes were left un-grazed to monitor the result.
- Publication of the 2015-18 Division Plan.

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

5. Financial Review

Review of Financial Position

Income of £48,000 (2014/15: £64,341) was received from: grants £30,300 (2014/15: £60,185), contributions £3,780 (2014/15: £1,845), public donations £1,800 (2014/15: £135), sale of goods products and materials £9,618 (2014/15: £1,520), fees and charges £604 (2014/15: £398) and licences £1,898 (2014/15: £258). The contribution towards running costs of the charity amounted to £449,615 (2014/15: £471,707). This cost was met by the City of London Corporation's City's Cash.

Reserves Policy

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

Investment Policy

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

Going Concern

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

6. Plans for Future Periods

The aims for 2016/17 are:

- **Veteran Trees** – commence year seven of the program (70 trees).
- **Grazing** – graze a small herd of Sussex cattle whilst developing future options. Progress plans to install a water supply to the north eastern side of the common to facilitate grazing
- **Bracken control** – control bracken by mowing, pulling and other means as appropriate
- **Tree health** – support volunteer tree wardens to continue their surveys
- **Management planning** – continue visionary work to inform the next management plan.
- **Volunteering** – further develop volunteer initiatives
- **City of London (Open Spaces) Bill** - The outline aims of the Open Spaces Bill were consulted upon in 2015 and feedback from this formed the first draft of clauses deposited with Parliament in November 2015. Parliamentary process now continues into 2016/17

ASHTEAD COMMON

Trustee's Annual Report for the year ended 31 March 2016

7. The Financial Statements

The financial statements have been prepared in accordance with the accounting policies set out in Note 1 to the accounts and comply with the charity's trust deed, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective from 1 January 2015. The financial statements consist of the following and include comparative figures for the previous year.

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

8. Statement of Trustee's Responsibilities

The Trustee is responsible for preparing the Trustee's Report and the financial statements in accordance with the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective from 1 January 2015.

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

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

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

ASHTEAD COMMON
Trustee's Annual Report for the year ended 31 March 2016

9. Adopted and signed for on behalf of the Trustee on 15 November 2016.

Jeremy Paul Mayhew MA MBA
Chairman of Finance Committee
Guildhall, London

Roger A.H. Chadwick
Deputy Chairman of
Finance Committee
Guildhall, London

ASHTEAD COMMON

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF ASHTEAD COMMON

We have audited the financial statements of Ashtead Common for the year ended 31 March 2016 which are set out on pages 11 to 22. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

Respective responsibilities of trustees and auditor

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

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

Scope of the audit of the financial statements

A description of the scope of an audit of financial statements is provided on the Financial Reporting Council's web-site at www.frc.org.uk/auditscopeukprivate.

Opinion on financial statements

In our opinion the financial statements:

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

ASHTEAD COMMON

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

Matters on which we are required to report by exception

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

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

Moore Stephens LLP

Statutory Auditor

150 Aldersgate Street
London
EC1A 4AB

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

ASHTEAD COMMON

Statement of Financial Activities for the year ended 31 March 2016

		Unrestricted Fund	
	Notes	2015/16	2014/15
		£	£
Income and endowments from:			
Income from			
Donation and Legacies		35,880	62,165
Charitable activities		12,120	2,176
Grant from City of London Corporation		449,615	471,707
Total	4	497,615	536,048
Expenditure on:			
Charitable activities		497,615	536,048
Total	5	497,615	536,048
Net income/(expenditure)		-	-
Transfers between funds		-	-
Net movement in funds		-	-
Reconciliation of funds:			
Total funds brought forward		-	-
Total funds carried forward		-	-

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

All income and expenditure is derived from continuing activities.

**ASHTEAD COMMON
Balance Sheet as at 31 March 2016**

	Notes	2016 £	2015 £
Current Assets			
Debtors	9	13,456	10,697
Cash at Bank and in hand		-	372
		<u>13,456</u>	<u>11,069</u>
Creditors: Amounts falling due within one year	10	(13,456)	(11,069)
		<u>-</u>	<u>-</u>
Net Current Assets		<u>-</u>	<u>-</u>
The funds of the charity			
Unrestricted income fund		-	-
Total charity funds		<u>-</u>	<u>-</u>

Approved and signed for and on behalf of the Trustee

The Notes at pages 13 to 22 form part of these accounts.

Dr Peter Kane
Chamberlain of London

15 November 2016

ASHTEAD COMMON

Notes to the Financial Statements for the year ended 31 March 2016

1. Accounting Policies

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

(a) ***Basis of Preparation***

Ashtead Common is a public benefit entity and the accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared for the first time in accordance with the new Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective from 1 January 2015 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

(b) ***Going Concern***

The governing documents place an obligation on the City of London Corporation to preserve the open space for the benefit of the public. The City of London Corporation is committed to fulfilling this obligation which is reflected through its proactive management of, and ongoing funding for, the services and activities required. The funding is provided from the City of London Corporation's City's Cash which annually receives considerable income from its managed funds and property investments. Each year a medium term financial forecast is prepared for City's Cash. The latest forecast to the period 2019/20 anticipates that adequate funding will be available to enable the Trust to continue to fulfil its obligations. On this basis the Trustee considers the Trust to be a going concern for the foreseeable future.

(c) ***Statement of Cash Flows***

The Trust has taken advantage of the exemption in FRS102 (paragraph 1.12b) from the requirement to produce a statement of cash flows on the grounds that it is a qualifying entity. Statement of Cash Flows is included within the City's Cash Annual Report and Financial Statements 2016 which is publicly available and can be found at www.cityoflondon.gov.uk.

(d) ***Fixed Assets***

Heritage Land and Associated Buildings

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

ASHTEAD COMMON

Notes to the Financial Statements for the year ended 31 March 2016

1. Accounting Policies (continued)

(e) **Recognition of capital expenditure**

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

(f) **Income Recognition**

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

(g) **Volunteers**

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

(h) **Grants received**

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

(i) **Contribution from City's Cash**

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

(j) **Rental income**

Rental income is included within charitable activity income for the year under Income and Endowments

(k) **Expenditure Recognition**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

(l) **Allocation of costs between different activities**

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

ASHTEAD COMMON

Notes to the Financial Statements for the year ended 31 March 2016

1. Accounting Policies (continued)

(m) *Pension Costs*

Staff are employed by the City of London Corporation and are eligible to contribute to the City of London Local Government Pension Fund, which is a funded defined benefits scheme. The estimated net deficit on the Fund is the responsibility of the City of London Corporation as a whole, as one employer, rather than the specific responsibility of any of its three main funds (City Fund, City's Cash and Bridge House Estates) or the trusts it supports. The Fund's estimated net liability has been determined by independent actuaries in accordance with FRS102 as £482.6m as at 31 March 2016 (£498.2m as at 31 March 2015). Since this net deficit is apportioned between the accounts of the City of London's three main funds, the charity's trustees do not anticipate that any of the liability will fall on the charity. The charity is unable to identify its share of the pension scheme assets and liabilities and therefore the Pension Fund is accounted for as a defined contribution scheme in the accounts.

