



Hampstead Heath, Highgate Wood and Queen's Park Committee

Date: WEDNESDAY, 21 FEBRUARY 2018
Time: 4.00 pm
Venue: COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

Members: Karina Dostalova (Chairman)
Anne Fairweather (Deputy Chairman)
Michael Hudson
Ruby Sayed
Oliver Sells QC
Deputy John Tomlinson
William Upton
John Beyer (Heath & Hampstead Society)
Councillor Melvin Cohen (London Borough of Barnet)
Sam Cooper (English Heritage)
Rachel Evans (Royal Society for the Protection of Birds)
Councillor Sally Gimson (London Borough of Camden)
Maija Roberts (Ramblers' Association/Open Spaces Society)
Graeme Smith (Ex-Officio Member)

Enquiries: Leanne Murphy
Leanne.Murphy@cityoflondon.gov.uk

Refreshments will be available from 3.30pm
N.B. Part of this meeting could be the subject of audio or visual recording

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**
2. **MEMBERS DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THIS AGENDA**
3. **MINUTES**
To agree the public minutes and summary of the meeting held on 15 November 2017.

For Decision
(Pages 1 - 10)
4. **MINUTES OF THE HAMPSTEAD HEATH CONSULTATIVE COMMITTEE**
To receive the Minutes of the Hampstead Heath Consultative Committee meeting held on 29 January 2018.

For Information
(Pages 11 - 22)
5. **HAMPSTEAD HEATH, HIGHGATE WOOD AND QUEEN'S PARK COMMITTEE ACTIONS SHEET**
Report of the Town Clerk.

For Information
(Pages 23 - 24)
6. **ANNUAL REVIEW OF TERMS OF REFERENCE**
Report of the Town Clerk.

For Decision
(Pages 25 - 28)
7. **SUPERINTENDENT'S UPDATE**
Report of the Superintendent of Hampstead Heath.

For Decision
(Pages 29 - 38)
8. **MANAGEMENT FRAMEWORK FOR HAMPSTEAD HEATH, HIGHGATE WOOD, QUEEN'S PARK AND KEATS HOUSE DIVISION**
Report of the Superintendent of Hampstead Heath.

For Decision
(Pages 39 - 162)

9. **POLICY FOR BENCH DEDICATIONS AND SPONSORSHIPS AT HAMPSTEAD HEATH**
Report of the Superintendent of Hampstead Heath.

For Decision
(Pages 163 - 172)
10. **REVIEW EVENTS PROGRAMME 2017 & PROVISIONAL 2018 EVENTS PROGRAMME**
Report of the Superintendent of Hampstead Heath.

For Decision
(Pages 173 - 192)
11. **HAMPSTEAD HEATH TRUSTEE'S ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017**
Report of the Chamberlain.

For Information
(Pages 193 - 226)
12. **HIGHGATE WOOD & QUEEN'S PARK TRUSTEE'S ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017**
Report of the Chamberlain.

For Information
(Pages 227 - 252)
13. **HEATH HANDS**
The Superintendent of Hampstead Heath to be heard.

For Information
(Pages 253 - 260)
14. **REPORT OF ACTION TAKEN BETWEEN MEETINGS**
Report of the Town Clerk.

For Information
(Pages 261 - 262)
15. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
16. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

Part 2 - Non-Public Agenda

17. **EXCLUSION OF THE PUBLIC**

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

For Decision

18. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 15 November 2017.

For Decision
(Pages 263 - 264)

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

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

21. **DATE OF NEXT MEETING**

The date of the next meeting is 23 May 2018 at 4.00pm in the Committee Rooms, 2nd Floor, West Wing, Guildhall.

HAMPSTEAD HEATH, HIGHGATE WOOD AND QUEEN'S PARK COMMITTEE **Wednesday, 15 November 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 Wednesday, 15 November 2017 at 4.00 pm

Present

Members:

Karina Dostalova (Chairman)
Anne Fairweather (Deputy Chairman)
Michael Hudson
Ruby Sayed
Oliver Sells QC
Deputy John Tomlinson
John Beyer
Councillor Melvin Cohen
Sam Cooper

Officers:

Alistair MacLellan	Town Clerk's Department
Paige Upchurch	Town Clerk's Department
Carl Locsin	Town Clerk's Department
Alison Elam	Chamberlain's Department
Chris Bell	Chamberlain's Department
Colin Buttery	Director of Open Spaces
Bob Warnock	Superintendent of Hampstead Heath
Esther Sumner	Open Spaces Business Manager
Richard Gentry	Constabulary and Queen's Park Manager
Declan Gallagher	Operational Services Manager
Yvette Hughes	Hampstead Heath Business Manager
Lucy Gannon	Project Management and Support Officer
Abigail Tinkler	Learning Manager

1. APOLOGIES

Apologies were received from William Upton, Rachel Evans, Councillor Sally Gimson, Maija Roberts and Graeme Smith.

Members agreed that the order of items on the agenda be varied so that items for decision were considered first.

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

There were no apologies.

3. MINUTES

3.1 17 July 2017

RESOLVED, that the minutes of the meeting held on 17 July 2017 were approved as a correct record subject to a typographical correction.

3.2 27 September 2017

The note of the inquorate meeting held on 27 September 2017 was received. Members noted that the meeting had, in effect, been cancelled due to a number of apologies received after notice of the meeting had been published, and requested that the wording of the note be amended accordingly.

RESOLVED, that the note of the inquorate meeting be received.

4. A COMMUNITY VISION FOR HAMPSTEAD HEATH

Members considered Item 10 next, a report of the Superintendent of Hampstead Heath regarding a Community Vision for Hampstead Heath, and the following points were made.

- A Member commented that the consultation process followed during the formulation of the vision document had in his opinion worked well.
- In response to a suggestion from a Member that the fact the City of London Corporation both owned as well as managed the Heath be made clearer, the Chairman and Deputy Chairman both noted that it was in their view positive that the local community around the Heath felt a sense of ownership, and therefore the inclusive language of the vision document should be retained.

Sam Cooper arrived at this point of the meeting.

- In response to a comment from a Member that initiatives on the Heath often aroused divisive opinions, the Chairman noted that a lot of effort was put into managing and mediating opposing views and groups. For example, a Cycle and Pedestrian Working Group had been convened to ensure that both pedestrian and cycle users on the Heath could use paths and cycleways on the Heath to their satisfaction.
- A Member noted that the vision document was in his view a phenomenal piece of work and an excellent distillation of the City's aspirations for the Heath over the coming years. He suggested however that a caveat should be placed on the vision to make clear that it was subject to the requisite resources being available from the City of London Corporation.
- A Member agreed, noting that it would be helpful to ensure that financial sustainability was embedded within the vision.

- A Member noted that similar points had been discussed by stakeholders during the drafting process and the view had been taken that the vision document was intended as 'poetry' compared to the 'prose' of items such as the Heath's 10-year Management Plan, with contained the level of financial detail Members were referring to.
- In response to a question from the Chairman, Members confirmed they were happy to approve the recommendation set out within the report subject to the comments made by Members.

RESOLVED, that Members approve the proposed Community Vision statement for Hampstead Heath.

The Committee adjourned for five minutes at this point of the meeting.

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

Members considered Item 11 next, a report of the Superintendent of Hampstead Heath regarding Fees and Charges for 2018/19 and the following points were made.

- The Superintendent noted that the report had been discussed by the Hampstead Heath Consultative Committee at its meeting on 9 October 2017, and the minutes of that meeting were within the papers before Members. The Highgate Wood Consultative Group and the Queen's Park Consultative Group had been consulted on the proposals by email and no adverse comments had been received.
- In response to a question from a Member, the Superintendent replied that increased charges to deter parking for longer than four hours was intended to discourage 'commuter parking' and promote short term parking for those intending to visit the Heath. The Superintendent agreed to provide feedback to Members on whether the charging produced the intended effect.

John Tomlinson left at this point of the meeting.

- In response to a question from a Member, the Superintendent replied that the new Block Booking charge was intended to encourage a greater range of sports clubs to use facilities on the Heath.
- In response to a question from a Member, the Superintendent confirmed that he would be considering the use of payment apps as part of the review of improved payments arrangements at facilities on the Heath.
- In response to a request from a Member, the Superintendent agreed to set out the various income streams for the Heath in tabular form.

RESOLVED, that Members

- Note the views of the Hampstead Heath Consultative Committee, Highgate Wood Consultative Group, and Queen's Park Consultative Group.
- Agree the proposed fees and charges for 2018/19.

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

Members considered Item 12, a report of the Superintendent of Hampstead Heath regarding developing a Divisional Plan for Hampstead Heath, Highgate Wood, Keats House and Queen's Park and the following points were made.

- The Chairman noted that this was an early draft of the plan that was before Members for comment ahead of the final draft being submitted to the Committee for approval in early 2018.
- The Superintendent noted that the draft plan had been discussed at the Hampstead Heath Consultative Committee at its meeting on 9 October 2017 and that the plan would be updated in light of comments made at that meeting. The final version of the plan would include a three-year forward plan, greater clarity on deadlines for respective workstreams, and a column detailing progress on each item.

RESOLVED, that Members note the work being undertaken on drafting the Divisional Plan.

7. **APPOINTMENT OF A REPRESENTATIVE ON THE KEATS HOUSE CONSULTATIVE COMMITTEE**

Members considered Item 5 next, the appointment of a representative to serve on the Keats House Consultative Committee. Members agreed that the Chairman serve as the Committee's representative, with the opportunity to serve being made available to any new Members joining the Committee during the course of the 2017/18.

RESOLVED, that Karina Dostalova be appointed to the Keats House Consultative Committee.

8. **REVENUE & CAPITAL BUDGETS - 2017/18 & 2018/19**

Members considered item 6 next, a joint report of the Chamberlain and the Director of Open Spaces regarding Revenue and Capital Budgets for 2017/18 and 2018/19 and the following points were made.

