



Hampstead Heath Consultative Committee

Date: MONDAY, 9 OCTOBER 2017

Time: 7.00 pm

Venue: PARLIAMENT HILL CONFERENCE ROOM, PARLIAMENT HILL STAFF YARD, PARLIAMENT HILL FIELDS, HAMPSTEAD HEATH, NW5 1QR

Members: Karina Dostalova (Chairman)
Anne Fairweather (Deputy Chairman)
Ray Booth (Barnet Mencap)
Nick Bradfield (Dartmouth Park Conservation Area Advisory Committee)
John Etheridge (South End Green Association)
Cindy Galvin (Heath Hands)
Colin Gregory (Hampstead Garden Suburb Residents' Association)
Michael Hammerson (Highgate Society)
Dr Gaye Henson (Marylebone Birdwatching Society)
Nigel Ley (Open Spaces Society)
Joanne Mould (London Wildlife Trust)
Helen Payne (Friends of Kenwood)
Thomas Radice (Heath and Hampstead Society)
Harunur Rashid (Black and Minority Ethnic Communities representative)
Susan Rose (Highgate Conservation Area Advisory Committee)
Steve Ripley (Ramblers' Association)
Ellen Solomons (Vale of Health Society)
Ellin Stein (Mansfield Conservation Area Advisory Committee & Neighbourhood Association Committee)
Richard Sumray (London Council for Recreation and Sport)
Simon Taylor (Hampstead Rugby Club)
David Walton (Representative of Clubs using facilities on the Heath)
John Weston (Hampstead Conservation Area Advisory Committee)

Enquiries: Alistair MacLellan
alistair.maclellan@cityoflondon.gov.uk

John Barradell
Town Clerk and Chief Executive

AGENDA

1. **APOLOGIES**

2. **DECLARATIONS BY MEMBERS OF ANY PERSONAL AND PREJUDICIAL INTERESTS IN RESPECT OF ITEMS ON THIS AGENDA**

3. **MINUTES**

To agree the public minutes of the meeting held on 17 July 2017.

For Decision
(Pages 1 - 6)

4. **HAMPSTEAD HEATH, HIGHGATE WOOD AND QUEEN'S PARK COMMITTEE DRAFT MINUTES**

To receive the draft public minutes of the meeting of the Hampstead Heath, Highgate Wood and Queen's Park Committee held on 17 July 2017.

For Information
(Pages 7 - 14)

5. **HAMPSTEAD HEATH SPORTS ADVISORY FORUM MINUTES**

To receive the public minutes of the Hampstead Heath Sports Advisory Forum meeting held on 11 September 2017.

For Information
(Pages 15 - 18)

6. **HEATH HANDS SUMMARY REPORT - SEPTEMBER 2017**

To receive a summary report from Heath Hands.

For Information
(Pages 19 - 22)

7. **SUPERINTENDENT'S UPDATE**

Report of the Superintendent of Hampstead Heath.

For Discussion
(Pages 23 - 28)

8. **FEES AND CHARGES 2018/19**

Report of the Superintendent of Hampstead Heath.

For Discussion
(Pages 29 - 40)

9. **DEVELOPING A DIVISIONAL PLAN FOR HAMPSTEAD HEATH, HIGHGATE WOOD, KEATS HOUSE AND QUEEN'S PARK**

Report of the Superintendent of Hampstead Heath.

For Discussion
(Pages 41 - 64)

10. **QUESTIONS**

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

12. **DATE OF NEXT MEETING**

The next meeting is on 29 January 2018 at 7.00pm in the Parliament Hill Conference Room, Parliament Hill Staff Yard, NW3.

This page is intentionally left blank

HAMPSTEAD HEATH CONSULTATIVE COMMITTEE **Monday, 17 July 2017**

Minutes of the meeting of the Hampstead Heath Consultative Committee held at Parliament Hill Conference Room, Parliament Hill Staff Yard, Parliament Hill Fields, Hampstead Heath, NW5 1QR on Monday, 17 July 2017 at 7.00 pm

Present

Members:

Karina Dostalova (Chairman)
Anne Fairweather (Deputy Chairman)
John Etheridge (South End Green Association)
Colin Gregory (Hampstead Garden Suburb Residents' Association)
Michael Hammerson (Highgate Society)
Helen Payne (Friends of Kenwood)
Thomas Radice (Heath and Hampstead Society)
Susan Rose (Highgate Conservation Area Advisory Committee)
Ellen Solomons (Vale of Heath Society)
Richard Sumray (London Council for Sport and Recreation)
Simon Taylor (Hampstead Rugby Club)

Representatives:

Carole Dukes representing Ray Booth (Barnet Mencap)

Attending:

Judy Hallgarten - Groundwork

Officers:

Bob Warnock	-	Superintendent of Hampstead Heath
Declan Gallagher	-	Operational Service Manager
Richard Gentry	-	Constabulary and Queen's Park Manager
Lucy Gannon	-	Hampstead Heath
Bose Kayode	-	Town Clerk's Department
Alistair MacLellan	-	Town Clerk's Department

1. APOLOGIES

Apologies for absence were received from Ray Booth (Barnet Mencap), Nick Bradfield (Dartmouth Park Conservation Area Advisory Committee), Dr Gaye Henson (Marylebone Birdwatching Society), David Walton (Representative of Clubs using facilities on the Heath), John Weston (Hampstead Conservation Area Advisory Committee) and Cindy Galvin.

2. DECLARATIONS BY MEMBERS OF ANY PERSONAL AND PREJUDICIAL INTERESTS IN RESPECT OF ITEMS ON THIS AGENDA

There were no declarations.

3. **MINUTES**

The minutes of the meeting held on 19 June were approved and agreed by the committee as an accurate record, subject to the following amendment:

Page 6 – Drones

“In response to a question, the Constabulary and Queen’s Park Manager noted that the policing of drones under anti-nuisance byelaws had been considered to be unworkable in practice.”

Should read:

“In response to a question, the Constabulary and Queen’s Park Manager noted that the policing of drones under anti-nuisance byelaws had been judged unworkable in practice.”

RESOLVED – That the public minutes of the meeting held on 19 June 2017 be approved.

4. **HEATH COMMUNITY VISION**

Members received a report of the Superintendent of Hampstead Heath. The review and update of the Hampstead Heath Management Plan reached an important milestone with the conclusion of community engagement to create a community vision.

In addition, Members received a presentation from a representative of Groundwork regarding the Heath Community Vision consultation process, who outlined the extent of the consultation process and its parameters. The Groundwork representative noted that engagement had been conducted through focus groups, engagement stalls, internal consultation among City of London Corporation staff, and a questionnaire survey. In total over 1600 persons across 300 organisations, and 134 postcode areas had been engaged.

Also included within the presentation was a summary of the most common words used to describe the Heath. The overall themes for the draft community vision of the Heath included the place, people, inclusiveness, and caring for the Heath.

The next steps include a stakeholder meeting to feedback to workshop participants which is scheduled to take place in August 2018.

A Member of the Heath Vision Advisory Committee was heard next, who made the following points.

- Whilst the Advisory Committee had tried to engage as many groups as possible, there remained more work to do in terms of engaging young people, local schools and people who lived near the Heath but were not frequent users e.g. those to the south of the Heath. He also noted that the positive response to the vision survey and expressed confidence that the findings are a faithful reflection of the range of views and aspirations that were shared.

- The consultation findings represented a tension with the overarching aspiration to protect the fabric of the Heath and the high value placed on open access to the Heath for improved health and wellbeing.
- It was the opinion of the Member of the Heath Vision Advisory Committee that health and wellbeing was a key, overarching, theme for any future Heath Vision.

A general discussion was had by Members and the following points were made.

- The Deputy Chairman noted that the City should give consideration how to utilise the extensive data set that had been generated during the vision consultation process. Moreover, she was struck that formal sport did not feature more highly as a theme given the level of sports played on the Heath.
- It was also noted that the vision ought to reflect that the Heath is actively managed including the areas that are perceived as wild.
- A Member (South End Green Association) noted that the consultation appeared to reveal the 'silent majority' of Heath users, who predominantly used the Heath for walking and relaxation. He urged the City to not be distracted by using visitor numbers as a measure of success – outcomes should be judged in terms of how well the natural aspect of the Heath had been preserved.
- A Member (Friends of Kenwood) noted that the City should be prepared to justify the amount of spending and resources it dedicated to sports on the Heath given how little sport had featured in the consultation process. In response the Chairman noted that sport had led to excellent outcomes, not least the recent 'Give it a Go' event that featured a high number of young people enjoying the Heath. A Member (Hampstead Rugby Club (HRFC)) added that over 300 children benefited from sports on the Heath every Saturday. Moreover he had found it difficult to engage members of HRFC to complete the survey questionnaire.
- In response to a question from a Member (Hampstead Garden Suburb Residents' Association), the Superintendent replied that the Heath community vision would be used to inform the Divisional Plan and Annual Work Programme going forward, and agreed to provide an organogram to that effect to the Committee. He also noted that this sits within the legislative context set out in the Hampstead Heath Act (1871).
- The Projects and Management Support Officer clarified that the information collated during the Heath Vision consultation provides valuable insights and will inform 'how' the Heath is managed, taking a long term view.

- A Member (Highgate Conservation Area Advisory Committee) stated that she felt there were too many organised events, dogs and cyclists on the Heath and that this question of balance should be addressed in the vision. In response the Superintendent noted that this would be addressed in the 2018 Plan.
- A Member (London Council of Sport and Recreation) noted that the vision should be as inclusive as possible, and not exclusive.
- A Member (Heath and Hampstead Society) noted that the consultation report is thorough and good work and that the emerging themes were welcomed. He also noted that the phrase Heath Vision had been one used for his Society's 2004 publication – and then as now the key theme should be the preservation of the natural aspect of the Heath.
- In response to a suggestion from a Member (Highgate Society) the Chairman noted that the City was already engaging with relevant Parliamentary Select Committee enquiries and agreed that the data generated by the vision consultation had potential to inform future submissions.
- A Member (Vale of Health Society) noted that the vision should have more emphasis on children given it was an excellent venue for natural play.
- A representative of the Barnet Mencap Member noted that the vision should be aspirational, not just concerned with the 'here and now'.

The Chairman then invited comments on the draft Community Vision and the following points were made.

- The headline titles should be personalised e.g. 'Our' Hampstead Heath, Enhancing 'our' Quality of Life, 'Hampstead Heath as a place'.
- Suggested wording for an overarching statement to link the four themes included "Our Hampstead Heath enhances our quality of life. We are inclusive and welcoming. We care for our Heath."
- A majority of members welcomed the poetic language of the document as reflective of the aspirational tone.

Regarding the Place: - Hampstead Heath theme;

Mention should be made of the fact the Heath was famous.

Members considered that reference to 'being the heart of London' was odd, as was the reference to 'green arteries' and expressed a preference to avoid this language.

Wording such as 'protection' should be used rather than 'defended' in relation to the boundaries. In addition, wording should make reference to the history and heritage of the Heath, specifically, a reference to 'ancient'.

The representative of clubs using facilities on the Heath provided written comment and expressed the importance of the Heath not being viewed as an island.

Regarding People: – Enhancing Quality Life, reference should be made to learning and interpretative activity on the Heath. It was also noted that the value of play to children and young people ought to be included in this theme.

Reference could be made to the Heath being an area where children can play and a place where individuals can learn about the natural world.

Regarding Inclusive & Welcoming:-

Some emphasis should be made on the Heath (sports and swimming facilities excepted) being free of charge, linking to the phrase free access to roam. A suggestion that the role of volunteers that help to look after the Heath warranted inclusion.

A suggestion that the reference to City of London staff would sit better under the fourth theme and should be to separate from volunteers and visitors in this theme.

Regarding Caring for the Heath:-

Articulation of the different values of the different forums that cared about the Heath, there is collaborative working. Reference could also be made to the fact that the Heath belongs to those who use it whilst the City retains its confidence. The Deputy Chairman suggested that the sentence in reference to the City and its role could be reviewed to reflect this. Some discussion of the terminology for this theme which encapsulates the concepts of custodianship, stewardship and caring for the Heath.

The Chairman concluded discussion by thanking Groundwork for their efforts, and inviting Members to submit any further detailed comments prior to 2 August 2017 so that they could be incorporated into the proposed community vision submitted to the September meeting of the Hampstead Heath, Highgate Wood and Queen's Park Committee.

5. QUESTIONS

There were no questions.

6. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

Give it a Go - Thanks

A Member (Hampstead Rugby Club) noted his thanks to the Heath Leisure and Events Manager for his organisation of the Give it a Go day on 16 July 2017.