The costs of the pension scheme charged to the charity are the employer's contributions disclosed in Note 7 and any employer's pension contributions within support services costs as disclosed at Note 6. Following the statutory triennial valuation of the pension fund as at 31st March 2013, completed by independent consulting actuaries, an employer's contribution rate of 17.5% has been applied for 2014/15, 2015/16 and 2016/17. An updated triennial valuation is being undertaken as of 31 March 2016 which will inform consideration of the employer's contribution rate to be adopted from 2017/18. There are no outstanding or pre-paid contributions at the balance sheet date.

(n) *Fund Accounting*

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

2. Tax Status of the Charity

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

3. Indemnity Insurance

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

ASHTEAD COMMON

Notes to the Financial Statements for the year ended 31 March 2016

4. Income and Endowments

Income and Endowments are comprised as follows:

	2015/16 £	2014/15 £
Income and Endowments		
Donations and Legacies		
Grants	30,300	60,185
Contributions	3,780	1,845
Donations	1,800	135
Total	35,880	62,165
Charitable activities		
Sale of goods, products and materials	9,618	1,520
Fees and charges	604	398
Licences income	1,898	258
Total	12,120	2,176
Grant from the City of London Corporation	449,615	471,707
Total Income and Endowments	497,615	536,048

Grants

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

Grant from City of London Corporation

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

5. Expenditure

Expenditure is analysed between activities undertaken directly and support costs as follows:

	Activities undertaken directly £	Support costs £	2015/16 £	2014/15 £
Charitable activity				
Preservation of Ashtead Common	423,045	74,570	497,615	536,048

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

ASHTEAD COMMON

Notes to the Financial Statements for the year ended 31 March 2016

5. Expenditure (continued)

Charitable activity

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

Auditor's remuneration and fees for external financial services

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

Trustee's expenses

Members of the City of London Corporation are all unpaid and do not receive allowances in respect of City of London Corporation activities in the City. However, Members may claim travelling expenses in respect of activities outside the City and receive allowances in accordance with a scale when attending a conference or activity on behalf of the City of London Corporation. No expenses were claimed in 2015/16 (2014/15: £nil).

6. Support Costs

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

	2015/16	2014/15
	£	£
Department		
Chamberlain	15,521	16,759
Comptroller & City Solicitor	7,778	5,861
Open Spaces Directorate	15,775	21,813
Town Clerk	12,929	12,632
City Surveyor	8,237	13,976
Information Systems	13,155	8,288
Other governance and support costs	1,175	2,378
Total support costs	74,570	81,707

ASHTEAD COMMON

Notes to the Financial Statements for the year ended 31 March 2016

6. Support Costs (continued)

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

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

ASHTEAD COMMON

Notes to the Financial Statements for the year ended 31 March 2016

7. Staff Numbers and Costs

The full time equivalent number of staff employed by the City of London Corporation charged to Ashtead Common Trust in 2015/16 is 6 (2014/15: 6) at a cost of £238,200 (2014/15: £232,922). The table below sets out the employment costs and the number of full time equivalent staff charged directly to the charity.

	No of employees	Gross Pay £	Employers' National Insurance £	Employers' Pension Contribution £	Total £
2015/16 Charitable activities	6	190,958	12,876	34,366	238,200
2014/15 Charitable activities	6	188,305	12,683	31,934	232,922

There were no employees whose total employee benefits were above the £60,000 threshold (2014/15: nil).

The trust considers its key management personnel comprise the Trustees and the Director of Open Spaces who manages the seven open spaces funded by the City of London Corporation. The proportion of the Director's employment benefits, including employer pension contributions, allocated to this charity amounted to £3,351 in 2015/16 (2014/15: £3,330). Trustees are unpaid and do not receive allowances.

Support is also provided by other chief officers and their departments from across the City of London Corporation, including the Town Clerk and Chief Executive, Chamberlain, Comptroller and City Solicitor and City Surveyor.

8. Heritage Assets

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

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

ASHTHEAD COMMON

Notes to the Financial Statements for the year ended 31 March 2016

9. Debtors

The debtors figure consists of:

	2016 £	2015 £
Recoverable VAT	8,387	8,274
Prepayments	425	599
Other Debtors	4,529	1,798
Rental Debtors	115	26
Total	13,456	10,697

10. Creditors

The creditors figure consists of:

	2016 £	2015 £
Trade Creditors	4,912	624
Accruals	2,422	7,175
Other Creditors	888	142
Receipts In Advance	310	128
Sundry Deposits	3,000	3,000
Bank overdraft	1,924	-
Total	13,456	11,069

11. Movement of funds during the year to 31 March 2016

	Fund Balances Brought Forward £	Income £	Expenditure £	Gains and Losses £	Fund Balances Carried Forward £
Unrestricted Funds					
<i>General Funds</i>	-	497,615	(497,615)	-	-
Total Funds	-	497,615	(497,615)	-	-

Notes to the funds

Unrestricted funds

1) *General fund*

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

ASHTEAD COMMON

Notes to the Financial Statements for the year ended 31 March 2016

12. Related Party Transactions

The City of London Corporation as well as being the Trustee also provides management, surveying and administrative services for the charity. The costs incurred by the City of London Corporation in providing these services are charged to the charity. The City of London Corporation also provides banking services, allocating all transactions to the charity at cost and crediting or charging interest at a commercial rate. The cost of these services is set out in the Statement of Financial Activities under "Expenditure" on charitable activities and an explanation of these services is set out in Note 6 for support costs of £74,570 (2014/15: £81,707). The City of London Corporation's City's Cash meets the deficit on running expenses of the charity. This amounted to £449,615 (2014/15: £471,707) as shown in Note 4 to the financial statements.

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

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

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

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

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

13. Transition to FRS 102

These financial statements for the year ended 31 March 2016 are the Charity's first financial statements that comply with Financial Reporting Standard 102 (FRS 102) 'the Financial Reporting Standard in the UK and Republic of Ireland'. The Charity's date of transition to FRS 102 is 1 April 2014. The Charity's last financial statements prepared in accordance with previous UK GAAP were for the year ended 31 March 2015.

ASHTREAD COMMON

Notes to the Financial Statements for the year ended 31 March 2016

13. Transition to FRS 102 (continued)

The following table shows that there was no difference between income and expenditure presented under the previous UK GAAP and the newly presented amounts under FRS 102 for the reporting period ended at 31 March 2015 (ie comparative information). The table also shows funds determined in accordance with the FRS 102 compared to funds determined in accordance with previous UK GAAP at both 1 April 2014 (the date of transition to FRS 102 – nil change) and 31 March 2015 (nil change).

There have been no changes in accounting policies made on first-time adoption of FRS 102.