- The Chamberlain noted that the increased figure for cyclical works outlined within the report was subject to approval by the Policy and Resources Committee at its meeting in January 2018.
- A Member noted that the latest revenue budget for 2017/18 should be considered as a proposed budget and not as a 'latest approved budget'

as described within the report. Moreover, the Member noted that it would be better practice for the two budgets for 2017/18 and 2018/19 to be presented to Members as two distinct reports or distinct sections within the report.. The Chamberlain agreed to feed his comments back and stated that the current format of the report had been requested by Members particularly of Finance Committee. In response to a comment from a Member, the Chamberlain noted that the charity accounts would be reported to Members in February 2018.

- In response to a question from a Member, the Superintendent replied that the Hive was a proposed education space that was currently at Gateway 1/2 in the City's project process. The project was temporarily on hold as unforeseen costs had been identified thanks to the fact that the building originally intended for the Hive needed to have its roof strengthened so it could bear solar panels. Officers were therefore considering whether other built assets on the Heath could house the Hive instead.
- The Chairman noted that the potential for the Hive, once completed, the generate income would be considered in the forthcoming Hampstead Heath Asset Review.

RESOLVED, that Members

- Note the provisional 2018/19 revenue budget and confirm that it reflects the Committee's objectives.
- Approve the budget for submission to the Finance Committee;
- Authorise the Chamberlain, in consultation with the Director of Open Spaces, to revise these budgets to allow for any further implications arising from Corporate Projects, departmental reorganisations and other reviews, and changes to the Additional Works Programme, and note that any changes over £50,000 will be reported to Committee.
- Note the Building Repairs and Maintenance asset verification exercise being undertaken by the City Surveyor and agree that any minor changes to the 2017/18 latest approved budget and the 2018/19 original budget arising from this exercise be delegated to the Chamberlain.
- Approve the draft capital and supplementary revenue budget.

9. **QUEEN'S PARK CAFÉ TENDER DELEGATED AUTHORITY REQUEST**

Members considered item 14 next, a report of the Superintendent of Hampstead Heath regarding a request for delegated authority to award a three-year lease for Queen's Park Café.

RESOLVED, that Members granting delegated authority to the Town Clerk in consultation with the Chairman and Deputy Chairman of the Committee to

award a three year lease for the Queen's Park Café following the completion of the tender process.

10. **MINUTES OF THE HAMPSTEAD HEATH CONSULTATIVE COMMITTEE**

10.1 **17 July 2017**

Members considered item 4(a) next, the minutes of the meeting of the Hampstead Heath Consultative meeting held on 17 July 2017.

RESOLVED, that the minutes be noted.

10.2 **9 October 2017**

Members considered item 4(b) next, the minutes of the Hampstead Heath Consultative Committee meeting held on 9 October 2017.

RESOLVED, that the minutes be noted.

11. **SUPERINTENDENT'S UPDATE**

Members considered item 9 next, an update report of the Superintendent regarding matters affecting Hampstead Heath and the following points were made.

City of London (Open Spaces) Bill

- The Director of Open Spaces noted that the Bill had been delayed by the June 2017 General Election but had now passed both the First and Second Reading in the House of Lords. It would now be considered at Committee in the Lords, which could take up to a couple of months. He noted that if and when the Bill became an Act, it would enable the City to deliver improved commercial services in its Open Spaces, such as longer term leases for its cafes.

Cycling

- The Superintendent noted that the consultant's report referenced within the report had now been completed, and would be discussed at the meeting of the Pedestrian and Cycling Working Group at its meeting on 28 November 2017.

Planning

- **Wallace House, Millfield Lane.** The Superintendent briefed Members on a new planning application not referenced within the report concerning Wallace House in Millfield Lane. He noted that it was a basement development that would potentially affect drainage from the Ladies' Pond, and representations would be made accordingly.

- **William Ellis School.** The Superintendent briefed Members on a planning application not referenced within the report concerning a major £30m development at William Ellis School on Highgate Road. He noted that the Operational Services Director sat on the community consultation group for the development, and representations would be made on the forthcoming planning application.
- **The Water House, Millfield Lane.** The Superintendent noted that officers would be meeting with the developer to determine how best to protect veteran and mature trees on Millfield Lane during the construction period.
- The Superintendent noted that officers enjoyed effective collaboration with local stakeholders and societies when responding to local planning applications affecting the Heath.

Constabulary

- The Superintendent noted that New Year's Eve was proving increasingly popular on the Heath, in particular on Parliament Hill. Consideration would therefore be given to service levels such as opening hours of public lavatories.

Koi Herpesvirus (KHV)

- The Superintendent noted that the Hampstead chain of Ponds had been reopened and disinfectant provided for anglers to clean their nets and rods with. Discussion was underway on whether the Highgate chain of Ponds could be safely reopened for fishing. Heath anglers had established a Facebook group to improve communication.

Hampstead Heath Ponds Project

- The Superintendent noted that the Ponds Project had already won three construction awards and had been nominated for a further three. Moreover the new changing facilities at the Ladies' Pond had been nominated for the Camden Design Awards.
- Members noted that the number of awards won for projects on the Heath should be reported to a future meeting of the Court of Common Council.

RESOLVED, that the report be noted.

12. SUPERINTENDENT'S UPDATE

The Superintendent was heard on Item 13 next, regarding matters concerning Highgate Wood and Queen's Park and the following points were made.

- The Highgate Wood Community Day had been held on 3 September 2017, with the dog show and monkey climbing nets proving especially popular.

- The draft Woodland Management Plan for Highgate Wood would be submitted to the Highgate Wood Consultative Group for comment at its meeting on 22 November 2017.
- The Queen's Park Day had been held on 17 September 2017 and had been well attended.

13. **DRAFT DEPARTMENTAL BUSINESS PLAN 2018/19 - OPEN SPACES**

Members considered item 7 next, a report of the Director of Open Spaces regarding the draft Departmental Business Plan for 2018/19 for Open Spaces and the following comments were made.

- The Director of Open Spaces noted that the draft plan was part of a move towards producing a high level plan that better reflected the City of London Corporation's Corporate Plan. The plan was at draft stage, and officers continued to work on drafting desired outcomes. Members were invited to comment on the current iteration ahead of a final Departmental Business Plan being submitted to Members for approval in early 2018.
- In response to comments from a Member, the Director agreed to clarify the meaning of symbols and acronyms within the plan, and correct some typographical errors.
- The Deputy Chairman welcomed the draft plan but requested that the Director consider simplifying the overall strategic objectives and over time embedding the newly adopted Community Vision for the Heath in the Business Plan. In response, the Director noted that much of the vision would be reflected in the Divisional Plan, rather than that Departmental Plan.

RESOLVED, that the draft Departmental Business Plan be noted.

14. **YEAR 1 REVIEW OF LEARNING IN OPEN SPACES**

Members considered item 8 next, a report of the Director of Open Spaces on the Year 1 Review of Learning in Open Spaces.

RESOLVED, that Members

- Note the success of the learning programme in the first year of delivery and support its continued delivery into years 2 and 3 of the current funding.
- Note the issue of not achieving funding from external sources and the risk this presents to the programme.

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

There were no questions.

16. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
There was no other business.

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

18. **ANNUAL WAIVERS REPORT 2016/17**
Members considered an annual report of the Chamberlain regarding Annual Waivers for 2016/17.

19. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
There were no questions.

20. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
Members considered three items of other business.

The meeting ended at 5.34 pm

Chairman

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

This page is intentionally left blank

HAMPSTEAD HEATH CONSULTATIVE COMMITTEE Monday, 29 January 2018

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, 29 January 2018 at 7.00 pm

Present

Members:

Karina Dostalova (Chairman)
Anne Fairweather (Deputy Chairman)
Nick Bradfield (Dartmouth Park Conservation Area Advisory Committee)
John Etheridge (South End Green Association)
Michael Hammerson (Highgate Society)
Dr Gaye Henson (Marylebone Birdwatching Society)
Helen Payne (Friends of Kenwood)
Thomas Radice (Heath and Hampstead Society)
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)
John Weston (Hampstead Conservation Area Advisory Committee)

Attending:

Carol Dukes (Barnet Mencap)
Tony Ghilchik (Hampstead Garden Suburb Residents' Association)
Anoushka Kenley (New Philanthropy Capital – Item 5)

Officers:

Bob Warnock	-	Superintendent of Hampstead Heath
Jonathan Meares	-	Highgate Wood, Conservation & Trees Manager
Declan Gallagher	-	Operational Services Manager
Richard Gentry	-	Constabulary and Queen's Park Manager
Lucy Gannon	-	Projects Management and Support Officer
Yvette Hughes	-	Business Manager, Hampstead Heath Division
Paul Maskell	-	Leisure and Events Manager
Leanne Murphy	-	Town Clerk's Department
Alistair MacLellan	-	Town Clerk's Department
Carl Locsin	-	Town Clerk's Department

1. APOLOGIES

Apologies were received from Cindy Galvin (Heath Hands). Members noted that Tony Ghilchik was attending in place of Colin Gregory (Hampstead Garden Suburb Residents' Association) and Carol Dukes was attending in the place of Ray Booth (Barnet Mencap).

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 15 November 2017 were approved as a correct record. A Member asked if the word “comprehensive” could be added before the word ecological to bullet point four of item 9. The Committee agreed to this word being added.

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

The minutes of the Hampstead Heath, Highgate Wood and Queen’s Park Committee meeting held on 15 November 2017 were received.

5. **NEW PHILANTHROPY CAPITAL PRESENTATION**

Members received a presentation from a representative of New Philanthropy Capital (NPC) on the draft outcomes diagram which had been developed through a workshop on 11 January 2018. Drawing on the Community Vision for Hampstead Heath the workshop identified pathways to achieve four key outcomes (or benefits) arising from how the Heath is managed to benefit communities.

A culture of collective care/custodianship of Hampstead Heath would be a key element of the work with the aim of creating a culture of inclusion and encouraging people to feel like they were ambassadors of the Heath who were involved in the decision making affecting its management. It was hoped that the feeling of personal responsibility would be complemented with a programme of engagement.