7. DATE OF NEXT MEETING

The Chairman noted that Members were invited to a walk on the Heath on 27 September 2017 commencing at 4.00pm, with afternoon tea served at 3.30pm. The next meeting for the Committee would be on 9 October 2017.

The meeting ended at 8.35pm.

Chairman

Contact Officer: Bose Kayode
bose.kayode@cityoflondon.gov.uk

HAMPSTEAD HEATH, HIGHGATE WOOD AND QUEEN'S PARK COMMITTEE **Monday, 17 July 2017**

Minutes of the meeting of the Hampstead Heath, Highgate Wood and Queen's Park Committee held at Committee Rooms, 2nd Floor, West Wing, Guildhall on Monday, 17 July 2017 at 1.45 pm

Present

Members:

Karina Dostalova (Chairman)
Anne Fairweather (Deputy Chairman)
Deputy John Tomlinson
William Upton
Councillor Melvin Cohen
Sam Cooper
Councillor Sally Gimson
Maija Roberts

Officers:

Bob Warnock	Superintendent of Hampstead Heath
Richard Gentry	Constabulary and Queen's Park Manager
Alison Elam	Group Accountant, Chamberlain's Department
Esther Sumner	Business Manager, Open Spaces Department
Edward Wood	Comptroller and City Solicitor's Department
Declan Gallagher	Operational Service Manager
Colin Buttery	Director of Open Space
Carl Locsin	Media Officer (Public Services)
Alison Hurley	Head of Facilities Management – Assistant Director
Grace Rawnsley	Community Education Officer
Bose Kayode	Town Clerk's Department
Alistair MacLellan	Town Clerk's Department

1. APOLOGIES

Apologies had been received from Michael Hudson, Deputy Clare James, Ruby Sayed, Rachel Evans and Graeme Smith.

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

There were no declarations.

3.1 Minutes

The public minutes and summary of the Hampstead Heath, Highgate Wood and Queen's Park Committee meeting held on 15 May 2017 were approved and agreed by the committee as an accurate record.

3.2 Highgate Wood Consultative Group

Members noted the minutes of the Highgate Wood Consultative Group meeting held on 31 May 2017.

3.3 Queen's Park Consultative Group

Members noted the minutes of the Queen's Park Consultative Group meeting held on 14 June 2017.

3.4 Hampstead Heath Consultative Committee

Members noted the minutes of the Hampstead Heath Consultative Committee meeting held on 19 June 2017.

4. OPEN SPACES BUSINESS PLAN ANNUAL REPORT 2016/17

Members considered a report of the Director of Open Spaces which focused on the developments within the Department during the period 2016/17.

In response to a question relating to the missed percentage performance target of H&S accidents investigated within 14 days, Members were informed that the figure, having been referred to the Health & Safety group, was not an area of concern. Whilst the performance target had been missed, it was suggested that there was a need for nuance in the reporting of H&S incidents.

In response to a question relating to the missed target on consumption and what work was being done to ensure that the target is met in the future, Members were informed that consumption would need to be considered in further detail and would be reported on at the next meeting.

RECEIVED

5. OPEN SPACES EVENTS POLICY

Members noted the report from the Director of Open Spaces. It is proposed that consultation takes place from autumn 2017 to early 2018 with the local Consultative Groups which would allow the Events Policy to be considered by each Committee prior to the spring.

RECEIVED

6. REVENUE OUTTURN 2016/17

Members noted the joint report from the Chamberlain and the Director of Open Spaces, which compared the revenue outturn for services overseen by the Committee in 2016/17 with the final agreed budget for the year. Members noted the revenue outturn report for 2016/17 and the consequential implications for the 2017/18 budget.

In response to a question relating to the final agreed budget and having a breakdown of what the monies had been spent on Members were informed that

estimates would be made available in December identifying how any monies would be spent.

It was agreed that the Chamberlain would meet with one of the Members to look at the format of the report with a view to separating income and expenditure.

RECEIVED

7. PIF PROPOSAL - PONDS PROJECT LEGACY REPORT

Members considered a report of the Director of Open Spaces which outlined details of the Hampstead Heath Ponds.

In response to a question relating to how the carry forward from an existing project fitted with this project, Members were informed that the Learning Programme had received a grant from City Bridge Trust to assist with the budget. In addition, there had been an 'uplift' to the budget from transferred funds.

In response to a question relating to links made with other schools conducting STEM engineering work, Members were informed that no links had yet been made. However, a combined and flexible approach would be taken. In addition, it was suggested that links were made with Knowledge Quarter.

RESOLVED – That: -

- (a) Members support an application to the Policy Initiatives Fund to extend the STEM & Policy Education Programme for a further year.

8. STEM AND POLICY EDUCATION PROGRAMME LEGACY – POLICY INITIATIVES FUND APPLICATION

It was noted that item 8 was a duplicate of agenda item (7) above and therefore this report was withdrawn.

9. SUPERINTENDENT'S UPDATE

Members considered a joint report of the Superintendent of Hampstead Heath, which provided an update to Members on the management and operational activities across the Division since May 2017.

The following updates were given:

Eruv

Members received an update on the proposals. It was noted that the applicant had revised the proposal to use the existing lamp columns along Hampstead Lane to support the Eruv. The updated proposal therefore, avoids the need for sections of fencing on Hampstead Heath but poles to support the Eruv over the access to Athlone House Gardens and the Kenwood Nursery Yard would still be necessary with the Highway pavement.

The Superintendent confirmed there were no changes to the proposal for the Eruv at Wind Mill Hill.

Drone Guidance

Members discussed the Drone guidance and whether a byelaw should be applied for. It was considered that whilst it would be beneficial to commence research into implementing a byelaw, there is work being carried out by the Government, and therefore the process could be duplicated.

It was considered that if a byelaw is implemented those needing to use drones could apply for a license. Were this to be implemented, the guidance should clearly set out how to apply for a license.

Tennis Regulations

Members were informed that the regulations had been updated to include information about ClubSpark, an online booking system.

'Give It A Go'

Members were informed that the 'Give It A Go' event which took place on 16 July was a success with a number of individuals attending to take part in a range of games, sports coaching, dancing, health and well-being and children's activities.

Cycling

Members were informed of the intention to combine the cycling group and 'Heath for Feet' into a Pedestrian and Cycling Working Group and for there to be an inaugural meeting in September 2017.

In response to a question relating to whether those visiting Hampstead Heath could be caused physical harm from the Oak Processionary Moth (OPM), Members were informed that there is guidance available on the website in relation to OPM.. In addition, Members were informed that trees identified as having OPM nests are cordoned off with green netting.

RESOLVED – That: -

- (a) Members agreed the proposal for licencing a 4m Eruv pole at Wind Mill Hill;
- (b) n Eruv pole;
- (c) Members agreed the revised Drone Guidance ;
- (d) Members agreed the revised Tennis Regulations for Hampstead Heath & Queen's Park.

10. EAST HEATH CAR PARK RESURFACING

Members considered a report of the Superintendent of Hampstead Heath, which informed Members of the options for resurfacing the East Heath Car Park. It was noted that the project is currently going through the Corporate Gateway Approval Process and it is estimated the works will cost in the region of £365,000.

RESOLVED – That: -

- (a) Members agreed with the proposal in relation to Option 2 – Asphalt and Chip finish. It was noted that the finish was in keeping with the preferred path surfacing finish across the Heath. In addition, a comprehensive positive drainage system will be installed to manage surface water run-off from the Car Park.

11. ANNUAL REPORT ON HAMPSTEAD HEATH CONSTABULARY

Members considered a report of the Superintendent of Hampstead Heath, which provides a review of the performance and effectiveness of the Hampstead Heath Constabulary during the period 1 April 2016 to 31 March 2017.

In addition, the Superintendent of Hampstead Heath provided a verbal update of recent court cases and fines which had been issued. Of the 28 processes submitted to Court, 26 had been upheld. It was noted that the fines are means tested and the success of convictions demonstrates that the Courts take incidents occurring on the Heath seriously.

In response to a question relating to the partnership working with the Terrence Higgins Trust (THT) and what the Heath achieves from the partnership working, Members were informed that THT is able to engage with users of the Heath and provide an understanding of the impact of actions on the environment and therefore continued partnership is beneficial.

RESOLVED – That: -

- (a) Members noted the report, and, in particular, recognised the continuous development and improvement of the Hampstead Heath Constabulary's performance across a range of activities.
- (b) Members noted the role the Hampstead Heath Constabulary plays in helping to ensure that Hampstead Heath remains a safe, appealing and enjoyable place for millions to visit each year, by reducing the fear of crime and anti-social behaviour.
- (c) Members supported the continuation of partnership work on Hampstead Heath during 2017 by the Hampstead Heath Constabulary, Terrence Higgins Trust and other stakeholders and partners.

12. QUEEN'S PARK CAFÉ – OPTIONS APPRAISAL

Members considered a report of the Superintendent of Hampstead Heath, which outlined the engagement and consultation exercise which was carried out in relation to the café provision at Queen's Park. A total of 391 responses were received. The feedback received suggests that the café is valued as a community hub and an important asset in the Park. The quality and cost of food, along with the ambience were factors that were considered important by the public.

RESOLVED – That: -

- (a) Members noted the outcomes of the public engagement and consultation;
- (b) Members noted the views of the Queen's Park Consultative Group following the June meeting;
- (c) Members agreed the Superintendent's proposed option regarding the Café Lease.

13. QUEEN'S PARK FARM REVITALISATION PROJECT

Members considered a report of the Superintendent of Hampstead Heath, which outlined the Queen's Park Farm Vision which had been developed to promote greater public engagement.

In addition, the Superintendent of Hampstead Heath provided a verbal update and informed Members that the Farm receives approximately 80,000 visitors per year. There is a donation box within the farm area which generates approximately £2k per annum. This money is reinvested back into the farm.

RESOLVED – That: -

- (a) Members noted the views of the Queen's Park Consultative Group following the June meeting.
- (b) Members agreed the Vision and Outcomes; and
- (c) Members agreed with option 2 in relation to the Queen's Park Farm Visualisation Drawings.

14. QUEEN'S PARK PLAY AREA TOILETS – ADDITION OF A TOILET

Members considered a report of the Superintendent of Hampstead Heath, which provided an update on a scoping exercise which had been carried out for the development of an additional public toilet to be provided at the Children's Sand Pit. The additional toilet would give access from one side only and would be accessible for wheelchair users, and would contain a baby changing table.

In addition, the Superintendent of Hampstead Heath provided an oral update and informed Members that the indicative cost for the exercise is around £44k and would take approximately six – eight weeks to complete. If approval were to be given, consideration would need to be given as to the appropriate time for the works to be completed.

RESOLVED – That: -

- (a) Members noted the views of the Queen's Park Consultative Group following the June meeting; and
- (b) Members approved the Outline Design Proposals and approved Option 3.

15. CYCLICAL WORKS PROGRAMME BID - 2018/19

Members considered a report of the City Surveyor regarding the provisional list of cyclical projects being considered for properties under the management of

Hampstead Heath, Highgate Wood and Queen's Park Committee under the "Cyclical Works Programme".

The draft cyclical project list for 2018/19 totalled approximately £1.68m and if approved would continue the on-going programme of maintenance of the City's property and infrastructure assets.

In response to a question relating to the Queens Park Play Area Toilets and why it was not listed within the schedule of works, Members were informed that the works would be recorded under 'minor' improvements and would be funded from local risk.

RECEIVED

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

There were no questions.

17. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

The Chairman directed Members to a letter, which outlined the revised dates and times of future meetings. The Chairman sought member's views as to any difficulties in attending meetings moving forward.

The overall consensus was that the alteration to the dates and times of future meetings was appropriate. It was therefore agreed that the revised dates and times of meetings would be circulated to Members and future meetings would take place as follows:

27 September 2017 – 16:00
15 November 2017 – 16:00
21 February 2018 – 16:00
23 May 2018 – 16:00
28 November 2018 – 16:00

18. EXCLUSION OF THE PUBLIC RESOLVED – That: -

- (a) Under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined by Part 1 of Schedule 12A of the Local Government Act.

19. NON-PUBLIC MINUTES RESOLVED – That: -

- (a) The non-public minutes of the meeting held on 15 May 2017 were agreed as an accurate record.

20. 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 other business.

22. DATE OF NEXT MEETING

To note the date of the next meeting is 27 September 2017.