Group	Note	Funds as at 1 April 2014	Net income for the year ended 31 March 2015	Funds as at 31 March 2015
		£	£	£
As previously stated under former UK GAAP		-	-	-
No changes		-	-	-
As stated in accordance with FRS 102		-	-	-

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Committee(s)	Dated:
Epping Forest and Commons – For Information	21/11/2016
Subject: West Wickham Common and Spring Park Wood Coulsdon and Other Commons Trustee’s Annual report and Financial Statements for the Year Ended 31 March 2016	Public
Report of: The Chamberlain	For Information
Report author: Derek Cobbing	

Summary

The Trustee’s Annual Report and Financial Statements for the Year Ended 31 March 2016 for West Wickham Common and Spring Park Wood, Coulsdon and Other Commons are presented in the format required by the Charity Commission.

Recommendation(s)

Members are asked to:

- Note the report.

Main Report

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

Appendices

- Appendix 1 – Report and Financial Statements for the year ending 31st March 2016 (West Wickham Common and Spring Park Wood, Coulsdon and other Commons)

Derek Cobbing
Chamberlains department

T: 020 7332 3519

E: derek.cobbing@cityoflondon.gov.uk

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

***REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016***

Charity Numbers 232988 and 232989

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

**Trustee's Annual Report and Financial Statements for the year ended 31 March
2016**

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WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

Trustee's Annual Report for the year ended 31 March 2016

1. Reference and Administration Details

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

2. Structure, Governance and Management

The Governing Document and constitution of the charities

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

Trustee Selection methods

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

Policies and procedures for the induction and training of trustees

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

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

Trustee's Annual Report for the year ended 31 March 2016

2. Structure, Governance and Management (continued)

Organisational structure and decision making process

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

Details of related parties and wider networks

Details of any related party transactions are disclosed in Note 13 of the Notes to the Financial Statements.

Key management personnel remuneration

The trust considers its key management personnel comprise the Trustees and the Director of Open Spaces who manages the seven open spaces funded by the City of London Corporation.

Support is also provided by other chief officers and their departments from across the City of London Corporation, including the Town Clerk and Chief Executive, Chamberlain, Comptroller and City Solicitor and City Surveyor.

The pay of the Director of Open Spaces is reviewed annually in-line with any uplift awarded to employees across the City of London Corporation. The City of London Corporation is committed to attracting, recruiting and retaining skilled people and rewarding employees fairly for their contribution. As part of this commitment, staff are regularly appraised and, subject to performance, eligible for contribution pay and recognition awards. If recruitment or retention of staff proves difficult, consideration is given to the use of market forces supplements in order to increase pay to a level that is competitive relative to similar positions in other organisations.

Risk identification

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

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

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

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

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

Trustee's Annual Report for the year ended 31 March 2016

2. Structure, Governance and Management (continued) Risks identification (continued)

There are 7 risks which have been identified as affecting all the Open Spaces. These are:

- Animal, Plant and Tree Diseases;
- Extreme weather;
- Poor repair and maintenance of buildings;
- Impact of Housing /Highways Development;
- Recruiting and retraining appropriately skilled staff;
- Ensuring the Health and Safety of staff, contractors and the Public; and
- Delivering the Departmental Road map Projects and Programmes – includes Finance and SBR savings.

There is a system in place for monitoring each of these risks and mitigating actions are undertaken including training, strengthening controls and plans of action.

These risks are then broken down into more site specific risks in each areas own risk register, together with any risks that only relate to that site.

Risk which is specific to West Wickham

Kenley Revival Project – The World War II fighter pens at RAF Kenley are currently on the “Heritage at Risk” register, listed as in declining condition. The impact is rated as serious and likely - continuing deterioration of at risk heritage features, educations and interpretation opportunities missed. A capital bid and Heritage Lottery Fund bid were submitted to mitigate this. This bid was successful and the project is under way reducing the likelihood to rare.

3. Objectives and Activities for the Public Benefit

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

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

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

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

Trustee's Annual Report for the year ended 31 March 2016

4. Achievements and Performance

Significant developments for 2015/16:

In addition to managing the Spring Parks Woods charity and the Coulsdon and other Commons charity, the division is also responsible for Ashtead Common, Burnham Beeches and Stoke Common, known collectively as 'The Commons'.

A previously amended staff structure is now firmly embedded and has subsequently increased both the capacity of the Division and Open Spaces Department with regular, significant contribution to various working groups and project boards. Throughout this period the staff and volunteers have continued to provide an excellent conservation management service leading to improvements in the way that habitats and public access are managed.

The combined Entry Level and Higher Level Stewardship Scheme continues to significantly advance the capacity of The Commons Division to deliver an effective and sustainable programme of conservation management projects across the seven commons. Referred to as the Environmental Stewardship Scheme (ESS), the agreement with Natural England was signed on 21 March 2011 and covers a period of 10 years. ESS provides incentive payments to manage land to protect or restore habitats. There is, however, some uncertainty as to funding levels for the forthcoming year whilst the Rural Payments Agency (RPA) confirms the criteria required for qualification. Annual payments, via the RPA, for the Basic Payment Scheme are also uncertain as changes to payments to commons across England and Wales under this scheme, are aligned.

Volunteering opportunities are provided via five directly managed groups undertaking work across all seven Open Spaces; New Hillbillies (Farthing Downs and New Hill), Kenley Volunteers, Coulsdon Common Volunteers, Riddlesdown Volunteers and WWaSP's (West Wickham and Spring Park). Volunteer numbers were boosted by contributions from other groups including the Trust for Conservation Volunteers (TCV), Croydon Conservation Volunteers, Riddlesdown Collegiate and corporate volunteer groups to achieve a total of 5,500 volunteer hours across the West Wickham and Coulsdon Commons. This compares with approximately 4,800 hours achieved during the previous twelve months.

The diversity of the Commons and extended catchment makes the West Wickham and Coulsdon Commons ideally placed to offer an exciting and varied program of interpretative activities to enrich and enhance the visitor experience. During the year the West Wickham and Coulsdon Commons provided 78 directly led health walks and educational events on subjects as varied as the history and wildlife of West Wickham Common, a World War II guided walk of Kenley Common and a mini beast hunt.

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

Trustee's Annual Report for the year ended 31 March 2016

4. Achievements and Performance (continued)

Key targets for 2015/16 and review of achievement

The key targets for 2015/16 together with their outcomes were:

Spring Park

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

West Wickham Common

- **Oak Pollards** – annual condition monitoring.
- **Heathland** – restoring, maintaining and monitoring relic heath.

Coulsdon Common

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

Farthing Downs & New Hill

- **Grassland** – restoring open areas.
- **Scrub** – managing retained scrub.

Kenley Common

- **Heritage** – supporting the delivery of Kenley Revival Project.
- **Grassland** – restoring and maintaining open areas.

Riddlesdown

- **Scrub** – managing successional areas.
- **Grassland** – restoring open areas.