A Member queried what was new and different about the data in this project from the extensive data collected by previous working groups involved in the Hampstead Heath Ponds Project and the work around developing the Strategic Plan in 2007. The Projects and Management Support Officer advised that the aim of this project was to build on past studies and surveys and to review the various issues affecting the Heath, using previous data as a valuable baseline for measuring progress. On concerns surrounding changes at the Heath, the NPC representative advised that outcomes framework/theory was a more accurate description for the tool used, than theory of change.

It was queried what the average age of the workshop members was. Members were advised that the age range was similar to that of the Consultative Committee. The Member suggested that an older age group be included in future work to ensure the data gathered was as inclusive as possible.

Members felt that change was reflected in the emphasis on diversity, shared ownership and the impact on health and quality of life. It was noted that the theme of events (as opposed to activities) was missing from the theory of change which was important as the right type of event could attract a diverse range of people to the Heath. Members also felt that it was important to show

where conflicts had arisen or were likely to arise, e.g. the ground damage at the National Cross-Country Championships event, to ensure the competing needs of Heath users were balanced effectively.

Members added that the overall objective of maintaining the natural aspect of the Heath should remain central to the future management of the Heath, and that thought should be given to how the idea of shared custodianship by all Heath stakeholders could be fostered.

The Chairman advised Members that the deadline to provide written feedback was 2 February 2018 and offered an invitation to NPC to present the final outcomes to the Committee.

6. **SUPERINTENDENT'S UPDATE**

Members considered an update report of the Superintendent and the following points were made.

Management framework

- The Superintendent advised Members that the first five paragraphs of the report outlined the approach of the Divisional Plan (appendix 1-3) currently in draft form. The Divisional Plan marks a significant achievement.
- The Superintendent drew Member's attention to the Project Record Schedule (appendix 3) which tracks project progress. This schedule would be updated in order for Members to track progress and provide feedback, which would inform the next three-year programme.
- The Superintendent invited Members to provide written feedback by Friday 9 February 2018.

Shared-Use path surfacing

- Members were advised that the Superintendent and the Highgate Wood, Conservation & Trees Manager met with Heath for Feet, Camden Cycle Campaign, Sustrans and representatives from the Consultative Committee in October 2017 to discuss a draft report outlining surfacing options for shared-use paths on the Heath. A final report was in progress and the Superintendent noted he would report back to the Committee once it was finalised. Members agreed the choice of materials were vital.

Petition to extend cycle lanes

- The Superintendent noted he had received a petition with 160 signatures for a cycle path leading from Kenwood to the Ladies' Pond. The Superintendent advised that there were currently no plans to extend the number of cycle paths in the Heath and the emphasis remains to maintain the paths already in existence. He would however review the position when formulating the 2018 Management Plan.

- Members noted the importance of stating in the Management Plan when exactly this will be reviewed to provide clarity and openness.
- In response to a question the Superintendent confirmed that the lead petitioner was a regular user of the Ladies' Pond. He noted also that the Heath faced a range of pressures as a result of cycling.

Outdoor Gym

- The Superintendent was pleased to advise Members that a grant of £10,000 has been provided by Camden to update the outdoor gym equipment at the Parliament Hill trim-trail.

Planning

- The Superintendent advised Members that there were a number of planning applications still with Camden Council with most projects still to be determined. These included proposals for an Eruv, a development at Jack Straw's Car Park, and the Garden House.
- **The Water House, Millfield Lane, 2017/3692/P.** The Superintendent noted that a revised Construction Management Plan had been submitted to Camden. A Single Joint Arboricultural Expert has been appointed by the Developer and the City to review the proposals to protect the veteran and mature trees along Millfield Lane in advance of making a representation to Camden. One significant mitigation proposal currently under consideration was the use of smaller vehicles for construction traffic along Millfield Lane which would, however, result in increased number of vehicle movements.
- **North Fairground Site, Vale of Health, 2017/4346/P.** The Superintendent noted that there had been no response as yet from Camden.
- **The Wallace House.** The Superintendent noted that the application involved a basement excavation, and that the City had made a representation to Camden.
- **Parliament Hill Lido Gospel Oak, 2017/5886/P.** The Superintendent noted that the application for solar panels on the roof had been granted.
- **South Fairground Site.** The Superintendent noted that the City was objecting to the development of the site and seeking enforcement action from Camden.
- **Parliament Hill William Ellis School, 2017/5395/P.** The Superintendent noted that the Operational Service Manager was a member of the Community Working Group representing the Heath.

Trees

- The Superintendent advised that storms and extreme weather in January, most notably Storm Eleanor, had caused damage throughout the Heath and led to closure of Golders Hill Park and the Hill Garden on 3-4 January in compliance with the Division's Extreme Weather Event Protocol.

City Surveyor's Cyclical Work Programme

- The Superintendent advised Members that projects were now underway, including installation of fencing at South End Green; desilting of the Mixed Bathing Pond; refurbishment of the showers and redecoration of the changing rooms at the Athletic Track; and safety work on the timbers on main walkways at the Pergola. Due to budget constraints, the timbers were simply being made safe but there were plans to pursue a larger bid to fully replace them.

Hampstead Heath Cafés

- The Superintendent thanked Members of the Committee who attended the Café Working Party meeting on 23 January 2018
- The Chairman advised Members that a request had been made for the Café Campaign Group to have its own representative on the Committee. The Chairman asked the Committee Members that sit on the Café Working Party what their feelings were regarding this request. Members felt that as this was a single-issue group sole interested in just one café, it would not be appropriate for them to have a representative on the Committee as this would encourage requests for representatives from similar single-issue groups. It was also felt that the café was adequately represented by the four Members that sit on the Cafe Working Party.
- The Chairman stated that as the Committee was a public forum, any member of the Café Campaign Group was welcome to observe meetings.

Swimming

- The Superintendent advised Members that a main sewer pipe had burst resulting in the Model Boating Pond and the Men's Pond being closed. The water was currently being tested and results were expected by 31 January 2018. The Mixed Pond had been opened to meet demand from pond users.
- The Superintendent noted that he and the Chairman had spent a day recently visiting all ponds and meeting with pond stakeholder groups. Issues such as signage and payment methods had been discussed,

which he would be reviewing and reporting back to the Swimming Forum accordingly.

- The Superintendent updated Members on recent press interest regarding the City Corporation's practice to allow transgender women to use the Ladies' Pond. He reiterated City of London's position of inclusivity, which he noted was supported by the Kenwood Ladies' Pond Association. He noted that the Heath's Business Manager would be attending a forthcoming meeting of the Kenwood Ladies' Pond Association to discuss the matter further.
- In response to a query from a Member, the Highgate Wood, Conservation and Trees Manager confirmed that the bacteria *Xylella fastidiosa*, a pathogen deadly to olive trees, had not yet reached the UK.

7. **DRAFT ANNUAL WORK PROGRAMME 2018/19**

Members considered a report of the Superintendent of Hampstead Heath regarding the draft Annual Work Programme 2018/19 and the following points were made.

- The Operational Services Manager noted that the deadline for Members were to provide further feedback on the document providing details of the proposed works for April 2018 – March 2019 was the 9 February 2018.
- The Highgate Wood, Conservation and Trees Manager advised Members that the structure of the report has changed from looking backwards to looking at the year to come.
- The Highgate Wood, Conservation and Trees Manager drew attention to the following highlights from the report:
 - A renewed survey of the trees identified as veteran/ancient trees in the last survey ten years ago would be undertaken to update the known numbers across the Heath.
 - Most of the "snagging" items from the Ponds Project have been completed with the remaining items to be addressed in 2018/19.
 - The grassland area, which was not cut last year due to the Ponds Project work, would be finished.
 - Following the shared-use pathways condition survey carried out last year, work would commence as per the priority list of surface repairs.
 - Work with Heath Hands would continue, including working with the Leisure & Events Manager to promote and assist with a number of events at the Heath in 2018, e.g. Give it a Go Day on

15 July 2018. Heath Hands would also host a music volunteering day on 1 July 2018 at the Parliament Hill Bandstand.

- The Ecology Team would be focusing on the monitoring and surveying of the ecological areas around the ponds and the impact of the Ponds Project work.
- It was noted that a species of damsel fly thought to have been extinct in London had been spotted at the Heath.
- The Heath Ranger Team would carry out a number of projects throughout 2018-19 including landscape improvements to South End Green, cycle parking spaces at the Mixed Pond and the relocation of the bird feeding platform at Hampstead Number 1 Pond.
- A Member asked if the clearing up of the mud at the National Cross-Country Championships event could be added as an item to the Annual Work Programme. The Chairman noted that this work was already budgeted for elsewhere.
- Regarding a query on whether works on the eroded small walkways were included in this programme, it was noted that this was included but the work could not take place until the weather improved.
- It was noted that a decision on the future of the Model Boating Pond island was due.
- A Member noted that consideration should be given in the work programme to embedding inclusion on the Heath, and inclusion for girls and women in particular given the girls and STEM (Science, Technology, Engineering and Mathematics) work that had been undertaken as part of the Ponds Project. Moreover, some thought should be given to ensuring that the whole young person 'offer' on the Heath was as holistic as possible.
- In response to a query, Officers agreed to review what could be done to address the problem of algae in the Vale of Health pond.
- A concern regarding the condition of a lower path via the Model Boating Pond which was mostly unusable and dangerous when frosty was noted.
- A Member raised concerns over the impact of Oak Processionary Moth (OPM) and the collateral ecological damage caused. It was noted that other countries, for example Germany, regularly carry out extensive work to deal with OPM. Members were advised that treatment was planned to take place during the spring.
- It was noted that the plaque from the Pitt Arch had gone missing approximately seven years ago. Members agreed that it would be good

to bring this back, given it highlighted the historic nature of the Heath. The Highgate Wood, Conservation and Trees Manager agreed to work on this.

8. POLICY FOR BENCH DEDICATIONS AND SPONSORSHIPS AT HAMPSTEAD HEATH

Members considered a report of the Superintendent of Hampstead Heath regarding the draft policy for bench dedications and sponsorships at Hampstead Heath and the following points were made.