The meeting ended at 3.25 pm

Chairman

**Contact Officer: Bose Kayode
Bose.Kayode@cityoflondon.gov.uk**



Hampstead Heath Sports Advisory Forum

Parliament Hill meeting room

11 September 2017, 6.30pm

Members:

Richard Sumray (Chairman)	RS	Hampstead Heath Consultative Committee
Karina Dostalova	KD	Chairman of the Hampstead Heath, Highgate Wood & Queen's Park Committee
Marc Hutchinson	MH	Hampstead Heath Winter Swimming Club, H & HS
Joseph Lowe	JL	Highgate Harriers
Natasha Cendrowicz	NC	Highgate Harriers
Jude Williams	EK	Parliament Hill Lido Users Group
John Carrier	JC	Camden CCG
Derek Mennell	DM	Parliament Hill Bowls Club
Rudolf Benjamin	RB	HH Tennis Coach
Katrina Weinstein	KW	Hampstead Heath Croquet Club
Rick Weinstein	RW	Hampstead Heath Croquet Club
David Walton	DW	London Heathside Athletics
Debbie Bush	DB	Camden Council (Sports & Physical Activity)

Officers:

Bob Warnock	BW	Superintendent of Hampstead Heath, City of London
Declan Gallagher	DG	Operational Services Manager, City of London
Paul Maskell	PM	Leisure and Events Manager, City of London
Richard Gentry	RG	Queen's Park & Constabulary Manger, City of London
Paul Jeal	PJ	Senior Supervisor, Swimming Facilities, City of London
Kate Radusin (notes)	KR	PA to Superintendent of Hampstead Heath, City of London

ITEM		ACTION
1.	Apologies	
	Nigel Robinson, Eleanor Kennedy, Anne Fairweather, Graham Norris, Richard Priestly, Simon Taylor.	
2.	Minutes of the previous meeting (22 May 2017) & Matters Arising	
	<p><u>Heath Extension Cross Country Pilot</u> – Event was agreed by HHCC in June and HHHWQPC in July. PM to address concerns raised by DW about not responding to e-mails as a result of which this event is not on the fixture list for 2018. The Forum would want future fixtures to be scheduled.</p> <p><u>Clubs usage report</u> – first meeting of Parliament Hill Athletic Track Forum held last week. Next stage is to put booking forms online and to facilitate the transfer of the existing clubs to the new arrangements.</p> <p><u>Tennis Regulations</u> – Agreed by HHHWQPC in July. Copies are available on Club Spark. RG confirmed that 'voluntary' has been removed from the no smoking court rule.</p> <p><u>Draft minutes of Swimming Facilities Forum meeting (11 July 2017)</u> – The draft minutes were received for information. JC advised that safeguarding should</p>	

	<p>be strongly considered in relation to item 6 (request to remove the men's pond changing area partition).</p> <p><u>Suspension of fishing at Hampstead Heath Ponds</u> – BW confirmed that fishing is currently suspended across all ponds due to a suspected outbreak of Koi Herpesvirus (KHV) at the Model Boating Pond. The Ranger Team Supervisor has liaised with the Fish Health Inspectorate (FHI) and Environment Agency and is currently awaiting test results to confirm the outbreak. The long term implications are yet to be confirmed by the FHI.</p>	
3.	Fees & Charges	
	<p><u>Sports fees & charges for 2018/19</u> – BW the proposed sports fees & charges have been broadly increased by 2.6% based on the Consumer Price Index (CPI). The fees for Bowls and Croquet have been increased by 50p following discussion with the Clubs.</p> <p>There followed a discussion about the Lido, and ways to increase income generation through increased usage. Suggestions put forward by the group included: opening later to the public on additional days of the week during the summer months, opening a lane for public swimming on evenings booked for clubs, allowing children to swim during the evening sessions. PJ will prepare options for the Lido to be considered at the spring meeting.</p> <p>PJ confirmed that the season ticket price for the sauna would be reviewed. The facility is now open for use for an additional month.</p> <p>RB suggested that 'peak' and 'off-peak' hours be considered for tennis court bookings, as this may stimulate usage.</p> <p>JC Waterlow Park courts closure, is it impacting on CoL court? PM confirmed that mid-week usage had increased as a result.</p> <p>BW the fees for the bathing ponds have not been increased since they were introduced as a 'self-policing' charge in 2005, following a decision by the Hampstead Heath Management Committee. There followed a discussion in relation to the income generated by the three bathing facilities. The target for income generation following the introduction of the charges in 2005 was £80k. The combined income of the three facilities was £24k in 2014/15. £11k has been raised so far this financial year, which is one of the best years.</p> <p>MH commented that there were a range of practical issues which had not been addressed by CoL, such as the unreliability of the ticket machines and updating the signage.</p> <p>During the discussion several Members of the Forum commented that they were unclear, following visits to the facilities, if they should or were required to pay.</p> <p>RS closed the discussion suggesting the fees & charges at the ponds are held at the current rates while the Superintendent discusses a range of practical issues with the Swimming Forum, before reporting back to the Sports Advisory Forum.</p> <p>RW confirmed that the members and non-members fees for Croquet are no longer suitable and need to be reviewed. The fees for non-members may be</p>	<p>PJ</p> <p>RG</p> <p>BW</p>

	<p>increased next year to re-address the imbalance.</p> <p>Overall it was considered that the sports fees & charges proposed for 2018/19 were fair.</p>	
4.	Proposed Events in 2018	
	<p>PM outlined the proposed 'flagship events' for the 2018/19 events programme.</p> <p>JW consider linking events to national awareness weeks, i.e. mental health awareness week?</p> <p>DB Camden are trying to align where possible to increase participation.</p> <p>There followed a discussion around the best means to encourage uptake of sports and exercise. DB Camden is trailing family membership offers.</p> <p>RS suggested consideration be given to developing an overarching theme for the events programme. The themes could change annually to link to other national and local initiatives. PM would look at this.</p>	PM
5.	Updates	
	<p><u>Trim trail</u> – PM gave an update on the engagement and consultation with users of the facility. Users preferred wooden equipment, and suggested increases signage around the use of the facility (no dogs, no children) and interpretations for how to use individual pieces of equipment. The installation of a water fountain was suggested.</p> <p><u>19th Heath Duathlon (3 September)</u> – PM 250 participants took part this year, this year's event saw the highest number of teams entering and competitors taking part.</p> <p><u>London Youth Games & Greater London Cross Country Championships (18 November)</u> – PM only 7 Boroughs have signed up so far. Further are expected as we near the date of the event.</p> <p><u>Christmas Day Swim</u> – PM the same race arrangements as 2016 will be in place this year. Everyone taking part will be required to sign a waiver.</p>	
6.	AOB	
	<p>Highgate Harriers Night of the 10,000m Personal Bests 2018 event – date set for 19 May 2018. The event will be the British trials for the European Athletics Championships.</p> <p>DB Camden Active March, working with London Sport. Events are scheduled between now and March 2018. Liaise with PM to get involved.</p>	ALL
7.	Proposed dates for 2018 meetings	
	<p>The following dates were agreed for meetings in 2018:</p> <ul style="list-style-type: none"> Monday 5 February 2018, 6.30pm Parliament Hill meeting room Monday 14 May 2018, 6.30pm Parliament Hill meeting room Monday 17 September 2018, 6.30 Parliament Hill meeting room 	

This page is intentionally left blank



Summary Report September 2017

Heath Hands was formed in 1999 to help preserve and enhance the special character of Hampstead Heath, Highgate Wood and the Kenwood Estate. Our volunteering programme is open to people of all backgrounds and abilities and our volunteers support City of London Corporation and English Heritage staff deliver conservation, gardening, learning, ecology and public event activities.

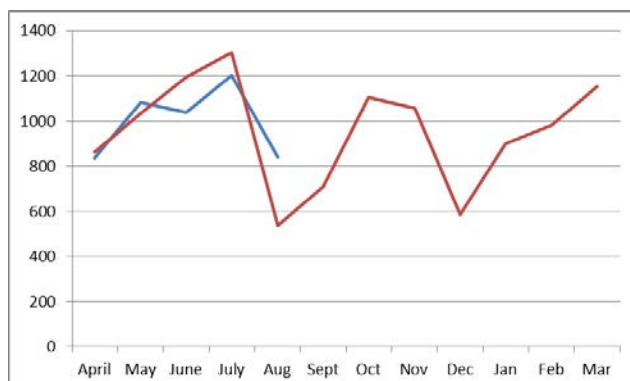
Highlights of 2017 (see attached graphic)

- Community Heath project launches to support under-represented groups discover and experience our green spaces. The project is supported by City of London through City Bridge Trust grant.
- Project Assistant recruited in July to support Projects and Volunteer Manager
- Friends of Heath Hands membership group launches
- 2018 Hampstead Heath calendar published in collaboration with CoL and photographer Matthew Maran
- Membership exceeds 200 for first time
- Wild about Hampstead Heath connects with 5000 visitors since handover from RSPB
- Wildlife Monitoring: a record year of activity and support for CoL Ecologists
- London-Brighton fundraising bike ride undertaken by volunteers raising over £750
- Volunteers from Phoenix Futures undertake weekly conservation sessions and gain John Muir Award certificates
- sessions at Whitestone Garden and Old Orchard Garden continue to develop both spaces
- Learning activities for volunteers include tree and wildflower identification, Kenwood Head Gardener walk, trip to Burnham Beeches and Heath Conservation walk

Volunteer Activity (from April 2017)

- A total of 5008 hours have been contributed by volunteers in all roles compared to 4933 over same period in 2016/17
- Average monthly activity has exceeded 1000 hours for the first time
- A total 11,424 hours were contributed in 2016/17

Graph 1: Monthly volunteering contribution 2017/18 in blue, 2016/17 in red

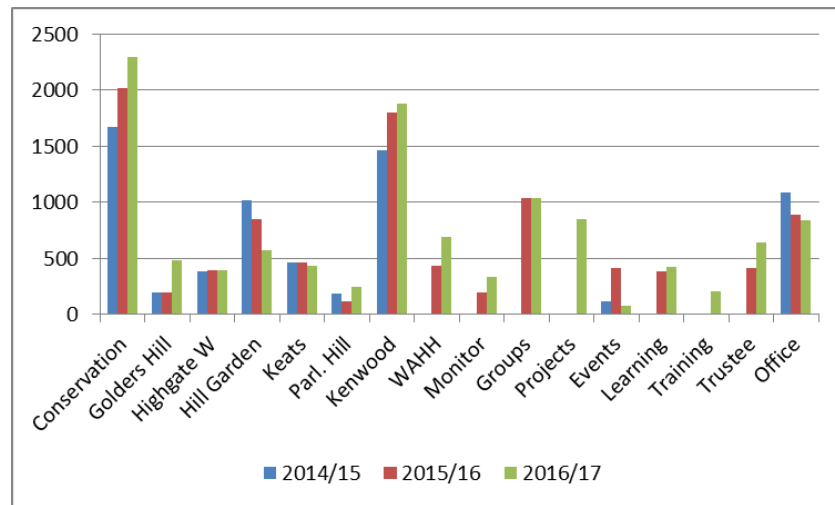


Graph 2: Volunteer sessions delivered per month 2017/18 in blue, 2016/17 in red





Graph 3. Distribution of Volunteer Activity (hours)



Membership Activity

-Membership is 227 (increased from 190 in April 2017) with 198 being active (attending monthly) as of September 2017

-54 new volunteers have joined so far in 2017/18

Fig 1. Membership Roles (%); Total membership is 227

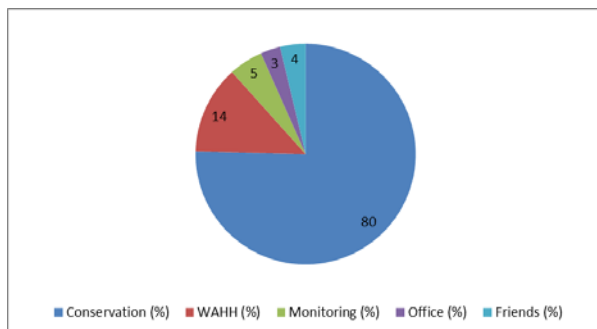
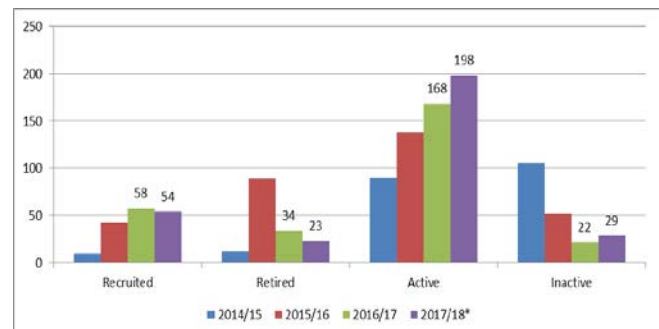