West Wickham Common and Spring Park Wood Coulsdon and Other Commons

- **City of London (Open Spaces) Bill** – The outline aims of the Open Spaces Bill were consulted upon in 2015 and feedback from this formed the first draft of clauses deposited with Parliament in November 2015. Parliamentary process now continues into 2016/17. Epping Forest is the lead Open Spaces but the provisions will apply to West Wickham Common and Spring Park Wood Coulsdon and Other Commons and assistance will be given to Epping Forest as required.

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

Trustee's Annual Report for the year ended 31 March 2016

4. Achievements and Performance (continued)

A review of other achievements:

- Publication of the 2015-2018 Division Plan.
- Kenley Revival Heritage Lottery Fund (HLF) Project – successful application to secure funding to implement the project.
- Retention of Green Flag awards at all Commons.
- A partnership with Epping was established for the Commons to supply Charcoal to be sold through their Visitor Centre.
- Kenley Common and Farthing Downs achieved Green Heritage Awards.
- A program of weekly health walks was maintained throughout the year.
- Students from Riddlesdown Collegiate regularly contributed to the management of Riddlesdown through projects including scrub clearance.
- Further Tree Wardens were recruited and supported to monitor tree health and check for diseases.
- A number of corporate volunteer groups helped manage Farthing Downs.
- A successful air display at Kenley Common was supported by City of London staff.

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

5. Financial Review

Review of financial position

Income of £86,055 (2014/15 £114,875) was received from grants, donations, other contributions, fees and charges, sales and £30,981 (2014/15 £30,634) from rents. The contribution towards the running costs of the charity amounted to £1,168,145 (2014/15 £1,303,134). This cost was met by the City of London Corporation's City's Cash grant income.

Reserves Policy

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

Going Concern

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

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

Trustee's Annual Report for the year ended 31 March 2016

6. Plans for Future Periods

The key targets for 2016/17 are:

- **Coppicing** – continue the annual program at Spring Park.
- **Boundaries** – review of all boundaries to ensure sites are secure and safe.
- **Heritage** – support the delivery of Kenley Revival project funded by the Heritage Lottery Fund (HLF), City of London, Historic England and Kenley Airfield Friends Group.
- **Grassland** – restore open areas.
- **Pedestrian crossing and bus stop** – report to Epping Forest and Commons Committee about Transport for London (TfL) proposal.
- **Heathland** – restore, maintain and monitor the relic heath at West Wickham.

7. The Financial Statements

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective from 1 January 2015. The financial statements consist of the following and include comparative figures for the previous year.

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

8. Statement of Trustee's Responsibilities

The Trustee is responsible for preparing the Trustee's Report and the financial statements in accordance with the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective from 1 January 2015.

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

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

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

Trustee's Annual Report for the year ended 31 March 2016

8. Statement of Trustee's Responsibilities (continued)

The Trustee is responsible for keeping proper accounting records that discloses with reasonable accuracy at any time the financial position of the charity and enable the Trustee to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the trust deed. The Trustee is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

9. Adopted and signed for on behalf of the Trustee on 15 November 2016.

Jeremy Paul Mayhew MA MBA
Chairman of Finance Committee
Guildhall, London

Roger A.H. Chadwick
Deputy Chairman of
Finance Committee

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

We have audited the financial statements of West Wickham Common and Spring Park Wood Coulsdon and Other Commons for the year ended 31 March 2016 which are set out on pages 12 to 24. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

Respective responsibilities of trustees and auditor

As explained more fully in the Trustees' Responsibilities Statement set out on pages 8 and 9, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

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

Scope of the audit of the financial statements

A description of the scope of an audit of financial statements is provided on the Financial Reporting Council's web-site at www.frc.org.uk/auditscopeukprivate.

Opinion on financial statements

In our opinion the financial statements:

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

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

Matters on which we are required to report by exception

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

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

Moore Stephens LLP

Statutory Auditor

150 Aldersgate Street

London

EC1A 4AB

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

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

Statement of Financial Activities for the year ended 31 March 2016

	Notes	Unrestricted Fund		2015/16	2014/15
		General Fund	Designated Fund		
		£	£		
Income and endowments from:					
Donations and legacies		65,446	3,701	69,147	94,330
Charitable activities		47,889	-	47,889	51,179
Grant from City of London Corporation		1,163,545	4,600	1,168,145	1,303,134
Total	4	1,276,880	8,301	1,285,181	1,448,643
Expenditure on:					
Charitable activities		1,251,880	-	1,251,880	1,386,677
Total	5	1,251,880	-	1,251,880	1,386,677
Net income/(expenditure)		25,000	8,301	33,301	61,966
Transfers between funds		(25,000)	25,000	-	-
Net movement in funds		-	33,301	33,301	61,966
Reconciliation of funds:					
Total funds brought forward	12	-	73,861	73,861	11,895
Total funds carried forward	12	-	107,162	107,162	73,861

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

All income and expenditure derive from continuing activities.

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

Balance Sheet as at 31 March 2016

	Notes	2015/16 £	2014/15 £
Fixed Assets			
Tangible Assets	9	82,162	73,861
		82,162	73,861
Current Assets			
Debtors	10	62,345	39,400
Cash at bank and in hand		59,707	129,171
		122,052	168,571
Creditors: Amounts falling due within one year	11	(97,052)	(168,571)
Net Current Assets		25,000	-
Total Assets Less Current Liabilities		107,162	73,861
The funds of the charity			
Unrestricted income fund			
Designated Funds	12	107,162	73,861
Total Charity Funds		107,162	73,861

Approved and signed for and on behalf of the Trustee

The Notes at pages 14 to 24 form part of these accounts.

Dr Peter Kane
Chamberlain of London
15 November 2016

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

Notes to the Financial Statements for the year ended 31 March 2016

1. Accounting Policies

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

(a) *Basis of Preparation*

West Wickham Common and Spring Park Wood Coulsdon and Other Commons are a public benefit entity and the accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared for the first time in accordance with the new Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective from 1 January 2015 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

(b) *Going Concern*

The governing documents place an obligation on the City of London Corporation to preserve the open spaces for the benefit of the public. The City of London Corporation is committed to fulfilling this obligation which is reflected through its proactive management of, and ongoing funding for, the services and activities required. The funding is provided from the City of London Corporation's City's Cash, which annually receives considerable income from its managed funds and property investments. Each year a medium term financial forecast is prepared for City's Cash. The latest forecast for the period to 2019/20, anticipates that adequate funds will be available to enable the City's Cash to continue to fulfil their obligations. On this basis, the Trustee considers the Commons to be going concerns for the foreseeable future.

(c) *Statement of Cash Flows*

The Trust has taken advantage of the exemption in FRS102 (paragraph 1.12b) from the requirement to produce a statement of cash flows on the grounds that it is a qualifying entity. Statement of Cash Flows is included within the City's Cash Annual Report and Financial Statements 2016 which is publicly available and can be found at www.cityoflondon.gov.uk.