- The Projects & Management Support Officer advised Members that the draft policy followed the recommendations put forward in a report in March 2017 setting out a clear framework for the management of benches at Hampstead Heath.
- It was highlighted that it was special to have a memorial bench and that there was currently a ten-year waiting list to get one. Members were also advised that the City Corporation had no plans to extend the number of benches but would consider re-positioning of benches in the Heath.
- In response to a query over whether sponsorship of benches was limited, the Projects & Management Support Officer advised that benches could be sponsored for ten years at which time they would be replaced (if damaged) or offered to another person on the waiting list if the current sponsor did not reply to the notice from the City Corporation. She added that this approach had been very effective in the pilot to date.
- A Member queried what the percentage of people wishing to renew existing bench sponsorship was. Members were advised that this would become evident once the renewal cycle has been successfully working for at least a year.
- It was noted that there were clear spots within the Heath where a bench would be useful and likewise spots where benches were poorly situated. Members were advised that each bench was tagged and the record of its location updated annually which allowed for benches to be tracked and historical data for past sponsors stored centrally.
- Members discussed the emotional element connected to getting a memorial bench and felt that it was important to keep people on the waiting list informed on what the waiting timescales would be. The Projects & Management Support Officer advised that the team were piloting annual updates of the timescale to deal with this sensitive element. The Superintendent added that great progress on rationalising and updating the waiting list of people had been made.

- It was noted that if the sponsor did not wish to renew their sponsorship of the bench, the inscribed slats on the bench could be given to the sponsor.
- Members discussed the possibility of sponsoring memorial trees, the timber beams at the Pergola, or bricks with dedications at the Heath.
- In response to a query, the Projects & Management Support Officer noted that the number of potential sponsors on the waiting list had been set at 50 for the time being as this was a manageable number to administrate effectively. The total number at which the waiting list would be capped would be kept under review however.

9. **REVIEW EVENTS PROGRAMME 2017 & PROVISIONAL 2018 EVENTS PROGRAMME**

Members considered a report of the Superintendent of Hampstead Heath regarding the review of the 2017 Events Programme and the provisional 2018 Events programme. The Leisure & Events Manager provided his highlights for 2017 and an update on what was coming up for the year to come. The following comments were made.

- It was noted that 2017 was a great year for events at the Heath and there were 101 events in total. Particular highlights for the Committee included the “Give it a Go”, “One Man and his Dog” and the Night of 10,000m events.
- The 2018 National Cross-Country Championships would take place on 24 February 2018 at Parliament Hill. It was highlighted that this event encouraged lots of young people to come to the Heath. .
- The Highgate Harriers Night of the 10,000m Personal Bests international event would return to the Heath on 19 May 2018. This had extensive media coverage and would bring 40 world class athletes to the track to compete in the Europa Cup.
- Following discussion at the Committee’s last meeting, it was proposed that two Shire Horses would attend the Heath to carry out restoration works following the Cross-Country Championships. Members were also advised that funding was being sought from the English Cross-Country Group to fund the involvement of Shire Horses at the Heritage Day.
- The Chairman drew Members attention to paragraphs 18-20 and asked for feedback regarding the use of animals at the annual circus event at the Heath. Members felt that there was a clear movement against the use of animals (domestic or exotic) within circuses over the last 20 years and took the strong viewpoint that this was an outdated practice in 2018 and were unanimous against the use of any domestic or wild animals at future circus shows at the Heath. It was also noted that Zippos Circus, the elected circus for 2018, did not use any animals at Winter Wonderland. One Member in particular voiced the view that

modern circus was developing beyond the use of animals and towards immersive performances that focused on performing arts.

- A Member noted that the annual Heritage Day was very popular in the past and could be made more eventful if it included people dressed up as Victorians, Romans, etc. The Leisure & Events Manager advised that this was a possibility but there were cost restraints. The Chairman stated that whilst the Committee would like to expand future events, a balance of events was needed.
- It was noted that the date of the Heath's Heritage Day did not match the national heritage days on the first two days of October 2018. Members were advised that this was in line with the annual conker event and the Chairman suggested a possible name change to show a distinction from the national event.
- In response to a question regarding the success of weddings and civil ceremonies at the Heath, the Hampstead Heath Business Manager advised that numbers were consistent with other venues. It was noted that this feature was not publicly advertised and there were plans to advertise locally and on the website.

Members congratulated the Leisure & Events Manager on the success of the 2017 Events Programme and the great 2018 programme. A Member noted that the Events Programme should where possible be supported by Heath volunteers.

RESOLVED –

- Members note the success of the 2017 Hampstead Heath Events Programme in engaging with audiences, attracting new visitors to the Heath, and working with partners to provide a valuable service for the local community and beyond;
- The feedback of Members of the Hampstead Heath Consultative Committee on the Events Programme be conveyed to the Hampstead Heath, Highgate Wood and Queen's Park Committee.
- The views of Members in relation to a proposed exclusion of performing animals for the 2018 events programme, as set out in para 18-20 be conveyed to the Hampstead Heath, Highgate Wood and Queen's Park Committee.

10. HEATH HANDS

The Superintendent drew Members' attention to a report from Heath Hands regarding the volunteering highlighted for 2017/18. The Superintendent applauded the excellent achievements of Heath Hands, and welcomed the changing demographic of the group.

11. **UPDATE ON SECONDARY SCHOOLS PROGRAMME**

Members considered a report providing an update on the Secondary Schools Programme 2018. In response to a question about the funding of this programme, the Superintendent advised that this was secured on a three year plus one-year basis. This additional year would allow the programme to be embedded and made sustainable. A Member recommended recirculating the survey to pupils as the last circulation clashed with the exam period resulting in a low response.

12. **QUESTIONS**

There were no questions.

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

There was no other business.

14. **DATE OF NEXT MEETING**

The date of the next meeting on 16 April 2018 at 7.00pm in the Parliament Hill Conference Room was noted. All 2018 Committee dates would be circulated to Members by the Town Clerk.

The meeting ended at 9.00 pm

Chairman

Contact Officer: Leanne Murphy / leanne.murphy@cityoflondon.gov.uk

This page is intentionally left blank

Hampstead Heath, Highgate Wood and Queen's Park Committee

Actions Sheet

Date	Action	Officer responsible	Progress Update
15 November 2017	<p align="center">Minutes</p> <p>Correct typographical error in 17 July 2017 HHHWQP Minutes.</p>	Town Clerk	Completed.
15 November 2017	<p align="center">Minutes</p> <p>Amend note of inquorate meeting held on 27 September 2017.</p>	Town Clerk	Completed
15 November 2017	<p align="center">Fees and Charges 2018/19</p> <p>Feedback on impact of 2018/19 parking charges to be provided to Members.</p>	Superintendent	Update at February 2018 Meeting.
15 November 2017	<p align="center">Fees and Charges 2018/19</p> <p>Consideration to be given to potential use of payment apps at Heath facilities.</p>	Superintendent	Update at February 2018 Meeting.
15 November 2017	<p align="center">Fees and Charges 2018/19</p> <p>Heath revenue streams to be set out in tabular form for Members' information.</p>	Superintendent	Update at February 2018 Meeting.

Hampstead Heath, Highgate Wood and Queen's Park Committee

Actions Sheet

Date	Action	Officer responsible	Progress Update
15 November 2017	<p>Revenue and Capital Budgets 2017/18 and 2018/19 Feedback to be provided to the Chamberlain regarding the composite format of 2017/18 and 2018/19 Revenue and Capital Budget reporting.</p>	Chamberlain	Update at February 2018 Meeting.
15 November 2017	<p>Queen's Park Café Lease Delegated Authority Request Delegated Authority to be given to Town Clerk to approve award of three-year lease at Queen's Park Café.</p>	Town Clerk	Completed.
15 November 2017	<p>Superintendent's Update Report on Awards to be submitted to the Court of Common Council.</p>	Town Clerk	Completed.
15 November 2017	<p>Draft Departmental Business Plan 2018/19 – Open Spaces Clarification on acronyms and symbols and typographical corrections to be made to Business Plan.</p>	Director of Open Spaces	Update at February 2018 Meeting.
15 November 2017	<p>Any Other Business HHHWQP Members to be invited to Hamstead Heath Consultative Committee Walks and consideration to be given to convening a Spring 2018 HHHWQP Committee Walk.</p>	Town Clerk/Superintendent	Update at February 2018 Meeting.

Committee(s) Hampstead Heath, Highgate Wood & Queen's Park Committee	Dated: 21 February 2018
Subject: Annual Review of Terms of Reference	Public
Report of: Town Clerk	For Decision
Report author: Leanne Murphy, Town Clerk's Department	

Summary

As part of the post-implementation review of the changes made to the governance arrangements in 2011 it was agreed that all Committees should review their terms of reference annually. This will enable any proposed changes to be considered in time for the reappointment of Committees by the Court of Common Council.

The proposed terms of reference of the Hampstead Heath, Highgate Wood and Queen's Park Committee are attached at appendix A to this report for your consideration.

Recommendations

It is recommended that:

- the terms of reference of the Committee, subject to any comments, be approved for submission to the Court in April 2017 as set out in the appendix; and
- any further changes in the lead up to the Court's appointment of Committees be delegated to the Town Clerk in consultation with the Chairman and Deputy Chairman.

Appendices

- Appendix – Court Order 2017/18 – Hampstead Heath, Highgate Wood and Queen's Park Committee

Leanne Murphy

Committee and Member Services Officer
Town Clerk's Department
E: Leanne.murphy@cityoflondon.gov.uk

This page is intentionally left blank

<p>PARMLEY, Mayor</p>	<p>RESOLVED: That the Court of Common Council holden in the Guildhall of the City of London on Thursday 27th April 2017, doth hereby appoint the following Committee until the first meeting of the Court in April, 2018.</p>
-----------------------	--

HAMPSTEAD HEATH, HIGHGATE WOOD & QUEEN'S PARK COMMITTEE

1. **Constitution**

A Non-Ward Committee appointed pursuant to the London Government Reorganisation (Hampstead Heath) Order 1989 consisting of not fewer than 18 Members in the following categories:-

- not fewer than 12 Members elected by the Court of Common Council, at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
- the Chairman and Deputy Chairman of the Open Spaces & City Gardens Committee (ex-officio)
- plus, for the consideration of business relating to Hampstead Heath only, at least six representatives who must not be Members of the Court of Common Council or employees of the City of London Corporation and at least six of whom are to be appointed as follows:-
 - one after consultation with the London Borough of Barnet
 - one after consultation with the London Borough of Camden
 - one after consultation with the owners of the Kenwood lands
 - three after consultation with bodies representing local, ecological, environmental or sporting interests

The Chairman of the Committee shall be elected from the City Corporation Members.