Fig 2. Membership Activity



Upcoming Highlights

- Complete process to become a CIO
- AGM to be held at Keats House in October
- Annual membership survey to be completed through autumn
- Review of CoL Partnership Agreement completed in October 2017
- Annual "Bobby de Joia Lecture" launches in December 2017

Volunteering Highlights - Summer 2017

Record membership with 220 volunteers involved



Heath Extension: tools purchased allow extra sessions

Office: Project Assistant appointed, Brighton



Social: summer barbecue held at Old Orchard Garden



Highgate Wood: weekly sessions resume in September



GHP: sessions support Garden Team achieve London in Bloom



Hill Garden: farewell to Supervisor, thanks to GHP team for covering sessions

Kenwood Estate: Head Gardener appointed Trustee of Heath Hands; sessions resume



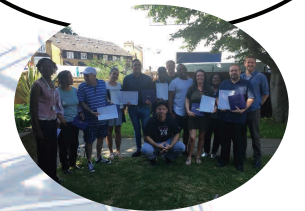
Friends of Heath Hands launched



Wildlife Monitoring: record 4 reptile transects, dragonfly project



Phoenix complete John Muir Award and continue work across Heath



Whitestone Garden: sessions continue to make significant improvements



Conservation Team: extra sessions with PVM, evening sessions, focus on H. balsalm



Community Heath launches with series of events



Governance: Chairman farewell, CIO



Parliament Hill: sessions at Millennium Orchard



Record average monthly contribution of 998 hours



Learning sessions: wildflowers, tree ID, bird ID, habitats, invertebrates, Kenwood Head Gardener walk



Keats House: joins Heath division; weekly maintenance sessions continue



WaHH: 5000 visitors engaged since handover



This page is intentionally left blank

Committee Hampstead Heath Consultative Committee	Dated: 9 October 2017
Subject: Superintendent's Update	Public
Report of: Superintendent of Hampstead Heath	For Discussion
Report author: Bob Warnock – Open Spaces Department	

Summary

This report provides an update to Members of the Hampstead Heath, Consultative Committee on management and operational activities across the Heath since July 2017.

Recommendations

It is recommended that:

- Members note the contents of this report.
- Superintendent is seeking Members views in relation to trialling Shire horses within the Events Strategy for the Heath.

Main Report

Events

1. Give it a Go (16 July 2017). An estimated 5,000 people took part in over 20 different types of sport including fencing, track and field athletics, tennis, ping-pong, volleyball, and football to name but a few. It was well supported by Heath sports groups including Little Foxes Football Club, Hampstead Heath Rugby Football Club and the Highgate Harriers. Free tennis coaching was provided as part of the Lawn Tennis Association's (LTA) 'Great British Tennis Weekend'. Other facilities on offer were the NHS, providing free health checks and information on stopping smoking, and Transport for London, who were encouraging people to cycle/walk to work more often.
2. Overall, all the Heath teams provided excellent support with regards to set up and breakdown, and the Heath Learning and volunteer teams also delivered support in the form of family friendly arts, crafts and games, ushering and providing information to members of the public. In conjunction with this year's event, the Mayhew Animal Home provided a very popular dog shows and pet friendly stalls. As ever, this great, family friendly free event was a success due to the collaboration of many of the Heath's user groups, staff, volunteers and the London Borough of Camden.

3. Water awareness week (24–28 July) was well attended with over 30 children taking part each day.
4. The Summer Fair (26–28 August) proved to be a very busy weekend owing to exceptionally good bank holiday weather.
5. The City of London was delighted to host this years 'One Man and His Dog' sheep dog trials, which were filmed by BBC Countryfile on Parliament Hill. The sheep dog trials will be broadcast on Sunday 24 September, and will feature segments on nature conservation across the Heath.
6. 295 people and over 30 teams took part in the Duathlon, hosted in partnership with the Hampstead Rugby Football Club.
7. The Jubilee Hall 'race for your life' Charity Run took place on 16 September. The run was started by British triple jumper Nathan Fox.
8. Moscow state circus arrives on Hampstead Heath on 27 September. Ten shows will take place over 5 days.
9. The 16th Annual Hampstead Heath Conker Championships will take place on Sunday 1 October 2017.
10. Work continues on finalising the Open Spaces Events Policy with the development of guiding principles for managing events at Hampstead Heath, currently in preparation. It is proposed that a small Advisory Group is established to assist with this work.

Shire Horses

11. On 9 July the Chairman of HHHWQPC received a petition signed by 139 predominantly local signatories. The petition stated, 'We the undersigned, respectfully request the City of London to consider having Shire horses to take over some of the functions on the Heath at present performed by motor vehicles'.
12. The Superintendent reported the petition to the HHHWQPC on 17 July 2017, and confirmed that an investigation would be undertaken.
13. The Superintendent has visited Richmond Park and met with the Assistant Manager to discuss Shire horses, as there is a long history of working horses operating within Richmond Park. Following a recent review The Royal Parks have transferred ownership of the Shire horses to 'Operation Centaur', who The Royal Parks now have a contract with to provide working horses for a number of specific operations and events each year.
14. The Superintendent arranged for the lead petitioners to undertake a site visit to Richmond Park to obtain a detailed briefing on the operational requirements, implications and benefits of integrating Shire horses into the management of a public open space.

15. The initial investigation has determined that the cost of outright ownership of Shire horses would be prohibitively expensive; however, it is clear there could be an opportunity to work in partnership with a working horse specialist provider to incorporate Shire horse demonstrations within the Heath's events programme.
16. The petitioners feel this would be beneficial to the Heath in terms of community engagement and could have an educational and therapeutic role besides undertaking appropriate tasks such as pulling the waste cart, mowing and other heavy jobs such as extracting timber. There would be opportunities to involve local schools, volunteers and sponsors/adopters. In addition, Dray rides have proved immensely popular in other parks.
17. The Superintendent has contacted 'Operation Centaur' to establish the indicative cost of Shire horses visiting the Heath for a heritage event during the summer of 2018.
18. Superintendent is seeking Members views in relation to trialling this initiative within the Events Strategy for the Heath.

Cycling

19. The Highgate Wood, Conservation & Trees Manager has commissioned Consultants to undertake an assessment of the condition of the shared-use pathways. In keeping with the Heath's natural aspect, the Consultants will be making recommendations to improve the surface and drainage along these routes. These will be discussed by the Pedestrian and Cycling Working Group. The Superintendent is in the process of recalling the Working Group, and arranging a meeting in October 2017. The Group will also consider improving the waymarking and signage on the existing shared-use paths and strategies to promote responsible cycling on the Heath.

Planning

20. **Garden House, Vale of Health. 2017/2529/P**
Details of tree protection in relation to various alterations and extensions to existing dwelling house. The Superintendent commissioned an independent review of the Basement Impact Assessment and hydrological study. The Superintendent will submit representations to the London Borough of Camden (LBC) regarding structural stability and underground hydrological issues that will impact on the Vale of Health Pond.
21. **The Water House, Millfield Lane. 2017/3692/P**
Proposals to erect a single storey side extension, 2 storey front infill extension, and part single part two storey rear extension, including facade and roof alterations to main house and front wing; erection of a side extension to outbuilding in rear garden to be used as ancillary habitable accommodation; and landscaping works including external ramps. The Superintendent has raised concerns regarding the impact on veteran and mature trees adjoining

Millfield Lane, including whether there is adequate root protection provision within the Construction Management Plan.

22. North Fairground Site, Vale of Health 2017/4346/P

Current application for a Certificate of Lawfulness for use as a site for seven static caravans for residential occupation. The Superintendent will submit a representative to LBC stating the proposal represents a material change of use and as such the certificate should be refused.

23. 42 Hampstead Lane, HGY/2017/1710

Proposed demolition of existing dwelling and erection of replacement dwelling. The Superintendent commissioned an independent Basement Impact Assessment and hydrological study to assess the impact of this basement on the Heaths ponds. The study has confirmed that the proposed works will not impact upon the hydrology of Hampstead Heath.

24. The London Borough of Barnet's Green Infrastructure Supplementary Planning Document, Public Consultation.

The document identifies the benefits of creating and retaining open spaces and green infrastructure across the Borough. The Superintendent submitted representations supporting the implementation of the Green Infrastructure SPD, but requesting the need for more specific policy relating to protection of the District Parks such as Golders Hill Park and the Heath Extension.

25. Peabody Trust Archway Campus.

The Archway Campus proposal seeks a residential-led mixed use development on a former university campus. The Superintendent submitted representations to Peabody Trust outlining that the City of London has no objection to the overarching principle of the proposal to provide additional homes within the London Borough of Islington, however, the City is seeking to ensure the proposal does not result in any inappropriate development that would result in significant harm to views into and from the Hampstead Heath and in particular views from Parliament Hill.

26. Euston Stations Planning Brief - Key Principles Public Consultation.

The Brief was developed by LBC in consultation with Transport for London, for the redevelopment of Euston Station and the surrounding area into a transport interchange with substantial surrounding development. The Superintendent submitted representations to the LBC seeking to ensure the Brief does not result in any inappropriate development that would cause significant harm to views into and from the Hampstead Heath and in particular views from Parliament Hill.

Trees

27. Oak Processionary Moths

In total 84 new trees, hosting 184 nests were discovered on Hampstead Heath in 2017. These were all removed by Contractors by the last week in July. A total of 117 trees have been affected since 2015. The Heath's Tree Team have started noting nests in neighbouring trees at Brookfield and the bordering the

Heath Extension. The Forestry Commission will confirm in October whether the Statutory Plant Health Notice will be retained (spraying all trees and removing all nest).

28. Chalara (Ash die back)

This has been noted on the Heath in low levels. The disease is not currently believed to be spreading.

29. Storm damage

The weekend of the 20 August was particularly wet and windy which led to a couple of large tree failures at Golders Hill Park and a number of large limb failures across the Heath.

30. This is an exceptional mast year with many oak limbs especially drooping under the weight of the acorns. This may lead to snapped branches during rain and wind events.

Constabulary

31. Four cyclists have been prosecuted for breaching the Heath's bylaws.
32. The Constabulary Sergeants are continuing to attend Metropolitan Police Briefings in relation to New Year's Eve celebrations.

Kenwood Nursery Yard resurfacing and drainage works

33. Contractors engaged by the City Surveyors Department have recently completed resurfacing and drainage works at Kenwood Nursery Yard. This has been a significant project to improve the hardstanding at this operational yard and to construct a comprehensive drainage system to manage surface water run-off.

City of London (Open Spaces) Bill 2016

34. The Bill is due for its last Commons stage on 10 October 2017. If no Members of Parliament request a debate, the Bill will pass into the House of Lords shortly afterwards.

Koi Herpesvirus (KHV)

35. Fishing is currently suspended across all ponds due to an outbreak of KHV at the Model Boating Pond. The long term implications are yet to be confirmed by the Fish Health Inspectorate. The Superintendent will update Members at the meeting.

Memorial Bench project

36. Work continues on updating contact details for benches with dedications where records have lapsed over time. Over recent months Supervisors have placed notices on benches which invite people to come forward with information about

the history of the bench. Updating the sponsorship database is a key step in implementing improvements to the Heath memorial bench service to achieve the objectives of reducing the waiting list and providing a high quality, self-funding sponsorship programme.

Hampstead Heath Ponds Project

37. The Hampstead Heath Pond Project won the 'Large Scale Permanent' Award at the Big Biodiversity Challenge Awards on 14 September. The Big Biodiversity Challenge is organised by CIRIA, the Construction Industry Research and Information Association, their challenge is to invite constructors to add one new biodiversity enhancement to a construction site, development or existing building. A link to the results is below.
<http://www.bigchallenge.info/2017-winners>.

Bob Warnock

Superintendent of Hampstead Heath

T: 020 7332 3322

E: bob.warnock@cityoflondon.gov.uk

Committee(s) Hampstead Heath Consultative Committee – For Discussion Highgate Wood Consultative Group – For Discussion Queen’s Park Consultative Group – For Discussion (By Email) Hampstead Heath, Highgate Wood and Queen’s Park Committee – For Decision	Dated: 9 October 2017 1 November 2017 1 November 2017 15 November 2017
Subject: Fees and Charges 2018/19	Public
Report of: Superintendent of Hampstead Heath	For Discussion/ Decision
Report author: Yvette Hughes – Open Spaces Department	

Summary

This report sets out the proposed fees and charges for a range of facilities and services provided at Hampstead Heath, Highgate Wood & Queen’s Park for 2018/19.