(d) *Fixed Assets*

Heritage Assets and Associated Buildings

West Wickham Common and Spring Park Wood Coulsdon and Other Commons comprise 277 hectares (685 acres) of land located in the London Boroughs of Bromley and Croydon, together with associated buildings. The objects of West Wickham Common and Spring Park Wood are the preservation in perpetuity by the Corporation of London of the Open Spaces known collectively as West Wickham Common and Spring Park Wood for the recreation and enjoyment of the public. The objects of Coulsdon and Other Commons are the preservation in perpetuity by the Corporation of London of Open Spaces known collectively as Coulsdon and Other Commons for the recreation and enjoyment of the public. West Wickham Common and Spring Park Wood Coulsdon and Other Commons are considered to be inalienable (i.e. may not be disposed of without specific statutory powers).

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

Notes to the Financial Statements for the year ended 31 March 2016

1. Accounting Policies (continued)

(d) *Fixed Assets (continued)*

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

Tangible Fixed Assets

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

	Years
Infrastructure	up to 20

(e) *Recognition of capital expenditure*

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

(f) *Income Recognition*

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

(g) *Donations and legacies*

Donations and legacies comprise public donations and government grants.

(h) *Volunteers*

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

(i) *Grants received*

Grants are included in the Statement of Financial Activities in the financial year in which they are receivable.

(j) *Contribution from City's Cash*

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

(k) *Rental income*

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

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

Notes to the Financial Statements for the year ended 31 March 2016

1. Accounting Policies (continued)

(l) *Expenditure Recognition*

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

(m) *Allocation of costs between different activities*

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

(n) *Pension Costs*

Staff are employed by the City of London Corporation and are eligible to contribute to the City of London Local Government Pension Fund, which is a funded defined benefits scheme. The estimated net deficit on the Fund is the responsibility of the City of London Corporation as a whole, as one employer, rather than the specific responsibility of any of its three main funds (City Fund, City's Cash and Bridge House Estates) or the trusts it supports. The Fund's estimated net liability has been determined by independent actuaries in accordance with FRS102 as £482.6m as at 31 March 2016 (£498.2m as at 31 March 2015). Since this net deficit is apportioned between the accounts of the City of London's three main funds, the charity's trustees do not anticipate that any of the liability will fall on the charity. The charity is unable to identify its share of the pension scheme assets and liabilities and therefore the Pension Fund is accounted for as a defined contribution scheme in the accounts.

The costs of the pension scheme charged to the charity are the employer's contributions disclosed in Note 7 and any employer's pension contributions within support services costs as disclosed at Note 6. Following the statutory triennial valuation of the pension fund as at 31st March 2013, completed by independent consulting actuaries, an employer's contribution rate of 17.5% has been applied for 2014/15, 2015/16 and 2016/17. An updated triennial valuation is being undertaken as of 31 March 2016 which will inform consideration of the employer's contribution rate to be adopted from 2017/18. There are no outstanding or pre-paid contributions at the balance sheet date.

(o) *Fund Accounting*

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

2. Tax Status of the Charities

West Wickham Common and Spring Park Wood Coulsdon and Other commons are registered charities and as such their income and gains are exempt from income tax to the extent that they are applied to their charitable objectives.

3. Indemnity Insurance

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

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

Notes to the Financial Statements for the year ended 31 March 2016

4. Income and endowments

Income is comprised as follows:

	Unrestricted Funds	Designated Funds	2015/16	2014/15
	£	£	£	£
Income and endowments from: Donations and legacies				
Grants	50,050	3,701	53,751	88,530
Donations	85	-	85	20
Other Contributions	15,311	-	15,311	5,780
Total Donations and legacies	65,446	3,701	69,147	94,330
Grant from City of London Corporation	1,163,545	4,600	1,168,145	1,303,134
Income from charitable activities				
Sale of goods, products and materials	13,869	-	13,869	5,594
Fees and charges	3,039	-	3,039	14,951
Rents	30,981	-	30,981	30,634
Total income from charitable activities	47,889	-	47,889	51,179
Total income and endowments	1,276,880	8,301	1,285,181	1,448,643

Grants

Grants were received from the Rural Payments Agency, Natural England and Heritage Lottery Funding.

Other Contributions

Other Contributions for 2015/16 mainly related to supplementary revenue expenditure financing in relation to Kenley Revival Project.

Grant from City of London Corporation

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

Fees and Charges

Charges are made to the public in respect of admission charges and licences granted.

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

Notes to the Financial Statements for the year ended 31 March 2016

5. Expenditure

Expenditure is analysed between activities undertaken directly and support costs as follows:

	Activities undertaken directly £	Support costs £	2015/16 £	2014/15 £
Charitable activities	1,084,887	166,993	1,251,880	1,386,677
Total expenditure	1,084,887	166,993	1,251,880	1,386,677

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

Charitable activities

Expenditure on charitable activities includes labour, premises costs, equipment, materials and other supplies and services incurred as the running costs of West Wickham Common and Spring Park Wood Coulsdon and Other Commons.

Auditor's remuneration and fees for external financial services

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

Trustee's expenses

Members of the City of London Corporation are unpaid and do not receive allowances in respect of City of London Corporation activities in the City. However, Members may claim travelling expenses in respect of activities outside the City and receive allowances in accordance with a scale when attending a conference or activity on behalf of the City of London Corporation. No expenses were claimed in 2015/16 (2014/14: £Nil).

6. Support Costs

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

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

Notes to the Financial Statements for the year ended 31 March 2016

6. Support Costs (continued)

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

	Charitable activities	2015/16	2014/15
	£	£	£
Department			
Chamberlain	32,884	32,884	29,725
Comptroller & City Solicitor	13,076	13,076	10,396
Open Spaces Directorate	25,968	25,968	38,689
Town Clerk	21,736	21,736	22,405
City Surveyor	35,167	35,167	98,564
Information Systems	25,464	25,464	19,124
Other governance and support costs	12,698	12,698	9,659
Total support costs	166,993	166,993	228,562

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

Chamberlain Accounting services, insurance, revenue collection, payments, financial systems and internal audit.

Comptroller and City Solicitor Property, litigation, contracts, public law and administration of commercial rents and City of London Corporation records.

Open Spaces Directorate Expenditure incurred by the Directorate, which is recharged to all Open Spaces Committees under the control of the Director of Open Spaces. The apportionments are calculated on the basis of budget resources available to each Open Space charity.

Town Clerk Committee administration, management services, human resources, public relations, printing and stationery, emergency planning.

City Surveyor Work undertaken on the management of the Estate properties, surveying services and advice, supervising and administering repairs and maintenance.

Information Systems The support and operation of the City of London Corporation's central and corporate systems on the basis of usage of the systems; the provision of "desktop" and network support services and small IS development projects that might be required by the charity.

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

Notes to the Financial Statements for the year ended 31 March 2016

6. Support Costs (continued)

Other governance costs Contribution towards various costs including publishing the annual report and financial statements, central training, the dental service, occupational health, union costs and the environmental and sustainability section.