2. **Quorum**

A. For Hampstead Heath business the quorum consists of seven Members, at least one of whom must be a non-Common Council Member.

B. For Highgate Wood and Queen's Park business the quorum consists of three Members.

3. **Membership 2017/18**

- 3 (3) Keith David Forbes Bottomley, Deputy *for three years*
- 5 (4) Karina Dostalova
- 2 (2) Anne Helen Fairweather, *for two years*
- 2 (2) John Tomlinson, Deputy, *for three years*
- 7 (3) Clare James, Deputy
- 3 (2) Michael Hudson
- 1 (1) Ruby Sayed
- 1 (1) Oliver Sells, Q.C.
- 1 (1) Matthew Upton
- Vacancy
- Vacancy
- Vacancy

Together with the ex-officio Members referred to in paragraph 1 above and the following representatives from outside organisations:-

- | | | |
|---|---|-------------------------|
| Heath and Hampstead Society | - | John Beyer |
| English Heritage | - | Vacancy |
| Royal Society for the Protection of Birds | - | Rachel Evans |
| London Borough of Barnet | - | Councillor Melvin Cohen |
| London Borough of Camden | - | Councillor Sally Gimson |
| Ramblers' Association/Open Spaces Society | - | Maija Roberts |

4. **Terms of Reference**

To be responsible, having regard to the overall policy laid down by the Open Spaces & City Gardens Committee, for:-

- (a) expressing views or making recommendations to the Open Spaces and City Gardens Committee for that Committee's allocation of grants which relate to Hampstead Heath, Highgate Wood & Queen's Park.

- Hampstead Heath**
- (b) devising and implementing the City of London Corporation's policies and programmes of work in relation to Hampstead Heath (registered charity no. 803392) (and, in fulfilling those purposes, to have regard to any representations made to it by the Hampstead Heath Consultative Committee) in accordance with the London Government Re-organisation (Hampstead Heath) Order 1989;
- (c) exercising all the City of London Corporation's powers and duties relating to Hampstead Heath, including those set out in Regulation 5 of the London Government Re-organisation (Hampstead Heath) Order 1989, or in any Act or Statutory Instrument consolidating, amending or replacing the same;
- Highgate Wood & Queen's Park**
- (d) devising and implementing the City of London Corporation's policies and programmes of work in relation to Highgate Wood and Queen's Park (registered charity no. 232986) (and, in fulfilling those purposes, to have regard to any representations made to it by the Highgate Wood Joint Consultative Committee and the Queen's Park Joint Consultative Group) in accordance with the provisions of the Highgate Wood and Kilburn Open Spaces Act 1886;
- Consultative Committees**
- (e) appointing such Consultative Committees and Groups as are considered necessary for the better performance of its duties including, but not limited to, a
- Hampstead Heath Consultative Committee
 - Highgate Wood Joint Consultative Committee
 - Queen's Park Joint Consultative Group

Committee	Dated:
Hampstead Heath, Highgate Wood & Queen's Park Committee	21 February 2018
Subject: Superintendent's Update	Public
Report of: Superintendent of Hampstead Heath	For Decision
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 November 2017.

Recommendations

It is recommended that:

- Members agree the proposed policy on cycling as set out in paragraph 4.
- Members agree that the request to add a path north to south be deferred, and considered as part of the mid-term review of the 2018 Management Plan in 2023/24.
- Members agree the City Surveyors Department negotiate a new lease for the Parliament Hill Fields Lido Café with Hoxton Beach, to expire in January 2021.
- Members consider the proposal made by the Café Campaign Team outlined in paragraphs 13-14.

Main Report

Shared-Use path surfacing

1. In October 2017 the Chairman & Deputy Chairman, Superintendent and the Highgate Wood, Conservation & Trees Manager met with representatives from Heath for Feet, the Camden Cycle Campaign, Sustrans and representatives from the Hampstead Heath Consultative Committee. The purpose of the meeting was to discuss a draft report prepared by Land Use Consultants, which outlines surfacing options for the existing shared-use paths on the Heath. At the meeting, in addition to discussing surfacing, the group considered ways to improve the waymarking and signage on the existing shared-use paths and strategies to promote responsible cycling on the Heath.

2. The Superintendent is awaiting further feedback before a final copy of the shared-use surfacing report is circulated to the representatives who met in October 2017 and Members of the Consultative Committee.

Petition to extend cycle lanes, north to south on Hampstead Heath, to promote accessibility to the Ladies' Pond

3. On 21 December 2017 the Superintendent received a petition with 146 signatures.
4. The Essential Action (P6) and Aspirational Goal (A10) relating to Cycling in the 2007 Hampstead Heath Management Plan have been implemented. In line with recent discussions with Members, the current priority is to maintain the number of existing shared-use paths, address their condition and improve waymarking. The Superintendent seeks Members support in adopting this position as the current Policy, and proposes that this Policy will be reviewed as part of the mid-term review of the 2018 Management Plan in 2023/24.
5. Therefore, it is proposed that the request to add a path north to south be deferred, and considered as part of the mid-term review of the 2018 Management Plan in 2023/24.

Hampstead Heath Cafés

6. On the 15 May 2017, the Hampstead Heath, Highgate Wood & Queen's Park Committee approved the recommendation of the Superintendent which was to negotiate three-year leases with the current incumbents at the Parliament Hill, Golders Hill Park and Highgate Wood Cafés.

Parliament Hill & Golders Hill Park Café

7. The City Surveyor's Department have led on negotiations with the current incumbents at the Parliament Hill and Golders Hill Park Cafés. Although the negotiations have not yet concluded, they are nearing their final stages whereby the terms of the lease will be agreed with the incumbents, which will be three years in length, expiring in 2021.

Parliament Hill Fields Lido Café

8. In May 2017 Members agreed to award a lease for catering services at the Parliament Hill Fields Lido café to Hoxton Beach. The catering offer at the Lido has been extremely well received by users of the Lido and general Heath visitors. The café has stayed open throughout the winter season and continues to establish a loyal customer base.
9. The initial terms of the lease have now expired, and therefore, the Superintendent is seeking Members agreement for the City Surveyors Department to negotiate a new lease, based on the terms contained within the previous lease, with Hoxton Beach, which will expire in January 2021.

Café Working Party Update & Request for the Café Working Party to be represented on the Hampstead Heath Consultative Committee

10. A meeting with the Café Working Party took place on 23 January 2018, following concerns raised by Members of the group with regards to the licence negotiations and the café Performance Indicators.
11. At the meeting, members of the Café Campaign Team requested that one of the Café Campaign Team be appointed as a Member on the Hampstead Heath Consultative Committee, to ensure the appropriate balance between income and investment for the cafés is achieved, and specifically to represent the interests of cafe users.
12. Members will note from the Hampstead Heath Consultative Committee minutes that Members of the Consultative Committee felt that there was adequate representation already provided by the four Members of the Consultative Committee who sit on the Café Working Party.
13. Members will note that the membership of the Hampstead Heath Consultative Committee is governed by Article 9 and Schedule 4 of The London Government Reorganisation (Hampstead Heath) Order 1989 (Appendix 1). The City may make appointments to the Consultative Committee in addition to the 20 Members described in Schedule 4, who represent particular specified interests. However, overall Membership needs to be kept to a manageable number.
14. When considering any potential change of membership, Members may wish to review the overall membership of the Consultative Committee, and take the opportunity to consider whether any groups of persons or communities are currently under-represented. If so, Members should consider whether the proposal from the Café Campaign Team meets either of these two criteria, namely (a) is there a demonstrable gap in membership and (b) if so, does a representative of the Café Campaign Group fill that gap?

Outdoor Gym – London Borough of Camden Grant

15. The Leisure and Events Manger has received confirmation that a grant of £10,000 has been offered to update the outdoor gym equipment at the Parliament Hill trim-trail.

Planning

16. The Superintendent will provide an update on the following planning applications:-
 - The Water House, Millfield Lane. 2017/3692/P
 - The Wallace House
 - North Fairground Site, Vale of Health 2017/4346/
 - Parliament Hill William Ellis School 2017/5395/P
 - Orchard Trust proposed replacement of the existing boundary fence.

- Parliament Hill Lido Gospel Oak 2017/5886/P. Installation of roof-mounted solar panels onto the existing metal roof of Parliament Hill Lido Building, Granted 20/12/2017

Trees

17. The Superintendent will provide an update on the recent storms (Eleanor, Fionn and Georgia).
18. As a result of these storms there were a number of closures at Golders Hill Park, Highgate Wood & Queen's Park, in compliance with the Division's Extreme Weather Event Protocol; which covers high winds, heavy snow and heavy rainfall.

Constabulary

19. The Constabulary Manager and Sergeants attended a series of Metropolitan Police, Camden Borough, New Year's Eve Briefings along with other Stakeholders, including TfL, The Royal Parks and the London Borough of Camden to help plan for this annual occurrence.
20. The Division's Duty Manager declared a Trigger Event to cover the period of New Year's Eve, to take account of the substantial public gathering on Parliament Hill to coincide with New Year's Eve celebrations and the view of central London fireworks.
21. Five Constables and four Keepers were on duty to prevent anti-social behaviour and maintain public safety. It is estimated that in excess of 5,000 people were on the Heath between 11:00pm and 2:00am.
22. The public toilets remained open at Parliament Hill until 12:30am with staff available in the vicinity of Parliament Hill Staff Yard and close to the summit. Feedback received from the public was positive with a number complimenting the staff on their presence. This is the first year that Keepers have supported the Constabulary with the management of the crowd which gathered and it worked well with no serious incidents or occurrences reported.
23. A concerted effort by the Heath Rangers, Keepers and the Waste and Recycling Team meant that the rubbish left by New Year's Eve visitors was all cleared by 9am on New Year's Day.