Recommendations

It is recommended that:

- The Hampstead Heath Consultative Committee, Highgate Wood Consultative Group and Queen’s Park Consultative Group discuss the proposed fees and charges for 2018/19, as set out in Appendix 1 of this report.
- The views of the Hampstead Heath Consultative Committee, Highgate Wood Consultative Group, and Queen’s Park Consultative Group be conveyed to the Hampstead Heath, Highgate Wood and Queen’s Park Committee at their November 2017 meeting.
- The Hampstead Heath, Highgate Wood and Queen’s Park Committee agree the proposed fees and charges for 2018/19, as set out in Appendix 1 of this report.

Main Report

Background

1. Charges for the wide range of services, recreation and sporting facilities provided in all the City Corporation's Open Spaces are reviewed annually, to ensure that prices and ticket options are relevant and appropriate. The current 2017/18 charges for Hampstead Heath, Highgate Wood and Queen's Park were approved by the Hampstead Heath, Highgate Wood and Queen's Park Committee in November 2016.
2. The income generated from fees and charges contributes to the cost of providing sports and recreational facilities across Hampstead Heath, Highgate Wood and Queen's Park.

Current Position

3. The Sports Advisory Forum have been consulted on the proposed sports charges for 2018/19.
4. The proposed fees and charges include concessionary rates, offering a 40% discount on the standard adult charge.

Proposed Charges 2018/19

5. It is proposed that the majority of charges for 2018/19 be increased by 2.6% in line with Consumer Price Index (CPI), with rounding to aid cash handling. Consequently, this may represent a marginally higher or lower percentage uplift.
6. It is proposed that the Car Parking Charges for 2 and 4 hours be increased by 2.6%. However, it is also proposed that the charge for additional hours (over 4 hours) be increased by 8% to deter commuter parking on Hampstead Heath.
7. Highgate Wood Metro Blind Cricket Team Support Scheme recognises a 50% discount on the changing room hire charge. This is to support the team developing blind cricket in line with the City of London Open Spaces Department Sports and Physical Activity Framework.
8. It is proposed that a new Block Booking charge is introduced for the Parliament Hill Athletics Track and associated infield. The hourly charge of £22.56 will be applicable to sports clubs undertaking group coaching and training sessions, for periods of ten consecutive weeks or more.
9. The Superintendent is continuing the review of the Commemorative Bench arrangements, and a draft charging framework will be discussed with the Consultative Committees in 2018. It is therefore proposed that the current charges are maintained until this has been completed.
10. It is proposed that the charges for the Bathing Ponds at Hampstead Heath are retained at their current rates. Following discussion with the Sports Advisory Forum it was noted that there are a number of practical improvements which need implementing. These include updated signage

and improved payment arrangements. The Superintendent will work with the Swimming Forum over the winter period to address these practical issues.

Corporate & Strategic Implications

11. The provision of sports facilities supports the City Together Strategy theme, *'A World Class City which is vibrant and culturally rich'*. Linked to this is the associated Open Spaces Strategic Aim: *'Improve the health and wellbeing of the community through access to green spaces and recreation'*.
12. The current Management Plan states the Overriding Sports Objective is *"to work collaboratively in maintaining and developing the existing sports facilities and activities in response to changing demands ensuring appropriate provision for all sections of the community"*.

Financial Implications

13. The City's Financial Regulations require all Departments to recover full costs when setting charges to persons or external organisations, or submit reasons to the appropriate service Committee when that objective is not met. It is therefore at the discretion of individual spending Committees to determine the actual level of fees and charges relative to the services they provide, after taking into account local considerations and priorities.
14. The target income budget for the service in the 2018/19 financial year will be set at £1.45m (including café lease income of £306,000). This represents a net increase of £106,000 on the budget set for the 2017/18 financial year. This increase also reflects the proposed lease sums relating to the new three year café leases.
15. As stated, the proposed price changes reflect an uplift of 2.6%. This has been rounded for ease of transactional processing.

Appendices

- Appendix 1 – Proposed Fees and Charges for 2018/19

Background papers

- Open Spaces Department Sports and Physical Activity Framework

Yvette Hughes

Business Manager - Open Spaces Department

T: 020 7332 3977

E: yvette.hughes@cityoflondon.gov.uk

This page is intentionally left blank

APPENDIX 1 – HAMPSTEAD HEATH

The proposed charges operate from 1 April 2018; all charges include VAT at 20%, except where stated.

NOTES

1. The majority of the fees and charges have been increased by 2.6% and rounded to assist with cash handling.
2. Concession and Junior charges reflect a 40% discount on the adult ticket prices.
3. Schools use of the track will comprise of the following sessions:-
9.00 – 12.30 AM session
13.00 – 16.30 PM session
09.00 – 16.30 all day session
4. ***1** The Athletics Track and associated infield is available for sports clubs to use for group coaching and training sessions. Training sessions can be booked during the following times:
 - Tuesdays and Thursdays: 5pm – 9pm (the track must be vacated by 8:40pm, with the changing rooms remaining open until 9pm)
 - Monday, Wednesdays and Fridays: 5pm – until 30 minutes before park closing (park closing times vary throughout the year)
 - Weekends: 7:45am – 4pm

Floodlights will be switched on as necessary on Tuesdays and Thursdays, and will be switched off by 8:40pm.

Training sessions commence on the hour and are for a minimum of one hour, except for bookings starting at 8:00pm, which are for forty minutes. Block bookings are available for clubs wanting regular training sessions and can be booked for periods of ten consecutive weeks or more. Clubs booking for a full year (50 weeks) can benefit from additional benefits and guarantee to be offered the same booking times for the following year. Tuesdays and Thursdays training sessions have three club booking slots available, with a maximum number of participants per booking slot limited to fifty. Sole use is subject to availability and will require the hirer to book all three available slots, which would allow up to 150 participants to attend.

5. ***2** Corporate Event prices will be worked up on a case by case basis.
6. ***3** The Parliament Hill Bowling Club and Hampstead Heath Croquet Club have been consulted on the proposed charges for 2018/19. The public fees collected from Bowls are passed onto the Bowling Club.
7. ***4** Sauna tickets must be purchased in conjunction with a swimming ticket. The proposed price has been increased by 2.6% on the 2017/18 fees and reflects access to the sauna facility will be extended to 7 months.
8. ***5** Where site meetings are required, fees will be applied to cover the cost of staff time.
9. ***6** Commemorative benches: A detailed analysis of the cost for supply, installing, engraving and maintaining commemorative benches needs to be undertaken and the findings discussed with the Consultative and Management Committees. Therefore, the 2016/17 fees will be maintained until the Commemorative Bench review has been completed.
10. There is a charge of £5 to replace lost or damaged season tickets.
11. Credit and Debit card payments can be taken over the telephone at both the Parliament Hill Office 0207 332 3773/4 and Heathfield House 0207 332 3322.
12. Car Parking Charges for additional hours (over 4 hours) have been increased by 8%.

SPORTS FACILITIES	Charges approved 1/4/15 (£)	Charges approved 1/4/16 (£) Bench- marking exercise	Charges approved 1/4/17 (£)	Proposed Charges 1/4/18 (£)
	+2.4%		+1%	+2.6%
ATHLETICS TRACK				
● Meetings Monday to Friday - Full day charge (except bank holidays)	-	-	244.00	250.00
● Meetings Monday to Friday - AM or PM sessions (except bank holidays)	93.00	120.00	122.00	125.00
● Meetings Peak Times – Full day charge (weekends & bank holidays)	-	-	304.00	312.00
● Meetings Peak Times – AM or PM sessions (weekends & bank holidays)	130.00	150.00	152.00	156.00
● Block Bookings for Clubs ^{*1}	-	-	-	22.56
● Schools Use - Full day charge	-	-	146.00	150.00
● Schools Use - AM or PM sessions	55.00	72.00	73.00	75.00
● Corporate events	(*2)	(*2)	(*2)	(*2)
● Day Ticket - Adults	3.50	3.50	4.00	4.00
● Day ticket - Concessionary Rate	1.50	2.10	2.50	2.50
● 12 Month Season Ticket - Adults	62.00	72.00	73.00	75.00
● 12 Month Season Ticket - Concessionary Rate	31.00	42.00	44.00	45.00
● Monthly Season Ticket - Adults	-	-	20.00	21.00
● Monthly Season Ticket - Concessionary Rate	-	-	12.00	12.50
● Season Ticket replacement cost	-	-	5.00	5.00
CRICKET				
● Reserved match pitch (prepared and marked)	77.00	90.00	91.00	93.00
● Reserved match pitch - Parliament Hill, weekends (prepared and marked)	98.00	98.00	99.00	102.00
● Junior pitch (prepared and marked)	46.00	54.00	55.00	56.00
● Cricket nets (per hour)	7.00	7.00	7.50	8.00
● Private changing room with hot water (Keys - deposit or charge for loss)	43.00 (25.00)	43.00 (25.00)	43.50 (25.00)	45.00 (25.00)
FOOTBALL				
● Reserved match pitch Adult (with goal posts)	72.00	85.00	86.00	88.00
● Reserved match pitch Junior (with goal posts)	45.00	51.00	52.00	53.00
● School use – standard session charge	41.00	51.00	52.00	53.00

SPORTS FACILITIES	Charges approved 1/4/15 (£)	Charges approved 1/4/16 (£) Bench- marking exercise	Charges approved 1/4/17 (£)	Proposed Charges 1/4/18 (£)
	+2.4%		+1%	+2.6%
• Private changing room with hot water (Keys - deposit or charge for loss)	43.00 (25.00)	43.00 (25.00)	43.50 (25.00)	45.00 (25.00)
• Hire of goal nets (Charge for damaged nets)	15.00	15.00	15.00 (cost + 20% admin fee)	15.00 (cost + 20% admin fee)
RUGBY				
• Reserved match pitch Adult (with goal posts) 1pm Kick-Off	72.00	85.00	86.00	88.00
• Reserved match pitch Junior (with goal posts)	45.00	51.00	52.00	53.00
• School use – standard session charge	41.00	51.00	52.00	53.00
• Private changing room with hot water (Keys - deposit or charge for loss)	43.00 (25.00)	43.00 (25.00)	43.50 (25.00)	45.00 (25.00)
• Hire of goal nets (Charge for damaged nets)	15.00	15.00	15.00 (cost + 20% admin fee)	15.00 (cost + 20% admin fee)
SOFTBALL/ ROUNDERS				
• Reserved Pitch	52.00	52.00	53.00	54.00
PENTANQUE				
• Hourly charge/rink	3.00	3.00	3.50	3.50
• (Returnable) Deposit for Boules hire	20.00	20.00	20.00	20.00
BOWLS				
• Hourly charge (per player)	3.50	3.50	3.50 ^{*3}	4.00^{*3}
• (Returnable) Deposit for Bowls Hire	10.00	10.00	20.00	20.00
CROQUET (Golders Hill Park)				
• Hourly charge (members of HHCC) for lawn	4.50	4.50	4.50 ^{*3}	5.00^{*3}
• Hourly charge (non members) for lawn	8.00	8.00	8.00 ^{*3}	8.50^{*3}
PUTTING (Golders Hill Park)				
• One Round Adult	3.00	3.00	3.50	3.50
• One Round Concessionary Rate	1.50	1.80	2.00	2.00
• Lost or damaged putter	Cost +	Cost +	Cost +	15.00

SPORTS FACILITIES	Charges approved 1/4/15 (£)	Charges approved 1/4/16 (£)	Charges approved 1/4/17 (£)	Proposed Charges 1/4/18 (£)
	+2.4%	Bench- marking exercise	+1%	+2.6%
	admin fee	20% admin fee	20% admin fee	(cost + 20% admin fee)
● Lost ball	Cost + admin fee	Cost + 20% admin fee	Cost + 20% admin fee	Cost + 20% admin fee
SWIMMING				
<i>Lido & Season Tickets</i>				
● Early Morning / Winter - Adult	2.50	3.50	4.00	4.00
● Early Morning / Winter - Concessionary	1.50	2.10	2.50	2.50
● Evening - Adult	2.50	3.50	4.00	4.00
● Evening - Concessionary	1.50	2.10	2.50	2.50
● Day Ticket - Adults	6.00	6.60	7.00	7.00
● Day Ticket - Concessionary	4.00	4.00	4.50	4.50
● Day family ticket (up to 2 adults & 2 children)	15.00	17.20	18.50	19.00
● Day adult and child ticket	8.00	9.00	10.00	10.00
● Lido Monthly Ticket - Adult	42.00	42.00	47.00	48.00
● Lido Monthly Ticket - Concessionary	21.00	25.20	29.00	29.00
● Lido 12 Month Season Ticket - Adult	152.00	175.00	195.00	200.00
● Lido 12 Month Season Ticket - Concessionary	98.00	105.00	117.00	120.00
● Lido 6 Month Season Ticket - Adult	120.00	120.00	133.00	136.00
● Lido 6 Month Season Ticket - Concessionary	60.00	72.00	80.00	82.00
● Season Ticket replacement cost	-	-	5.00	5.00
● Lido Sauna Season Ticket	-	50.00	51.00	60.00
● Lido Sauna Day Ticket ^{*4} (this can only be purchased in conjunction with a Lido early morning or evening ticket or a Lido/All Facilities Season Ticket)	-	2.50	2.50	2.50
<i>Lido & Natural Ponds combined Season Tickets</i>				
● All Swimming Facilities 12 Month Season Ticket - Adult	195.00	195.00	216.00	222.00
● All Swimming Facilities 12 Month Season Ticket - Concessionary	108.00	117.00	130.00	133.00
● All Swimming Facilities 6 Month Season Ticket - Adult	140.00	140.00	150.00	154.00