7. Staff Numbers and Costs

The full time equivalent number of staff employed by the City of London Corporation charged to West Wickham Common and Spring Park Wood Coulsdon and Other Commons in 2015/16 is 13 (2014/15 12) at a cost of £460,729 (2014/15 £425,598). The table below sets out the employment costs and the number of full time equivalent staff charged directly to the charities.

	No of employees	Gross Pay £	Employers' National Insurance £	Employers' Pension Contribution £	Total £
2015/16 Charitable activities	13	364,758	26,146	69,825	460,729
2014/15 Charitable activities	12	336,983	25,018	63,597	425,598

There were no employees whose total employee benefits were above the £60,000 threshold (2014/15 Nil).

The trust considers its key management personnel comprise the Trustees and the Director of Open Spaces who manages the seven open spaces funded by the City of London Corporation. The proportion of the Director's employment benefits, including employer pension contributions, allocated to this charity amounted to £5,517 in 2015/16 (2014/15: £5,482). Trustees are unpaid and do not receive allowances.

Support is also provided by other chief officers and their departments from across the City of London Corporation, including the Town Clerk and Chief Executive, Chamberlain, Comptroller and City Solicitor and City Surveyor.

8. Heritage Assets

Since 1892 the primary purpose of the Charity has been the preservation of the commons at West Wickham Common and Spring Park Wood Coulsdon and Other Commons for the recreation and enjoyment of the public. As set out in accounting policy 1(d), the original heritage land and buildings are not recognised in the Financial Statements.

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

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

Notes to the Financial Statements for the year ended 31 March 2016

9. Tangible Fixed Assets

At 31 March 2016 the net book value of tangible fixed assets relating to direct charitable purposes amounts to £82,162 (31 March 2015: £73,861) as set out below. All tangible fixed assets are held by West Wickham and Spring Park Wood Coulsdon and Other Commons.

	Infrastructure (WIP) £	Total £
<u>Cost</u>		
At 1 April 2015	73,861	73,861
Additions	8,301	8,301
At 31 March 2016	82,162	82,162
<u>Accumulated depreciation</u>		
At 1 April 2015	-	-
Charge for year	-	-
At 31 March 2016	-	-
<u>Net Book Values</u>		
At 31 March 2016	82,162	82,162
At 31 March 2015	73,861	73,861

10. Debtors

The debtors figure consists of:

	2015/16 £	2014/15 £
Rental Debtors	5,813	6,743
Recoverable VAT	30,871	27,410
Other Debtors	25,661	5,247
Total	62,345	39,400

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

Notes to the Financial Statements for the year ended 31 March 2016

11. Creditors

The creditors figure consists of:

	2015/16	2014/15
	£	£
Trade Creditors	11,211	19,380
Accruals	49,328	63,743
Other Creditors	384	50,325
Sundry Deposits	26,820	26,820
Receipts In Advance	9,309	8,303
Total	97,052	168,571

12. Movement of Funds during the year 31 March 2016

	Fund balances brought forward £	Income £	Expenditure £	Transfers £	Gains and losses £	Fund balances carried forward £
General Fund	-	1,276,880	(1,251,880)	(25,000)	-	-
Capital Reserve Fund	73,861	8,301	-	-	-	82,162
Earmarked Reserves	-	-	-	25,000	-	25,000
Total Funds	73,861	1,285,181	(1,251,880)	-	-	107,162

General fund

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

Designated funds

Capital Reserve Fund – Heritage Lottery Fund Kenley Revival Project

The Kenley Revival Project aims to conserve the historic airfield structures associated with Kenley Airfield during World War II and to promote the heritage resource to make it accessible to a wider range of people.

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

Earmarked Reserve Fund – Kenley Revival Project

£25,000 was transferred to Earmarked Reserve as at 31 March 2016 to fund future costs of the Kenley Revival Project. The Kenley Revival Project aims to conserve the historic airfield structures associated with Kenley Airfield during World War II and to promote the heritage resource to make it accessible to a wider range of people.

WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

Notes to the Financial Statements for the year ended 31 March 2016

13. Related Party Transactions

The City of London Corporation as well as being the Trustee also provides management, surveying and administrative services for the charities. The costs incurred by the City of London Corporation in providing these services are charged to the charities. The City of London Corporation also provides banking services, allocating all transactions to the charities at cost and crediting or charging interest at a commercial rate. The cost of these services is set out in the Statement of Financial Activities under "Expenditure on charitable activities" and an explanation of these services is set out in Note 6 for support costs of £166,993 (2014/15: £228,562). The City of London Corporation's City's Cash meets the deficit on running expenses of the charity. This amounted to £1,168,145 (2014/15: £1,303,134) as shown in Note 4 to the financial statements.

The City of London Corporation is also the Trustee of a number of other charitable Trusts, with the exception of the Epping Forest Trust (charity number 232990), these Trusts do not undertake transactions with West Wickham Common and Spring Park Wood Coulsdon and Other Commons. A full list of other charitable trusts of which the City of London Corporation is trustee is available on application to the Chamberlain of the City of London.

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

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

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

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

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

Notes to the Financial Statements for the year ended 31 March 2016

14. Transition to FRS 102

These financial statements for the year ended 31 March 2016 are the Charity's first financial statements that comply with Financial Reporting Standard 102 (FRS 102) 'the Financial Reporting Standard in the UK and Republic of Ireland'. The Charity's date of transition to FRS 102 is 1 April 2014. The Charity's last financial statements prepared in accordance with previous UK GAAP were for the year ended 31 March 2015.

The following table shows that there was no difference between income and expenditure presented under the previous UK GAAP and the newly presented amounts under FRS 102 for the reporting period ended at 31 March 2015 (ie comparative information). The table also shows funds determined in accordance with the FRS 102 compared to funds determined in accordance with previous UK GAAP at both 1 April 2014 (the date of transition to FRS 102 – nil change) and 31 March 2015 (nil change).

There have been no changes in accounting policies made on first-time adoption of FRS 102.

Group	Note	Funds as at 1 April 2014	Net income for the year ended 31 March 2015	Funds as at 31 March 2015
		£	£	£
As previously stated under former UK GAAP		11,895	61,966	73,861
No changes		-	-	-
As stated in accordance with FRS 102		11,895	61,966	73,861

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Agenda Item 16

Committee(s)	Dated:
Epping Forest and Commons	21/11/2016
Subject: Revenue & Capital Budgets – ‘The Commons’ 2016/17 & 2017/18	Public
Report of: The Chamberlain Director of Open Spaces	For Decision
Report author: Derek Cobbing - Chamberlains	

Summary

This report updates the Committee on its latest approved revenue budget for 2016/17 and seeks your approval for a provisional revenue budget for 2017/18, for subsequent submission to the Finance Committee. The budgets have been prepared within the resources allocated to the Director and the table below summarises.