Recent Prosecutions

24. There have been three recent successful prosecutions. One relating to a dog walker who was aggressive and abusive towards a member of Heath staff, and two prosecutions relating to dogs being off lead.

Pending Prosecutions

25. There are currently seven pending prosecutions, which relate to dogs (three), cycling (four).

City Surveyors Cyclical Work Programme

26. The Superintendent will provide an update on current projects at South End Green, the Mixed Pond, Parliament Hill Athletics Track & the Golders Hill Park ponds.

City of London Corporation (Open Spaces) Bill

27. The Bill had its last Commons stage on 10 October 2017. The Bill has recently completed Unopposed Bill Committee stage in the House of Lords. The Bill is expected to have its Third Reading shortly and, if this is completed successfully, the Bill will then receive Royal Assent.

Koi Herpesvirus (KHV)

28. There was an outbreak of KHV at the Model Boating Pond in August 2017, necessitating the suspension of Angling on Hampstead Heath. Since 20 November 2017 Angling has been re-opened, during day light hours. Bio-security measures have been put in place at each pond and Anglers are required to dip their nets and equipment before and after fishing.
29. All the ponds will be subject to a minimum of two visual stock inspections conducted during summer 2018 when the water temperatures are conducive for expression of the KHV disease. The monitoring programme will start again if there is a re-occurrence of the KHV disease at any point during the control period (one year from November 2017).

Avian Influenza

30. The Superintendent will provide an update at the meeting.

Swimming

31. The Superintendent will provide an update on the swimming facilities.

Hampstead Heath Ponds Project Awards

32. At the British Construction Industry Awards on Wednesday 11 October the Hampstead Heath Ponds Project received the Civil Engineering Project of the Year Award (£10M to £50M).
33. On 17 November 2017, it was announced that the Ponds Project had won a 2017 Green Flag Special Innovation award.

34. The Ponds Project is one of 7 projects to win at the 2017 Camden Design Awards.
35. The Ponds Project has been awarded in the Science Management and Stewardship Category at the Landscape Institute Awards, which took place 23 November 2017.
36. In total 6 awards have been won. There are 2 further award applications still to be determined.

Highgate Wood

37. The Superintendent will provide a verbal update at this meeting on the status of the Highgate Wood Café.
38. The new 10-year Woodland Management Plan for Highgate Wood is nearing completion. The plan will focus on conservation of the oak and hornbeam structure, encouraging ecological diversification and tackling regeneration of the oaks. The challenge will be achieving this with increasing visitor numbers.
39. The Highgate Wood Community Heritage Day will be held on 2 September 2018.

Queen's Park

40. Urban Leisure Group (ULG) were awarded a three-year lease for the Queen's Park Café. ULG are a local company to Queen's Park and commenced trading in the café on the 3 February 2018. Initial feedback on from users is positive with a refreshing and professional ambience in the café.
41. The Team are currently developing a Woodland Walk Management Plan, a draft will be presented the Queen's Park Consultative Group at their April meeting and this committee in May 2018.
42. An events programme for 2018 is being prepared, several dates have been confirmed with event organisers.
 - Open Garden / Open Studios – 17 June 2018
 - Shakespeare in the Squares – 23 June 2018
 - Queen's Park Book Festival 30 June 2018 – 1 July 2018
 - Nomad Cinema Screenings (provisional dates; 28 July, 25 August, 1 September and 8 September 2018)
 - Queen's Park Day – 16 September 2018
43. Urban Leisure Group, the tenant in the Queen's Park Cafe are keen to work with event organisers, to provide an enhanced catering offer.
44. Following evidence of movement in the flooring, the Play Area Toilets have been subject to investigation. A CCTV survey has been carried out and bore

holes dug to investigate the cause of the movement. Officers are waiting for the outcome of these surveys before consideration is given as to how to proceed.

45. Quotations received for the redevelopment of the Children's Sand Pit are being evaluated by Officers.
46. The redevelopment of the Children's Farm continues with Officers compiling detailed costs for improvements.
47. The Queen's Park Tennis Courts are scheduled to resurfaced in 2018/2019. The City Surveyor's Department are currently procuring a contractor to carry out the resurfacing of the courts. These works have been scheduled to take place in April 2018 after the Easter break. The court will be repainted a few months after the tarmacadam surface has been laid, allowing the courts time to cure.

Appendices

- Appendix 1 - Article 9 and Schedule 4 of The London Government Reorganisation (Hampstead Heath) Order 1989 + Current Hampstead Heath Consultative Committee Membership

Bob Warnock

Superintendent of Hampstead Heath

T: 020 7332 3322

E: bob.warnock@cityoflondon.gov.uk

This page is intentionally left blank

Appendix 1 –

London Government Reorganisation (Hampstead Heath) Order 1989

SCHEDULE 4

THE CONSULTATIVE COMMITTEE

1. (1) The Consultative Committee shall consist of the chairman of the Management Committee and not less than 19 other members of whom one shall be appointed from among the members of the Management Committee.
(2) The remaining members shall be appointed from among persons who are neither Council members nor employees of the City; and of these –
 - a. eight shall be appointed after consultation with the Hampstead Conservation Area Advisory Committee, the Hampstead Garden Suburb Residents' Association, the Heath and Old Hampstead Society, the Highgate Conservation Area Advisory Committee, the Highgate Society, the Joint Amenity Groups of Hampstead, the South End Green Association, the Vale of Health Society, and such other bodies appearing to the City to represent local interests as it considers appropriate;
 - b. three shall be appointed after consultation with the London Council for Sport and Recreation and such other bodies appearing to the City to represent sporting interests as it considers appropriate;
 - c. five shall be appointed after consultation with the Flora and Fauna Preservation Society, the London Wildlife Trust, the Marylebone Birdwatching Society, the Open Spaces Society, the Ramblers' Association, and such other bodies appearing to the City to represent ecological interests as it considers appropriate;
 - d. one shall be appointed after consultation with such bodies appearing to the City to represent the interests of disabled persons as it considers appropriate; and
 - e. one shall be appointed after consultation with the Friends of Kenwood and such other bodies appearing to the City to be concerned with the management of the Kenwood lands as it considers appropriate.
2. The chairman of the Management Committee shall be the chairman of the Consultative Committee.
3. The Consultative Committee shall meet not less than twice in each year.
4. Paragraph 4(1), (2) and (4) of Schedule 1 (proceedings of committee) shall apply to the Consultative Committee as it applies to the Management Committee.

Hampstead Heath Consultative Committee Membership

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

Committees: Hampstead Heath, Highgate Wood & Queen's Park Committee	Dated: 21 February 2018
Subject: Management Framework for Hampstead Heath, Highgate Wood, Queen's Park and Keats House Division	Public
Report of: Superintendent of Hampstead Heath	For Decision
Report author: Lucy Gannon, Open Spaces Department	

Summary

The Management Framework for the Division, as approved in November 2016, consists of three levels; the strategic management plans for each open space, a new Divisional Plan and an expanded Annual Work Programme. The proposed Divisional Plan (see Appendix 4) has been developed to provide a link between the strategic management plans and the projects and activities prioritised for delivery on the ground. It complements the detailed proposed Annual Work Programme which sets out cyclical and seasonal works (see Appendix 1).

The proposed Divisional Plan and Annual Work Programme have been developed in response to comments and feedback from Members during 2017 and takes account of the views of the Hampstead Heath Consultative Committee, Highgate Wood Consultative Group and Queen's Park Consultative Group.

Recommendations

Members are asked:

- To note the progress achieved in establishing a Management Framework for the Division.
- To approve the proposed Annual Work Programme and Divisional Plan, taking account of the views of the Hampstead Heath Consultative Committee.

Main Report

Background

1. Following a 2016 consultative review of the 2007 Management Plan for Hampstead Heath, the proposal to establish a Management Framework for the Division was agreed by Members in November 2016.
2. It was agreed that the Management Framework would consist of three components:
 - The Annual Work Programme.

- A Divisional Plan (three-year) that guides implementation of priority projects.
 - A management plan that sets strategic direction.
3. Each site has a ten-year strategic plan:
- Highgate Wood Conservation Management Plan (2013).
 - Queen's Park Conservation Management Plan (2015).
 - A review of the 2007 Management Plan for Hampstead Heath (*Towards a Plan for the Heath 2007-2017*) is underway and due for completion this year (referred to as the 2018 Plan).
4. The Superintendent is seeking to integrate this approach across all three open spaces, as well as Keats House, so that the framework is embedded into our ways of working, and becomes the principal means of engaging with Members, formal consultation forums and the wider community about our work.

Current Position

Annual Work Programme (Appendix 1)

5. The Annual Work Programme (AWP) is a key component of the Management Framework and has been developed to integrate all work areas across the Division. The proposed AWP builds on the detailed policies and prescriptions set out for Natural Landscape and Compartment Management Plans for Hampstead Heath.
6. Traditionally, the AWP has centred on the Nature Conservation cyclical works and some works scheduled for the formal areas. For completeness, the proposed 2018/19 AWP has been expanded to incorporate all service areas, including the works of the Constabulary, Operational Services, Supports Services, Swimming Facilities and Waste & Recycling Management.
7. The headlines and key projects of the 2018/19 AWP are set out in Appendix 2. Pending approval the AWP will be implemented from 1 April 2018.

Divisional Plan (Appendices 3 - 5)

8. A key component of the Management Framework is the new Divisional Plan. This is a three-year plan which will steer the implementation of higher-level strategies and objectives from the management plans, by prioritising programmes and projects for resource allocation.
9. The Divisional Plan will be prepared, implemented and reviewed annually on a three-year rolling basis. The plan will present priorities and projects drawn from The Strategic Management Plans, the Open Spaces Department Business Plan, Corporate Plan and other relevant policies and strategic documents.