SPORTS FACILITIES	Charges approved 1/4/15 (£)	Charges approved 1/4/16 (£) Bench- marking exercise	Charges approved 1/4/17 (£)	Proposed Charges 1/4/18 (£)
	+2.4%		+1%	+2.6%
● All Swimming Facilities 6 Month Season Ticket - Concessionary	70.00	84.00	90.00	92.00
● Season Ticket replacement cost	-	-	5.00	5.00
<i>Natural Ponds & Season Tickets</i>				
● Day Ticket: Highgate: Men's, Kenwood Ladies', Hampstead Mixed - Adult	2.00	2.00	2.00	2.00
● Day Ticket: Highgate: Men's, Kenwood Ladies', Hampstead Mixed - Concessionary	1.00	1.00	1.00	1.00
● Ponds 12 Month Season Ticket - Adult	125.00	125.00	125.00	125.00
● Ponds 12 Month Season Ticket - Concessionary	66.00	66.00	66.00	66.00
● Ponds 6 Month Season Ticket - Adult	66.00	66.00	66.00	66.00
● Ponds 6 Month Season Ticket - Concessionary	33.00	33.00	33.00	33.00
● Season Ticket replacement cost	-	-	5.00	5.00
TENNIS				
● Annual registration fee	16.00	25.00	27.50	28.00
● Adult Hourly Charge - hard or grass court (per hour)	7.00	8.00	8.50	9.00
● Concessionary Rates - hard or grass court (per hour)	4.00	4.80	5.00	5.50
SPORTS COACHING				
<i>Tennis Coaching</i>				
Adult Beginners/Improvers				
● 5 weekly 1 hour lessons	48.00	50.00	55.00	56.50
● 5 weekly 1 ½ hour lessons	72.00	75.00	82.50	84.50
● 5 weekly 2 hour lessons	96.00	100.00	110.00	113.00
Children Beginners/Improvers				
● 5 weekly 1 hour lessons	39.00	40.00	43.00	44.00

Please see pages 6 & 7 for the proposed non-sports charges.

CAR PARKING	Charges approved 1/4/14 (£) +2.6%	Charges approved 1/4/15 (£) +2.4%	Charges Approved 1/4/16 (£)	Charges Approved 1/4/17 (£)	Proposed Charges for 1/4/18 (£)
• Up to 2 hours	2.50	3.00	3.00	3.50	3.60
• Up to 4 hours	5.00	6.00	6.00	7.00	7.20
• Additional hours or part hours above 4 hours	4.50	5.00	5.00	6.00	6.50

WEDDINGS & CIVIL CEREMONIES	Soft opening charges approved 2014 (£)	Pilot year Charges approved 1/1/16 (£)	Charges approved 1/1/16 (£)	Charges approved 1/4/17 (£)	Charges approved 1/4/18 (£)	Proposed Charges for 1/4/19 (£)
<i>Hill Garden Shelter</i>						
• Monday - Thursday	1,250.00	1,800.00	2,000.00	2,400.00	2,520.00	2585.00
• Friday	1,250.00	2,100.00	2,400.00	2,900.00	3,045.00	3125.00
• Weekends	1,250.00	2,400.00	2,800.00	3,400.00	3,570.00	3660.00
<i>Pergola</i>						
• Monday - Thursday	1,000.00	1,500.00	1,800.00	2,200.00	2,310.00	2370.00
• Friday	1,000.00	1,620.00	2,000.00	2,400.00	2,520.00	2585.00
• Weekends	1,000.00	1,800.00	2,200.00	2,700.00	2,835.00	2910.00
• Table service charge	-	-	120.00	150.00	158.00	160.00

SKIPS, COMPOUNDS & SCAFFOLDING	Charges agreed 1/4/16 (£)	Charges agreed 1/4/17 (£)	Proposed Charges 1/4/18 (£)
• Skips ^{*5}	£60.00 (VAT exempt) per week (Minimum fee £60)	£61.00 (VAT exempt) per week (Minimum fee £61)	£63.00 (VAT exempt) per week (Minimum fee £63)
• Contractor compounds ^{*5}	£0.50 per M ² per day (Minimum overall charge £60 per day)	£0.50 per M ² per day (Minimum overall charge £61 per day)	£0.50 per M² per day (Minimum overall charge £63 per day)
• Scaffolding ^{*5}	£0.50 per M ² per day (Minimum overall charge £60 per day)	£0.50 per M ² per day (Minimum overall charge £61 per day)	£0.50 per M² per day (Minimum overall charge £63 per day)

FAIRS & WALKS		Charges approved 1/4/17 (£) +1%	Proposed Charges 1/4/18 (£) +2.6%
● Fairs	-	1% increase in pitch fees	2.6% increase in pitch fees
● Bat Walks	7.00	7.00	7.50

COMMEMORATIVE BENCHES	2016/17	Charges approved 1/4/17 (£)	Proposed Charges 1/4/18 (£)
● Hampstead Heath & Golders Hill Park ^{*6}	2,400.00	The 2016/17 fees will be maintained until the Commemorative Bench review has been completed. A report will then be presented to Committee for approval.	The 2016/17 fees will be maintained until the Commemorative Bench review has been completed. A report will then be presented to Committee for approval.
● Pergola & Hill Garden ^{*6}	4,200.00		

This page is intentionally left blank

Committees: Hampstead Heath Consultative Committee Highgate Wood Consultative Group Keats House Consultative Committee Queen's Park Consultative Group	Dated: 9 October 2017 1 November 2017 7 November 2017 29 November 2017
Subject: Developing a Divisional Plan for Hampstead Heath, Highgate Wood, Keats House and Queen's Park	Public
Report of: Superintendent of Hampstead Heath	For Discussion
Report author: Yvette Hughes, Opens Spaces Department	

Summary

The draft Divisional Plan (see Appendix 1) has been developed in order to provide a link between the 2018 Management Plan and Annual Work Programmes. The purpose of the plan is to steer the implementation of higher-level strategies and objectives, by prioritising programmes and projects for resource allocation.

The draft Divisional Plan is currently at a formative stage for consultation on format, structure and priorities. A further report will be prepared for the Consultative Committees and Consultative Groups in the January 2018 taking account of Members feedback.

Recommendation

Members are asked:

- To consider the draft Divisional Plan and provide feedback in relation to the format, structure and priorities to guide the development of the Divisional Plan.

Main Report

Background

1. The 2018 Management Plan for Hampstead Heath will be integrated into a Management Framework that includes:
 - A ten-year Management Plan that sets strategic direction, commencing in April 2018.
 - A Divisional Plan (medium-term plan) that guides implementation, commencing April 2018.

- Annual Work Programmes.
2. This format was discussed with the Hampstead Heath Consultative Committee and agreed by Members in November 2016.
 3. The Management Framework for the Hampstead Heath, Highgate Wood Keats House & Queen's Park Division is based on the approach outlined in the Hampstead Heath Management Plan 2007-2017, Chapter 8 – Implementation and Prioritisation.
 4. We are seeking to integrate this approach across all four sites, so that it becomes embedded into our ways of working, and as the principal means of engaging with Members, formal consultation forums and the wider community.

Current Position

5. A key element of Management Framework is the Divisional Plan, which is a medium-term plan to steer the implementation of higher-level strategies and objectives, by prioritising programmes and projects for resource allocation.
6. The Divisional Plan will be prepared, implemented and reviewed on a three-year rolling basis. The plan will present priorities and projects drawn from Management Plans, the Open Spaces Department Business Plan, Corporate Plan and other relevant policies and strategic documents.

Consultation

7. The Superintendent is seeking Members views and feedback in relation to the draft Divisional Plan (see Appendix 1) in order to guide the development of the Plan.

Next Steps

8. The Superintendent proposes to revise the draft plan in line with feedback and comments received. This will inform an updated Divisional Plan which will be presented to the Consultative Committees and Consultative Groups in January 2018.

Financial Implications

9. For each of the projects listed in the Divisional Plan, an individual project plan will be developed which will include details for resourcing each project.

Corporate Implications

10. The Management Framework for the Division, including the Divisional Plan, is aligned with the Corporate Business Planning cycle, with key actions, projects and programmes able to be prioritised on an annual basis, commencing with the 2018/19 financial year. The Divisional Plan sits within the corporate framework and will be updated to reflect the new Corporate Plan and other strategic documents as they develop.

Conclusion

11. The Divisional Plan sets out how the Division will meet its ambitions and objectives over the coming 3 years. The Superintendent seeks feedback from Members in order to guide the development of the plan.

Appendices

- Appendix 1 – Draft Divisional Plan

Yvette Hughes

Business Manager, Open Spaces Department

T: 020 7332 3977

E: yvette.hughes@cityoflondon.gov.uk

This page is intentionally left blank

DRAFT DIVISIONAL PLAN

For

Hampstead Heath, Highgate Wood, Keats House
and Queen's Park

2017/18, 2018/19 & 2020/21

1. About this document

The Divisional Plan is a key component of the new Management Framework being developed for Hampstead Heath, Highgate Wood, Keats House and Queen's Park.

A review conducted in 2016 of the Hampstead Heath Management Plan recommended that a clear thread from the strategic level through to implementation and on-ground delivery is established and maintained. Development of a medium-term Divisional Plan will guide implementation and ensure the allocation of resources may be prioritised in response to changing circumstances and needs.

The Management Framework includes three levels:

- Ten year Management Plans that set strategic directions for each site
- A medium-term Divisional Plan that guides implementation
- An Annual Work Programme and Projects Plan, supported by detailed specifications and guidance

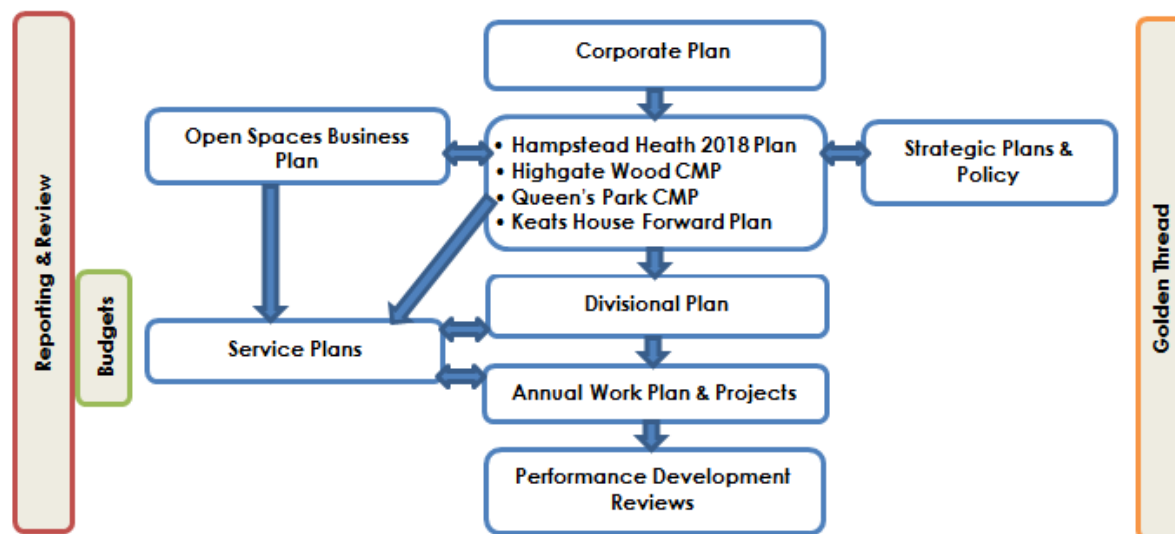
Throughout 2017, work continues on developing and aligning the documents that make up the three levels of the Divisional Management Framework. The projects and works proposed in this draft Divisional Plan ought to be considered within the context of the Management Framework as a whole.