Summary of Table 1	Latest Approved Budget	Original Budget	Movement
	2016/17 £000	2017/18 £000	£000
Expenditure	2,149	2,545	396
Income	(341)	(343)	(2)
Support Services	340	337	(3)
Total Net Expenditure	2,148	2,539	391

Overall the provisional Original budget for 2017/18 totals £2,539M, an increase of £391,000 compared with the latest approved budget for 2016/17. The main reasons for this increase is a £403,000 increase in the City Surveyor’s additional works programme off-set by minor variances which can be found in Table 1.

A breakdown is also provided in Appendix 3 of the movement between the 2016/17 Local Risk Original Budget and the 2016/17 Local Risk Latest Approved Budget.

Recommendation

The Committee is requested to:

- Review the provisional 2017/18 revenue budget to ensure that it reflects the Committee's objectives and, if so, approve the budget for submission to the Finance Committee;
- Authorise the Chamberlain, in consultation with the Director of Open Spaces, to revise these budgets to allow for any further implications arising from Corporate Projects, departmental reorganisations and other reviews, and changes to the Additional Works Programme. Any changes over £50,000 would be reported to Committee.
- If specific service based review proposals included with this budget report are rejected by the Committee, or other Committees request that further proposals are pursued, that the substitution of other suitable proposals for a corresponding amount is delegated to the Town Clerk in discussion with the Chairman and Deputy Chairman of the relevant Committee. If the substituted saving is not considered to be straight forward in nature, then the Town Clerk shall also consult the Chairman and Deputy Chairmen of the Policy and Resources Committee prior to approving an alternative proposal(s).

Main Report

Introduction

1. The City of London Corporation owns and manages almost 11,000 acres of historic and natural Open Spaces for public recreation and enjoyment. This includes Ashted Common & West Wickham (City Commons), and Burnham Beeches & Stoke Common which are registered charities and are funded from City's Cash. They are run at no cost to the communities that they serve, as they are funded principally by the City, together with donations, sponsorship, grants, and income from charges.
2. This report sets out the proposed revenue budget for 2017/18. The Revenue Budget management arrangements are to:
 - Provide a clear distinction between local risk, central risk, and recharge budgets.
 - Place responsibility for budgetary control on departmental Chief Officers.
 - Apply a cash limit policy to Chief Officers' budgets.
3. The budget has been analysed by the service expenditure and compared with the latest approved budget for the current year.
4. The report also compares the current year's budget with the forecast outturn.

Business Planning Priorities

5. The key Projects for each Open Space for the next three years were included in the Open Spaces Department Business Plan for 2016-2019 which was approved in April 2016. For The Commons these include :-
- To Implement the Stoke Common Management Plan
 - To Conserve the heritage associated with Kenley Airfield (Kenley Revival Project).
 - Progress delivery of the Burnham Beeches Pond Embankments Project.

Proposed Revenue Budget for 2017/18

6. The proposed detailed Revenue Budget for 2017/18 is shown in Table 1 analysed between:
- Local Risk Budgets – these are budgets deemed to be largely within the Chief Officer’s control.
 - Central Risk Budgets – these are budgets comprising specific items where a Chief Officer manages the underlying service, but where the eventual financial outturn can be strongly influenced by external factors outside of his/her control or are budgets of a corporate nature (e.g. interest on balances and rent incomes from investment properties).
 - Support Services and Capital Charges – these cover budgets for services provided by one activity to another. The control of these costs is exercised at the point where the expenditure or income first arises as local or central risk. Further analysis can be found in Appendix 2.
7. The provisional 2017/18 budgets, under the control of the Director of Open Spaces being presented to your Committee, have been prepared in accordance with guidelines agreed by the Policy & Resources and Finance Committees. These include continuing the implementation of the required budget reductions across both local and central risks, as well as the proper control of transfers of non-staffing budgets to staffing budgets. A saving of £17,000 has been made in 2017/18 further to the re-alignment of the Service Based Review savings which are also found in Appendix 4. The savings will be achieved through a review of fleet and equipment, a reduction in grounds maintenance, and increases in donations through ‘promoting our services programme’. An allowance was given towards any potential pay and price increases of 1% in 2017/18. The budget has been prepared within the resources allocated to the Director.

It should also be noted that the corporate Building Repairs and Maintenance contract is currently being re-tendered and the new contract will commence on the 1st July 2017. Original estimates for 2017/18 are based on the latest available asset price from the current contractor. Any changes to these budgets arising from the new contract will be reported to Committee in due course.

TABLE 1 BURNHAM BEECHES, STOKE COMMON & CITY COMMONS SUMMARY – ALL FUNDS						
Analysis of Service Expenditure	Local or Central Risk	Actual 2015-16 £'000	Latest Approved Budget 2016-17 £'000	Original Budget 2017-18 £'000	Movement 2016-17 to 2017-18 £'000	Paragraph Reference
EXPENDITURE						
Employees	L	1,154	1,269	1,310	41	
Premises Related Expenses	L	414	343	319	(24)	
Premises Related Expenses	C	12	0	0	0	
R & M (City Surveyor's Local Risk inc cleaning)	L	429	255	658	403	11
Transport Related Expenses	L	58	82	63	(19)	
Supplies & Services	L	198	149	145	(4)	
Third Party Payments	L	31	33	32	(1)	
Transfer to Reserves	L	40	0	0	0	
Transfer to Reserves	C	8	0	0	0	
Capital Charges	C	18	18	18	0	
Total Expenditure		2,362	2,149	2,545	396	
INCOME						
Government Grants	L	(158)	(163)	(165)	(2)	
Other Grants, Reimbursements and Contributions	L	(27)	(20)	(20)	0	
Other Grants, Reimbursements and Contributions	C	(20)	0	0	0	
Customer, Client Receipts	L	(201)	(158)	(158)	0	
Investment Income	L	(1)	0	0	0	
Transfer from Reserves	L	(23)	0	0	0	
Recharges to Capital Projects	L	(2)	0	0	0	
Total Income		(432)	(341)	(343)	(2)	
TOTAL EXPENDITURE/ (INCOME) BEFORE SUPPORT SERVICES		1,930	1,808	2,202	394	
SUPPORT SERVICES						
Central Support		306	308	302	(6)	
Recharges within Fund		37	32	35	3	
Total Support Services		343	340	337	(3)	
TOTAL NET EXPENDITURE/(INCOME)		2,273	2,148	2,539	391	

8. Income and favourable variances are presented in brackets. An analysis of this Revenue Expenditure by Service Managed is provided in Appendix 1. Generally only significant variances greater than £50,000 are commented on.

9. Overall there is an increase of £391,000 between the 2016/17 latest approved budget and the 2017/18 original budget. The main reason for this increase is due to costs within the City Surveyor's Additional Works Programme (£403,000).

10. The increase in estimated costs within the Manpower statement in Table 2 below is due to an allowance of 1% towards any potential pay and price increases from 1st April 2017, increments within pay scales during 2017/18, and a full year adjustment for two staff who commenced work partly through the last financial year.