10. The proposed Divisional Plan has been amended in response to comments and feedback from Members in October and November 2017 and was presented to the Hampstead Heath Consultative Committee in January 2018. Pending approval the Divisional Plan will be implemented from 1 April 2018.

Site Management Plans

11. Highgate Wood Conservation Management Plan was approved in 2013 and is scheduled for a mid-term review in 2018.
12. Similarly, the Queen's Park Conservation Management Plan was approved in 2015 and is scheduled for a mid-term review in 2020.

Hampstead Heath (2018 Plan)

13. Development of the Management Plan for Hampstead Heath (2018 Plan) is progressing well. The 2018 Plan will consist of a long-term vision for the Heath, an Outcomes Framework and high-level strategies that build on the current 2007 Plan.
14. The Heath Community Vision was approved in November 2017 and expresses shared aspirations for the future of the Heath. It paints a clear picture for management priorities and establishes a strong ethos of inclusion and a culture of custodianship of the Heath.
15. In January 2018, Stakeholders and staff came together to participate in a facilitated workshop 'Realising the Heath Community Vision'. Consultants have been commissioned to develop an Outcomes Framework which will form the backbone of the 2018 Plan (see Appendix 6). A presentation on the results of the workshop and on the Outcomes Framework is scheduled for 27 February 2018.

Consultation

16. The Superintendent will seek Members' views and feedback in February each year, as the AWP and the three-year Divisional Plan are revised and prepared annually.
17. The Superintendent will prepare an annual report to monitor progress and review in line with priorities and resources. The first annual report will be presented in September 2018 and will provide a review of progress achieved throughout 2017/18 financial year.
18. In future years it is proposed that the plans will be shared online and available to the public to view in the formative stages.

Next Steps

19. Following approval, implementation of the 2018/19 Divisional Plan and AWP will commence 1 April 2018. Work on finalising the 2018 Plan will continue with an update to Members at your meeting in May.

20. A key focus for the coming year will be to establish procedures for monitoring and reporting on progress and regular review, to support staff to adopt this new approach, as the plans are implemented throughout the year.

Financial Implications

21. The costs of implementing the proposed AWP and Divisional Plan will be met primarily through the Superintendent's Local Risk Budget which requires effective prioritisation of resources and funding. Wherever possible, opportunities will be sought for external funding and partnership working to support these essential works.

Corporate Implications

22. The Management Framework for the Division, including the AWP and 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.
23. The outcomes based approach is aligned with the review underway of the Corporate Plan and the development of draft Corporate Outcomes and is consistent with the Open Spaces Business Plan, which is in preparation for 2018/19. Following the approval of the Open Spaces Department Business Plan the Projects within the Divisional Plan will be aligned with the Departments Outcomes.

Conclusion

24. The Management Framework, including the AWP and Divisional Plan, sets out how the Division will meet its ambitions and objectives over the coming 1 - 3 years.
25. The Superintendent seeks feedback and endorsement from Members to guide the development of the plan and the establishment of the Management Framework in future years.

Appendices

- Appendix 1 – Proposed 2018/19 Annual Work Programme
- Appendix 2 – Headlines & key projects – Proposed 2018/19 Annual Work Programme
- Appendix 3 – Divisional Plan Overview
- Appendix 4 – Proposed 2018 - 2021 Divisional Plan
- Appendix 5 – Project Record Schedule and Divisional Plan key
- Appendix 6 – Draft Outcomes Framework for Hampstead Heath

Lucy Gannon

Project Officer, Open Spaces Department

T: 020 7332 3779

E: lucy.gannon@cityoflondon.gov.uk

Conservation Ecology - Cyclical Project Works

Ref	Location	Map Ref	Details of Proposed Work: Apr 2018 - Mar 2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Who is Responsible	Year	Link to 2007 Mgmt Plan
CE - CW1	All or several ponds		Continue dragonfly monitoring				y	y	y	y	y	y				E	2018	47
CE - CW2	All or several ponds		Try to improve marginal vegetation			y	y	y								C	2018	36
CE - CW3	All or several ponds		Monitor ponds for general problems and algae scums, and ensure warning notices are promptly put up & taken down	y	y	y	y	y	y	y	y	y	y	y	y	ERC	2018/19	Access, 36
CE - CW4	All or several ponds		Maintain water mixing equipment	y	y	y	y	y	y	y	y	y	y	y		C	2018/19	36
CE - CW5	All or several ponds		Monitor water oxygen					y	y	y	y	y	y			E	2018	36, 47
CE - CW6	All or several ponds		Attempt to alleviate problems such as duckweed blooms and oxygen crashes when required					y	y	y	y	y				C/E	2018	36, 50
CE - CW7	Area opposite Hill Garden main gate, adjacent to North End Way	68	Remove bramble & bracken encroaching on lily-of-the-valley & grassland	y	y		y	y	y					y	y	C	2018/19	46, 50
CE - CW8	Areas affected by the Ponds Project		Monitor and maintain areas affected by the Pond Project, including mowing spillways and dams as required; monitoring wetland vegetation, turf and seeded areas; addressing any failures, e.g. of planted trees; mending fences as required, removing fences from wetland vegetation, watering new shrubs and trees if required.	y	y	y	y	y	y	y	y	y	y	y	y	C/R	2018	1; flood protection
CE - CW9	Bird Sanctuary	43	Control Himalayan balsam & giant hogweed	y	y				y	y	y	y				C	2018	50
CE - CW10	Bird Sanctuary	43	Coppice 10% of willows & alder along eastern edge.	y	y									y	y	C	2018/19	39
CE - CW11	Bird Sanctuary	43	Regular coppice or removal of recent regrowth from large birch tree southwards on one-year rotation, to provide more light to water	y	y		y	y	y	y	y	y	y	y	y	C	2018/19	39
CE - CW12	Bird Sanctuary	43	Continue to expand wet meadow E of pond through selective coppicing of trees and scrub encroachment	y	y									y	y	C/E	2018/19	36
CE - CW13	Bird Sanctuary	43	Coppice alder & dogwood S end of pond to maintain a minimum of 2 view points	y	y					y			y	y	y	C	2018/19	H6
CE - CW14	Bird Sanctuary	43	Maintain channel N side of pond to increase wetness & habitat for reedbed	y	y	y	y							y	y	C	2018/19	36
CE - CW15	Bird Sanctuary	43	Remove selected trees and shrubs growing in reedbeds								y	y	y	y	y	C	2018/19	39
CE - CW16	Bird Sanctuary	43	Reedbed cutting section 2	y	y											C	2018	36
CE - CW17	Bird Sanctuary	43	Western wet meadow. Late cut to area to maintain as wet meadow and prevent encroachment onto reedbed. Leave small refuges.	y	y							y	y	y	y	C	2018/19	36
CE - CW18	Bird Sanctuary	43	Dig more pools in western wet meadow to prevent drying out	y	y	y	y							y	y	C	2018	36
CE - CW19	Bird Sanctuary	43	Continue to increase reedbed through selective felling of birch & willow along NW edge of pond	y	y									y	y	C	2018/19	36
CE - CW20	Bird Sanctuary	43	Cut eastern dry area to prevent scrub encroachment.	y	y								y	y	y	C	2018/19	6
CE - CW21	Bird Sanctuary	43	Cut eastern wet meadow late winter		y	y										C	2019	36
CE - CW22	Bird Sanctuary	43	Cut north western rough meadow to prevent succession. Keep some rosebay willowherb and maintain a bramble fringe. Autumn cut followed by late spring and mid summer cut.					y	y	y	y	y	y			C	2018	6
CE - CW23	Bird Sanctuary	43	Cut rough meadow to the north of the reedbed late winter/early spring.		y	y										C	2019	6
CE - CW24	Bird Sanctuary	43	Late cut and early summer cut to grass area surrounding bird feeders to maintain as grassland					y	y			y	y	y		C	2018	6
CE - CW25	Bird Sanctuary	43	Create further amphibian and reptile hibernaculum to the east of the sanctuary. Exact location to be decided.	y	y	y	y	y	y	y	y	y	y	y	y	C	2018	43
CE - CW26	Bird Sanctuary	43	Create further reptile egg laying sites through placement of vegetation/ compost in sunny areas	y	y	y	y	y	y	y	y	y	y	y	y	C	2018/19	43
CE - CW27	Bird Sanctuary	43	Continue to cut small channels linking the pools on the eastern edge with the main pond.				y	y	y	y	y	y				C	2018	36
CE - CW28	Bird Sanctuary	43	Construct bird raft	y	y	y	y	y	y	y	y	y	y	y	y	C	2018/19	1
CE - CW29	Bird Sanctuary	43	Expand hazel copse. Selective tree and scrub removal from eastern edge of the East Woodland. Plant in hazel whips	y	y							y	y	y	y	C	2018/19	19
CE - CW30	Bird Sanctuary	43	Increase reedbed extent. Expand embayment in the West Meadow through edge excavation	y	y							y	y	y	y	C	2018/19	40
CE - CW31	Boating pond	29	Cut NE reed-bed and transplant some to recreate open water	y	y									y	y	C	2018/19	