2. Divisional Plan

The definition and criteria of projects to be included in the Divisional Plan are as follows:

- Projects requiring formative community engagement and consultation
- Capital Projects over £50k
- Projects spanning more than one financial year
- The complexity and risks associated with projects
- Involvement of other Departments, for example the City Surveyors Department

Golden Thread



3. Additional Information

Cyclical Work Programme

The built assets across the Division are maintained in accordance with the City Surveyors Department 20 year maintenance plan. This programme is consulted upon annually in the Cyclical Works Programme Committee report.

Governance of Managing Projects

A Divisional Project Board has been established to provide an overview for projects within the Divisional Plan. A draft Divisional Plan will be prepared for consultation annually and will align with the financial year (April to March).

Monitoring, reporting and review

The draft Divisional Plan is a three year rolling plan which will be reviewed and updated annually. An annual report on progress achieved in reference to key milestones will be conducted in June of each year and will inform a review of projects and priorities

for the coming three year period. Projects programmed in the first year of the Divisional Plan will have approved project plans and resource allocations in place, whereas projects scheduled in the second and third years may be indicative or aspirational with further planning and development required.

4. Charitable Objectives

Each section of the Division is a charity and has their individual Charitable Objectives.

Hampstead Heath	The preservation of Hampstead Heath for the recreation and enjoyment of the public.
Highgate Wood & Queen's Park	The preservation in perpetuity by the City of London Corporation of the open spaces known as Highgate Wood, Highgate and Queen's Park, Kilburn for the use by the public for exercise and recreation.
Keats House	To preserve, maintain and restore for the education and benefit of the public the house and grounds known as Keats House as a museum and memorial to John Keats.

5. Departmental objectives and outcomes

The Department established five objectives as part of the Business Planning process. The objectives have been reviewed and amended this year to reflect the changing remit of the Department. The projects for the Division have been allocated across these five objectives.

OSD1	Protect and conserve the ecology, biodiversity and heritage of our sites
OSD2	Embed financial sustainability across our activities by delivering identified programmes and projects and continuously developing income generating endeavours
OSD3	Enrich experiences by providing high quality and engaging, visitor, educational and volunteering opportunities
OSD4	Improve the health and wellbeing of the community through access to green space and recreation
OSD5	Improve service efficiency and workforce satisfaction

Departmental Objective 1: Protect And Conserve The Ecology, Biodiversity And Heritage Of Our Sites								
Ref	Action to deliver objective	Detail	Key Milestones	Date	Measure of success	Lead	Year	Links
1.1	Review Hampstead Heath Management Plan	Review, development, consultation and final production of a Management Plan for Hampstead Heath embedded in a Management Framework for effective implementation	Hampstead Heath Community Vision	Oct 2017	Hampstead Heath Management Plan actions being planned & implemented via Divisional Plan and AWP	Project & Management Support Officer	17/18	2007 HHMP OSHD BP
			Hampstead Heath Management Plan to committee for approval	March 2018	Annual report submitted to Committee by June each year from 2019			
1.2	Hampstead Heath Ponds Project Landscaping and vegetation establishment	Complete final phase of Hampstead Heath Ponds Project to achieve the project outcomes for flood risk, water quality, nature conservation and amenity	Planting, fencing and landscaping works completed (as per detailed plan)	Oct 2017	On-going and cyclical works planned and resourced in the AWP (including monitoring)	Highgate Wood, Conservation & Trees Manager	17/18 18/19	NL1 NL 5 NL20 HY3
			Monitoring and evaluation programme developed.	March 2018				
			Final report and project close	Mar 2018	Annual reporting on AWP and service outcomes			
			Model Boating Pond access review completed	Oct 2018	Committee approval			
1.3	Hampstead Heath Ponds & Wetlands Strategy	Develop a strategy for ponds, wetlands and environs to set out strategies and priority actions for achieving outcomes for hydrology, conservation and amenity values (including sediment management, water quality, landscaping)	Project plan completed	March 2018	Plan and implement priority actions via the Divisional Plan, AWP and the CWP	Senior Ecologist	18/19 19/20	NL5 NL20 HY2 HY5
			Undertake surveys and data collation to inform strategy in partnership with City Surveyor Departments	Oct 2018				
			Committee approval of proposed strategy	March 2019	Report on progress and outcomes annually			
			Management Plans for specific ponds / chains prepared	March 2020				

Departmental Objective 1: Protect And Conserve The Ecology, Biodiversity And Heritage Of Our Sites								
Ref	Action to deliver objective	Detail	Key Milestones	Date	Measure of success	Lead	Year	Links
1.4	Continue to implement strategies that direct the management of Hampstead Heath, Highgate Wood, Keats House & Queen's Park	Implement, monitor & review priorities in the Queen's Park CMP, Highgate Wood CMP and Hampstead Heath Management Plan, Constabulary Plan, Keats House Forward Plan	Divisional Plan and AWP & Service Plans	March 2018	Agreed actions delivered within agreed timeframes utilising available resources	Superintendent	17/18 18/19 19/20	OSHD BP
			Annual reports on progress prepared by Managers	June 2019				
1.5	Highgate Wood Conservation Management Plan	Undertake mid-term review of the Highgate Wood CMP	Highgate Wood CMP informed by WMP	March 2018	Actions planned & implemented via Divisional Plan and AWP	Highgate Wood, Conservation & Trees Manager	17/18 18/19	HW CMP
			Review completed	Dec 2018				OSHD BP
Page 50	Veteran & Ancient Tree protection	Conserve Veteran & Ancient trees across all sites	Project plan prepared	Dec 2017	Reduced limb or root plate failure of existing Veteran tree stock	Highgate Wood, Conservation & Trees Manager	17/18 18/19	NL13 NL17
			Schedule for condition survey of Veteran & Ancient trees completed and agreed	March 2018	Priority actions embedded in the AWP and Service Plans.			
			Management statement for high priority Veteran & Ancient trees at Hampstead Heath completed	March 2018	Annual report submitted to Committee by June each year			
			Long term succession plan for Veteran & Ancient trees completed	March 2019				

Departmental Objective 1: Protect And Conserve The Ecology, Biodiversity And Heritage Of Our Sites								
Ref	Action to deliver objective	Detail	Key Milestones	Date	Measure of success	Lead	Year	Links
1.7	Protection of veteran & Ancient trees in the London Boroughs of Camden, Haringey, Barnet & Brent	Engage with neighbouring Local Authorities to improve protection of Veteran & Ancient trees through improved Planning Guidance	Project outline prepared	Dec 2018	Veteran & Ancient tree conservation planning guidance adopted by neighbouring Local Authorities	Highgate Wood, Conservation & Trees Manager	18/19	NL21
			Hold Veteran & Ancient tree Seminar Summer 2018 with Local Planning Teams					
1.8	Joint Open Spaces Department and The Royal Parks Biosecurity Working Group	Establish a working group between OSD and the Royal Parks tree Managers to share information and expertise on biosecurity issues	Report on shared learning and recommendations prepared	March 2018	Priority actions embedded in the AWP and Service Plans	Tree Management Officer	17/18	NL14 NL22
1.9	Kenwood Yard New Surface Installation	New surface installed at Kenwood yard to remove dust problems and H&S concerns	Specification agreed	July 2017	New surface installed and dust and H&S issues relieved	Operational Services Manager	17/18	B1 B12
			New surface and drainage solution completed	Oct 2017				
			Site visit and report to Committee	Jan 2018				
1.10	Keats House Community Infrastructure Levy Project	Access and lighting improvements utilising CIL funding	Funding granted	Sep 2017	Funding secured Improvements in place	Principal Curator	17/18 18/19	
			Plan and specification developed	March 2018		Operational Services Manager		
			Improvements delivered	Sep 2018				

Departmental Objective 1: Protect And Conserve The Ecology, Biodiversity And Heritage Of Our Sites								
Ref	Action to deliver objective	Detail	Key Milestones	Date	Measure of success	Lead	Year	Links
1.11	Improve security at vehicle entrances at Parliament Hill Fields and Golders Hill Park	Installation of automatic bollards at major vehicle access points, to improve public access and site security	Project outline and plans prepared	April 2018	Bollards operational and providing improved access and security	Constabulary & Queen's Park Manager	18/19	
			Funding identified	April 2018				
			Works and equipment procured	May 2018				
			Bollards installed	July 2018				
1.12	Asset Management Plan for Hampstead Heath	Develop an AMP in liaison with the City Surveyors Department to ensure effective use and management of buildings and structures across the Heath	Review of 2007 Plan aspirational goals for the Built Environment completed.	March 2018	Plan informs facilities maintenance & investment programme	Operational Services Manager	17/18 18/19	B1 to B16 E6
			Draft Plan	March 2018	Plans implemented in Service Plans and improvements prioritised via the CWP			
			Approved AMP	June 2018				
1.13	Highgate Wood Roman Kiln Project	Development of community led HLF bid to secure funding to return the Roman Kiln to Highgate Wood Reconfiguration of the information facility to house the Roman Kiln and new interpretation to support this project	Project Plan prepared to support HLF bid in 19/20	March 2018	HLF bid submitted	Highgate Wood, Conservation & Trees Manager	19/20	HW CMP

Departmental Objective 2: Embed Financial Sustainability Across Our Activities By Delivering Identified Programmes And Projects								
Ref	Action to deliver objective	Detail	Key Milestones	Date	Measure of success	Lead	Year	Links
2.1	Resurface East Heath Car Park to address drainage and Health &Safety issues	Improved drainage and surface to meet safety standards and deliver a safe car park surface; in line with recommendations from two external experts Deliver proposals as agreed by HHHWQPC in 2016	Gateway 1-2 Approval to Proceed	Jan 2017	Drainage and safety improvements achieved	Operational Services Manager	17/18 18/19	B1 B16
			Complete design specification	July 2017	Agreed targets delivered to stakeholders & Committees			
			Gateway 3-4 Funding allocated	Oct 2017	On-going maintenance liability of the car park reduced			
			Interim report to Committee Gateway	Mar 2018				
			Construction Commencement	June 2018				
			Project Complete	Aug 2018				
Page 53	Waste Management improvements across all sites	Develop a long term waste management strategy including Improved collection and disposal service and waste reduction to reduce overall costs.	Project plan prepared	April 2018	Improved recycling outcomes Overall cost reduced by 20% by 2021	Highgate Wood, Conservation & Trees Manager	18/19 19/20 20/21	P3
			Feasibility and options appraisal report	April 2019				
			Recommendations implemented	2020				
2.3	Develop landscape improvement projects including design and accessibility standards for the Division	Schedule for landscape improvement projects as set out in the AWP, including design and accessibility Standards Guide for the Division	Forward Plan for 18/19 & 19/20 developed & plan agreed	Sep 2017	Forward plan in place and prioritised in AWP	Project & Management Support Officer	17/18	B8, B14, A2, A3, A4
			Design standards developed & agreed	March 2018	Design standards agreed and working effectively			
			Guide in place		Annual reporting on AWP and service outcomes			

Departmental Objective 3: Enrich Experiences By Providing High Quality And Engaging, Visitor, Educational And Volunteering Opportunities								
Ref	Action to deliver objective	Detail	Key Milestones	Date	Measure of success	Lead	Year	Links
3.1	Refurbishment of the Queen's Park Sandpit	Develop plan and work to deliver improvements to make the sandpit a high quality facility for visitors	Consultation undertaken	Sep 2016	A quality facility delivered which meets the needs of users	Queen's Park & Constabulary Manager	17/18	QP CMP
			Plan developed	Jan 2017				
			Funds in place	Oct 2017				
			Communications plan in place	Oct 2017				
			Sandpit refurbishment completed	March 2018				
3.2	Develop volunteering opportunities across the Division	Create and enable increased opportunities for volunteering, to achieve a high quality and inclusive volunteering experience	Divisional Volunteering Working Group established	Oct 2017	New volunteering opportunities across the Division implemented	Queen's Park & Constabulary Manager	17/18 18/19	OS&H BP A8
			Volunteering baseline data captured	Nov 2017				
			Action plan developed	Dec 2017	Training delivered and support given to volunteer groups			
			Report on progress annually	June 2018	Volunteering targets achieved			
3.3	Communications & Engagement Strategy	Review and development of strategy and policy to provide clarity, improved ways of working and delivery of services.	Develop a project plan for each strategy	April 2018	Finalised project plans and resources committed	Leisure & Events Manager	17/18	A5 A6 E4 E7
			Stakeholder consultation	Sep 2018	Engaged with representative sample of stakeholders			
			Final approval/strategy approved	March 2019	Effectively embedded into our ways of working			