Table 2 - Manpower statement	Latest Approved Budget 2016/17		Original Budget 2017/18	
	Manpower Full-time equivalent	Estimated cost £000	Manpower Full-time equivalent	Estimated cost £000
Burnham Beeches/Stoke Common	13.87	473	13.87	483
City Commons	20.70	796	20.87	827
TOTAL BURNHAM & CITY COMMONS	34.57	1,269	34.74	1,310

11. The increase of £403,000 from the 2016/17 Latest Approved Budget to the 2017/18 Original Budget in the City Surveyor (see Table 3 below) is mainly within the additional works programme. The original 2017/18 budgets reflect the balances phased from continuing approved live programmes (2015/16 & 2016/17) and the new 2017/18 bids (£12.1m across the Corporate Estate) endorsed by Corporate Asset Sub Committee in October 2016.

TABLE 3 - CITY SURVEYOR LOCAL RISK	Latest Approved Budget 2016/17 £'000	Original Budget 2017/18 £'000
Repairs and Maintenance (including cleaning)		
Additional Works Programme		
City Commons	49	310
Burnham Beeches	14	156
	63	466
Planned & Reactive Works (Breakdown & Servicing)		
City Commons	100	100
Burnham Beeches	73	73
	173	173
Cleaning		
City Commons	15	15
Burnham Beeches	4	4
	19	19
Total City Surveyor	255	658

Potential Further Budget Developments

12. The provisional nature of the 2017/18 revenue budget recognises that further revisions may be required, including in relation to:

- budget reductions to capture savings arising from the on-going Service Based Reviews;
- decisions on funding of the Additional Work Programme by the Resource Allocation Sub Committee.

If specific service based review proposals included with this budget report are rejected by the Committee, or other Committees request that further proposals are pursued, that the substitution of other suitable proposals for a corresponding amount is delegated to the Town Clerk in discussion with the Chairman and Deputy Chairman of the relevant Committee. If the substituted saving is not considered to be straight forward in nature, then the Town Clerk shall also consult the Chairman and Deputy Chairmen of the Policy and Resources Committee prior to approving an alternative proposal(s).

Revenue Budget 2016/17

13. The 2016/17 latest approved budget includes funding for contribution pay of £7,000. There were no agreed carry forwards for The Commons. Details of the movement between the 2016/17 Original Budget and the 2016/17 Latest Approved Budget can be found in Appendix 3. The forecast outturn for the current year is in line with the latest approved budget of £2.148m

Draft Capital and Supplementary Revenue Budgets

14. The latest estimated costs for the Committee's draft capital and supplementary revenue projects are summarised in the Table below.

Capital & Supplementary Revenue projects - latest estimated costs						
Service Managed	Project	Exp. Pre 01/04/16 £'000	2016/17 £'000	2017/18 £'000	Later Years £'000	Total £'000
	<u>Authority to start work granted</u>					
City Commons	Kenley Revival	95	400	572	113	1,180
TOTAL CITY COMMONS		95	400	572	113	1,180

15. There is one capital scheme in progress at Kenley, largely funded by HLF grant.
16. The latest Capital and Supplementary Revenue Project budgets will be presented to the Court of Common Council for formal approval in March 2017.

Appendices

- Appendix 1 - Analysis by Services Managed
- Appendix 2 - Analysis of Support Services
- Appendix 3 - Movement of Local Risk Budgets 2016/17 OR to 2016/17 LAB
- Appendix 4 - Service Based Review update

Derek Cobbing

Chamberlains Department

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Appendix 1

Analysis by Service Managed	Actual 2015-16 £'000	Latest Approved Budget 2016-17 £'000	Original Budget 2017-18 £'000	Movement 2016-17 to 2017-18 £'000	Paragraph(s) Reference
<u>CITY CASH</u>					
Burnham Beeches	685	635	773	138	9 & 11
Stoke Common	12	22	22	0	
City Commons	1,576	1,491	1,744	253	9 & 11
TOTAL	2,273	2,148	2,539	391	

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Appendix 2

Support Services from/to Burnham Beeches, Stoke Common, & City Commons	Actual 2015-16 £'000	Latest Approved Budget 2016-17 £'000	Original Budget 2017-18 £'000	Movement 2016-17 to 2017-18 £'000	Paragraph Reference
<u>Support Services</u>					
Central Recharges-					
City Surveyor's Employee Recharge	40	40	40	0	
Insurance	19	20	20	0	
I.S.Recharges - Chamberlain	62	60	59	(1)	
Support Services-					
Chamberlain (inc CLPS recharges)	75	72	70	(2)	
Comptroller and City Solicitor	31	36	35	(1)	
Town Clerk	51	52	49	(3)	
City Surveyor	28	28	29	1	
Total Support Services	306	308	302	(6)	
<u>Recharges Within Fund</u>					
Directorate Recharges	63	55	58	3	
Corporate and Democratic Core	(26)	(23)	(23)	0	
Total Recharges Within Fund	37	32	35	3	
Total Support Services	343	340	337	(3)	

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Appendix 3

Movement of Local Risk Budgets (inc City Surveyor) 2016/17 OR to 2016/17 LAB	Risk	Original Budget 2016-17 £'000	Latest Approved Budget 2016-17 £'000	Movement 2016-17 OR to 2016-17 LAB £'000	Note Reference
EXPENDITURE					
Employees	L	1,268	1,269	1	(a)
Premises Related Expenses	L	359	343	(16)	
R & M (City Surveyor's Local Risk inc cleaning)	L	367	255	(112)	
Transport Related Expenses	L	81	82	1	
Supplies & Services	L	168	149	(19)	
Third Party Payments	L	33	33	0	
Transfer to Reserves	L	0	0	0	
INCOME					
Government Grants	L	(203)	(163)	40	
Other Grants, Reimbursements and	L	(20)	(20)	0	
Customer, Client Receipts	L	(158)	(158)	0	
Investment Income	L	0	0	0	
Transfer from Reserves	L	0	0	0	

a) Re-phasing of the approved 2016/17 Additional Programme included in the Original has now been re-phased over the 3 year life of the cycle, which has resulted in a reduction to the LAB.

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Appendix 4

Service Based Review - Department Open Spaces Budget Reduction Programme					Budget	RAG 16/17	RAG 17/18
	15/16	16/17	17/18	Total			
	£'000	£'000	£'000	£'000			
Burnham Beeches & City Commons							
Staff Restructures (non-roadmap saving)	27	0	0	27	Burnham Beeches		
Promoting our Services Programme - increase donations	0	3	3	6	Burnham Beeches		
Wayleaves Programme	2	3	0	5	West Wickham		
Car Parks Programme	0	20	0	20	Burnham Beeches		
Fleet and Equipment Review Programme	0	0	5	5	West Wickham		
Grounds maintenance (non-roadmap saving)	0	0	9	9	Ashtead		
BBC TOTAL	29	26	17	72			

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