Departmental Objective 3: Enrich Experiences By Providing High Quality And Engaging, Visitor, Educational And Volunteering Opportunities								
Ref	Action to deliver objective	Detail	Key Milestones	Date	Measure of success	Lead	Year	Links
3.4	Develop a Play Strategy	Develop a play strategy which will enable effective direction of resources and support child learning and development through play	Play strategy in place for Hampstead Heath	March 2018	Strategy informs facilities maintenance & investment programme	Leisure & Events Manager	17/18 18/19	OSHD BP
			Forward plan for investment in play facilities approved and reflected in the AWP	Sept 2018	Enhanced play offer across Heath in accordance with the OSD Play Principles (in prep)			
			Roll out strategy to Highgate Wood & Queen's Park, tailoring it to reflect local needs	March 2019	Enhanced play offer at all sites			
			Rolled out to key staff and stakeholders	March 2019	Staff trained and understand how their work contributes to achieving learning outcomes			
3.5	Events & Art strategy and development	Review and development of strategy and policy to provide clarity, improved ways of working and delivery of services	Final approval/strategy approved	April 2018		Leisure & Events Manager	17/18 18/19	P8
3.6	Develop Guiding Principles for visitor services across all sites	Review and develop strategies for the following: Angling Strategy Cycling Strategy/Code of Conduct Responsible Dog Strategy /Code of Conduct	Develop a project plan for each strategy	April 2018	Finalised project plans and resources Committed	Queen's Park & Constabulary Manager	18/19	P4 P5 P6 P7
			Stakeholder consultation	Sep 2018	Engaged with representative sample of stakeholders			
			Final approval/strategy approved	March 2019	Effectively embedded into our ways of working			

Departmental Objective 3: Enrich Experiences By Providing High Quality And Engaging, Visitor, Educational And Volunteering Opportunities								
Ref	Action to deliver objective	Detail	Key Milestones	Date	Measure of success	Lead	Year	Links
3.7	Review and redevelopment of the Golders Hill Park Zoo	Master plan and vision for the Zoo in order to make the facility sustainable and relevant Improvements to be delivered in 3 stages over a 10 year period	Vision and principles for the Collection Plan approved	May 2017	Plans in place Redevelopment completed	Operational Services Manager	17/18 18/19	P10
			Project Plan and stages approved	March 2018				
			First stage of improvements including:					
			Redevelop Donkey Enclosure	March 2018				
			Redevelop deer Paddock	March 2019				
			Redevelop Owl enclosure (create garden, alter Waders Avery, expanded quarantine housing)	March 2020				
3.8	Redevelopment of the Queen's Park Children's Farm	Master plan and vision for the Farm in order to inspire learning and engagement in the natural world	Vision and principles for the Farm Plan approved	July 2017	Redevelopment successfully completed and reopened to the public Report annually on outcomes for learning and engagement	Queen's Park & Constabulary Manager	17/18 18/19	QP CMP
			Project plan completed.	Dec 2017				
			Redevelopment implemented	Dec 2018				
		3.8						

Departmental Objective 3: Enrich Experiences By Providing High Quality And Engaging, Visitor, Educational And Volunteering Opportunities								
Ref	Action to deliver objective	Detail	Key Milestones	Date	Measure of success	Lead	Year	Links
3.9	Memorial Bench Project	Complete an audit of benches and develop an integrated spatial database for memorial benches.	Mapping of Hampstead Heath completed	Nov 2016	Staff trained & confident to use & maintain database	Business Manager	17/18 18/19	B8
			Policy approved Staff guidance for administering the memorial bench scheme	Nov 2017	Annual maintenance plans for benches incorporated into AWP			
		Provide a quality memorial bench programme for Hampstead Heath that is self-funding.	Sponsorship database developed and maintained	Oct 2017	Clear priorities for sponsorships set out in Support Services annual plan			
			Initiated campaign to update historical sponsorship records	March 2018	Annual reporting on progress against agreed targets			
		Apply policy and procedures across Queen's Park and Highgate Wood	Commence project for Queen's Park and Highgate Wood	April 2018	Self-funding by 2020			
					Database updated annually			
3.10	Develop the Adventure and Peggy Jay Centre and Adventure Clubhouse playgrounds	Redevelopment of play areas at Peggy Jay Centre and Adventure Clubhouse	Corporate Gateway approval	Jan 2017	Redevelopment completed	Learning Manager	17/18 18/19	B1 OSHD BP
			Community consultation and design finalised	Oct 2017	Launch Learning Programme			
			Works completed	March 2018	Learning Programme objectives and targets met			
3.11	Review and update entrance signage across the Division	Renew our signage in accordance with OSD standards	Agree style for each site	Jan 2018	Quality information signs installed	Leisure & Events Manager	18/19 19/20	B14
			Resources identified in partnership with City Surveyor Department	May 2018				
			Installed on site	March 2020				

Departmental Objective 3: Enrich Experiences By Providing High Quality And Engaging, Visitor, Educational And Volunteering Opportunities								
Ref	Action to deliver objective	Detail	Key Milestones	Date	Measure of success	Lead	Year	Links
3.12	Develop the Hive	Work with City Surveyors Department to convert disused football changing room facility and adjoining outdoor space on Hampstead Heath to create an integrated educational facility and volunteer hub	Corporate Gateway approval	Jan 2017	Redevelopment completed	Projects & Management Support Officer	17/18 18/19	B1 B5
			Detailed design	Dec 2017	Launch and celebration for Learning Programme			
			Procurement completed	April 2018	Learning Programme objectives and targets met for schools engagement			
			Works completed	Aug 2018				
3.13	Continuously develop the visitor experience at heritage attractions in terms of content, processes technology and customer service	Keats 200 celebration event	Events and activities for Keats anniversary	19/20	Visitor numbers and feedback	Principal Curator	19/20	City Culture Strategy

Departmental Objective 4: Improve The Health And Wellbeing Of The Community Through Access To Green Space And Recreation								
Ref	Action to deliver objective	Detail	Key Milestones	Date	Measure of success	Lead	Year	Links
4.1	Develop our sports offer across Hampstead Heath, Highgate Wood & Queen's Park	Develop a plan to deliver a sports offer aligning with the OSD Sports & physical activity framework which meets the needs of users, now and in the future Review how facilities are managed and offered in order to ensure best value	Work with our partners to develop a project plan	March 2018	Adopted by Partners	Operational Services Manager	17/18 18/19	S1 OSHD BP
			Partnership agreements for data collection and monitoring	March 2018	Data is captured in order to aid and support decisions and offer			
			Forward plan for investment in sports facilities in partnership with City Surveyors Department	May 2018	Plan informs facilities maintenance & investment programme			
			Final approval/strategy approved	Nov 2018	Changes embedded in Service Plans and improvements prioritised via the CWP & AWP			
4.2	Implement Open Spaces Department Water Safety Policy	Finalise and implement Water Safety Policy	Review Risk Management documentation and update as necessary	March 2018	Compliance with Department Water Safety Policy Changes embedded in Service Plans and improvements prioritised via the CWP & AWP	Operational Services Manager Leisure & Events Manager	17/18	OSHD BP
4.3	Cafés and catering provision across the Division	Review and retender café leases	Service standards and KPI's agreed	May 2017	New leases in place, facilities providing quality offer to customers & improved income	Queen's Park & Constabulary Manager	17/18 18/19	B3
			3 year leases renewed	Jan 2018				
			Queen's Park café lease re-tendered	Jan 2018	Monitoring service standards embedded into service plan and AWP			

Departmental Objective 4: Improve The Health And Wellbeing Of The Community Through Access To Green Space And Recreation								
Ref	Action to deliver objective	Detail	Key Milestones	Date	Measure of success	Lead	Year	Links
4.4	Introduction of longer leases for cafés and catering provisions across the Division	Subject to the successful introduction of the Open Spaces Bill, longer premises leases can be considered for catering provisions across the Division	Project Plan approved	March 2020	New leases in place	Superintendent	19/20 20/21	
			Review of potential sites which are appropriate for the provision of additional facilities for visitors	May 2020	Facilities providing quality offer to customers			
			Longer leases implemented	Jan 2021	Improved income			
			Review completed	March 2022	Monitoring service standards embedded into Service Plan and AWP			
Page 60	Lido, Track and Sports and Recreation facilities at Parliament Hill Master Plan	Carry out a review of facilities and buildings linked to Health & Well-being Identify existing use and underused space/accommodation to consider and provide additional sport, Health & Well-being opportunities This project will link to the AMP	Reviews carried out and plans developed	18/19	Plans developed and successful consultation carried out	Operational Services Manager Leisure & Events Manager	18/19 19/20 20/21	B1 B2 B10 B11 S5 (1.12)
			Consultation plans developed in order to engage stakeholders.	19/20	Facilities developed to ensure best use of resources			
			Clear plans in place for development and future use	20/21				

Departmental Objective 5: Improve Service Efficiency And Workforce Satisfaction								
Ref	Action to deliver objective	Detail	Key Milestones	Date	Measure of success	Lead	Year	Links
5.1	Prepare for efficiency savings programme across the Division	Identify and develop efficiencies to achieve saving targets	Plan for savings developed	July 2017	Engagement and consultation completed	Superintendent	17/18 18/19	OSHD BP
			Key opportunities identified and plans in place to deliver	Nov 2017	Saving Plans agreed			
			Communication plan in place to ensure clear messages are shared with staff and stakeholders	April 2018	Effective communication undertaken			
					Saving delivered			
5.2	Make more effective use of IT and adopt 'smarter' ways of working across the Division	Maximise opportunities for web based bookings and 'End Point of Sale systems'	Assess and determine opportunity for on-line pitch bookings	July 2017	Operational on-line sports booking systems	Operational Services Manager	17/18	OSHD BP
			Online bookings for events – 2017	July 2017	More efficient management of sports offer			
			Review online tennis bookings	Spring 2017	Increased on-line sales			
5.3	Embed Divisional Management Framework into ways of working	Develop a Divisional Plan, AWP's and Project Plans to plan, deliver and report on achievements	Draft Divisional Plan	Oct 2017	Priority projects and actions implemented effectively	Operational Services Manager	17/18	2007 HHMP
			Divisional Plan approved	March 2018	Quarterly monitoring of progress and annual reporting embedded			
5.4	Review of Working Arrangements across the Division	6 and 12 month reviews of changes implemented	Reviews carried out	May 17	Changes delivering positive outcomes	Business Manager	17/18	OSHD BP
			Feedback provided	Nov 17	Information shared and received positively			

Departmental Objective 5: Improve Service Efficiency And Workforce Satisfaction								
Ref	Action to deliver objective	Detail	Key Milestones	Date	Measure of success	Lead	Year	Links
5.5	Ensure the health and welfare of our skilled and motivated staff	Deliver our workforce Plan and liP Action Plans	Departmental learning programme developed	July annually	Appropriately skilled workforce	Superintendent	17/18	OSHD BP
			Deliver actions within the Workforce and liP plans - within their identified timelines	June 17	Increasing levels of staff satisfaction and motivation			
			Establish divisional 'wellbeing champions'	Spring 17	A more equitable workforce			
		Support the implementation of the Wellbeing Strategy and the framework of: Connect Be Active Take Notice Learn Give Develop Apprenticeship opportunities as part of the organisations commitment to the Government initiative	Equalities reps in place across the Department and Equalities Board established	May 17	Extensive use of the wellbeing training offer, particularly in relation to mental health awareness			
			Apprenticeship Plan developed and agreed	May 2017	Apprentices in post, developing effectively and adding value to Divisions			
			Apprentices recruited and working successfully: 1 st and 2 nd cohort	Sep 2017	Apprentices gain NVQ and go on to gain permanent employment as a result of the skills, knowledge and experience which they have gained			

Pipeline Projects for coming years, which are at a formative stage

Project	Year
Youth Engagement Forum for the Heath.	2020/21
150 Anniversary of the 1871 Hampstead Heath Act – Celebration.	2020/21
Heritage Strategy – Management Plan- Listed structures, buildings etc.	2020/21
Hampstead Heath Ponds – Future ecological Surveys.	2021/22

Key

Asset Management Plan	AMP
Annual Work Programme	AWP
Community Infrastructure Levy	CIL
Conservation Management Plan	CMP
Cyclical Work Programme	CWP
Hampstead Heath, Highgate Wood & Queen's Park Committee	HHHWQPC
2007 Hampstead Heath Management Plan	2007 HHMP
Heritage Lottery Fund	HLF
Health & Safety	H&S
Highgate Wood Conservation Management Plan	HW CMP
Investors In People	IiP
Key Performance Indicators	KPI's
National Vocational Qualification	NVQ
Open Spaces Department	OSD
Open Spaces Department Business Plan	OSD BP
Queen's Park Conservation Management Plan	QP CMP
Woodland Management Plan	WMP

This page is intentionally left blank