Conservation Ecology - Cyclical Project Works

Ref	Location	Map Ref	Details of Proposed Work: Apr 2018 - Mar 2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Who is Responsible	Year	Link to 2007 Mgmt Plan
CE - CW32	Catchpit	6	Plant climbers to soften fenceline around new sediment trap. Remove or relocate sapling sweet chestnut near dam crest	y	y	y	y	y	y	y	y	y	y	y	y	C	2018	9
CE - CW33	Cohen's Field ponds	32	Monitor for invasive species and remove as necessary					y	y	y	y	y				C	2018	47, 50
CE - CW34	Cohen's Field ponds	32	Autumn or late winter cut to pond edges to maintain a grassy fringe.		y	y						y	y	y		C	2018/19	36
CE - CW35	Cohen's Wood	36	Thin oaks selectively and use timber for projects around the Heath if required	y	y									y	y	C	2018/19	19
CE - CW36	Conservation grassland Heath-wide		Remove invading tree seedlings and saplings	y	y	y	y	y	y	y	y	y	y	y	y	C	2018/19	6
CE - CW37	Conservation grassland Heath-wide		Maintain programme of cutting conservation grassland in a cycle of 1-3 years					y	y	y	y	y				C/E	2018	7
CE - CW38	Conservation grassland Heath-wide		Use green hay arisings from sparrow site on new donor sites across the Heath where appropriate						y	y	y	y				C	2018	7
CE - CW39	Cooling Track	84	Monitor & remove tree seedlings along ditch as necessary	y	y									y	y	C	2018/19	H1
CE - CW40	Cooling Track	84	Glade opposite Extension top locking bar: late cut at end of season									y				C	2018	7
CE - CW41	Cricknet field	60	Maintain native black poplar saplings at lower north corner of field	y	y	y	y	y	y	y	y	y	y	y	y	C/R	2018/19	46
CE - CW42	Cuttings Path	71	Re-coppice hazel and remove sycamores from cutting path hedgeline	y	y								y	y	y	C	2018/19	19
CE - CW43	Cuttings Path	71	Coppice blackthorn along lamp path hedgerow	y	y								y	y	y	C	2018/19	20
CE - CW44	Drying Ground	69	Coppice or lift gorse growing over heather surrounding gorse patch. Weed & maintain heather on slopes				y	y	y	y	y	y	y			C	2018	13
CE - CW45	Drying Ground	69	Maintain open aspect under pines by bramble & scrub removal	y	y								y	y	y	C	2018/19	15
CE - CW46	Drying Ground	69	Continue to Increase area of Heathland/acid grassland through selective tree and scrub removal southern slopes towards hollow. Rake or scrape off heavy areas of leaf mulch.	y	y							y	y	y	y	C	2018/19	14
CE - CW47	Drying Ground	69	Cut open area down to hollow to prevent scrub regrowth and establish grassland					y	y	y	y	y				C	2018	6, 14, 15
CE - CW48	East end of Corringham Path	55	Lay hedge	y	y								y	y	y	C	2018/19	30
CE - CW49	Eastern edge of Extension	57	Maintain cut grass strip at base of privet hedges at rear of private gardens				y	y	y	y	y	y				C/R?	2018	4
CE - CW50	Extension Great Wall Spinney woodland	54	Coppice selected hazels	y	y								y	y	y	C	2018/19	19
CE - CW51	Extension North-west corner of horse ride	47	Lay small hedge section under veteran oaks	y	y								y	y	y	C	2018/19	30
CE - CW52	Extension Ponds	61	Cut/coppice scrub & grub bramble from edges of pond 1&2 to maintain low scrub & wildflower area & prevent encroachment into pond. See management plan for location	y	y									y	y	C	2018/19	6, 16
CE - CW53	Extension Ponds	61	Remove New Zealand Pigmyweed, Crassula helmsii, from pond 2+5 and any other ponds where it is present.					y	y	y	y	y				C	2018	50
CE - CW54	Extension Ponds	61	Maintain damp meadow by autumn/winter cut & clear from W edge of ponds 2-7. See management plan for location.										y	y	y	C	2018	4, 7
CE - CW55	Extension Ponds	61	Selectively coppice shrub islands/groups on 10 yr. cycle to maintain thick vegetation. Coppice 1 island/yr. See management plan for location.	y	y									y	y	C	2018/19	16
CE - CW56	Extension Ponds	61	Maintain open water by removing 50%-75% emergent vegetation from ponds 2-6 approx. every 10 years. Spread arisings along ground to west of ponds 4-6. Maintain minimum 50% open water.								y	y	y			C/E	2018	36
CE - CW57	Extension Ponds	61	Monitor dragonflies					y	y	y	y	y				E/Cont.	2018	47
CE - CW58	Extension Ponds	66	Remove silt from ponds 1 & 7 by dredging sediment. Engineers department													Eng.	2019	41
CE - CW59	Extension Ponds	61	Maintain views to ponds in small sections of east and west sides through summer coppicing of vegetation.						y	y	y					R/E	2018	Access

Conservation Ecology - Cyclical Project Works

Ref	Location	Map Ref	Details of Proposed Work: Apr 2018 - Mar 2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Who is Responsible	Year	Link to 2007 Mgmt Plan
CE - CW60	Extension small pond	63	Coppice multi-stemmed willow	y	y								y	y	y	C	2018/19	19
CE - CW61	Extension streamline	62	Place log weirs to encourage pooling and slow water flow	y	y	y	y	y	y	y	y	y	y	y	y	C	2018/19	36
CE - CW62	Extension, north-west corner of junior cricket field	46	Monitor ant populations				y	y	y	y	y	y	y			C/E	2018	47
CE - CW63	Extension, north-west corner of junior cricket field	46	Hand grub tree seedlings and saplings in uncut area & allow habitat to improve for meadow ants. Cut around hills	y	y	y	y	y	y	y	y	y	y	y	y	C	2018/19	6
CE - CW64	Extension, north-west corner of junior cricket field	46	Cut thistle areas to east and west in July to stop spread into area of ant hills							y						C	2018	6
CE - CW65	Flagstaff	64	Regular cut, but with midsummer window to allow flowering of wildflowers			y	y	y			y	y	y			C	2018	2, 7
CE - CW66	Flagstaff	65	Maintain view from benches towards Harrow	y	y								y	y		C	2018/19	H6
CE - CW67	Flagstaff gorse patch	65	Coppice a section of gorse on 12 year rotation and remove seedlings sycamore, oak and birch in compartment. Section 6 in 2018/19. Follow-up bramble removal in spring/summer if needed	y	y									y	y	C	2018/19	13, 14
CE - CW68	Flagstaff gorse patch	65	Plant any open areas with gorse	y	y	y							y	y	y	C	2018/19	13, 14
CE - CW69	Flagstaff gorse patch	65	Follow up management of recently coppiced/expanded area of gorse. Revisit section to remove any returning scrub or bramble growth. Replant any failed gorse. Section 5 in 2017	y	y									y	y	C	2018/19	13, 14
CE - CW70	Flat area at top of Judges Hollow, close to flagstaff	81	Early cut; top thistle within grassland area				y			y	y					C	2018	7, 50
CE - CW71	Fleet Stream	9	Coppice willow and yew along butterfly transect section 8 to increase light	y	y								y	y	y	C	2018/19	19
CE - CW72	Fleet Stream Lime avenue culvert	5	Maintain open culvert/pipe under Lime Avenue through removal of accumulated sediment. Review in 2018						y	y	y					C	2018	43
CE - CW73	Fleet Stream-Lime Avenue-Catchpit	6	Coppice/re-coppice or pollard trees along streamline and on adjacent banks. Cut back bramble and scrub from entire stream fringe and dead hedge at top of valley	y	y							y	y	y	y	C	2018/19	43
CE - CW74	Fleet Stream-Upper Bird Sanctuary	7	Coppice/pollard willows throughout the valley.	y	y							y	y	y	y	C	2018/19	43
CE - CW75	Golders Hill Park and elsewhere	95	Review ZSL hedgehog camera survey from 2017 and implement wider camera survey in 2018. Assess potential for full Golders Hill Park survey					y	y	y	y	y				E	2018	47
CE - CW76	Grass Square opposite Bull & Bush public house	70	Late cut to grass, removing cuttings. Cut away from road edge.										y	y		C	2018	7
CE - CW77	Grassland in NE corner of football pitch field	59	Grub sapling trees from grass area in upper corner near hedgerow	y	y	y	y	y	y	y	y	y	y	y	y	C	2018/19	6
CE - CW78	Heath Extension meadows	44	Development of scalloped edges between mown and long grass			y	y	y	y	y	y	y	y			C	2018	20

Conservation Ecology - Cyclical Project Works

Ref	Location	Map Ref	Details of Proposed Work: Apr 2018 - Mar 2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Who is Responsible	Year	Link to 2007 Mgmt Plan
CE - CW79	Heath lands, next to Jack Straws car park	66	Late annual cut, leaving refuges								y	y	y			C	2018	13
CE - CW80	Heather adj. main path leading through West Heath 50m in from Dump	72	Regular cuts of newly opened grass areas to prevent scrub encroachment													C/E	2018	4, 6
CE - CW81	Heather adjacent to main path leading through West Heath 50m in from Dump	72	Control bracken on slope adjacent to area					y	y	y	y	y				C	2018	50
CE - CW82	Heather adjacent to main path leading through West Heath 50m in from Dump	72	Weed heather 2 to 3 times yearly.					y	y	y						C	2018/19	13, 14, 15
CE - CW83	Heather stand on slope by Hill garden middle gate (old section of Pergola)	67	Weed existing heather. Increase area of heather/acid grassland by cutting back scrub and bramble from the fringes particularly the lower slopes.	y	y	y	y	y	y	y	y	y	y	y	y	C	2018/19	13, 14
CE - CW84	Heather stand on slope by Hill garden middle gate (old section of Pergola)	67	High cut to lower heather section to maintain as low heath and prevent scrub encroachment													C	2018	14
CE - CW85	Heather stand on slope by Hill garden middle gate (old section of Pergola)	67	Control bracken								y	y	y			C	2018	13, 50
CE - CW86	Heath-wide		Control Himalayan balsam, Japanese knotweed, giant hogweed, Michaelmas daisy, sycamore and, where necessary, creeping thistle, bramble, common hogweed, ragwort and bracken					y	y	y	y	y				C/E	2018	50
CE - CW87	Heath-wide		Planning, facilitating and overseeing the work of Heath Hands	y	y	y	y	y	y	y	y	y	y	y	y	C/R/E	2018	3
CE - CW88	Heath-wide		Establish Mistletoe at selected locations			y	y	y	y	y	y	y				C	2018/19	9
CE - CW89	Hedge between cricket & football pitches	58	Retain wide bramble/grassland fringe to hedge	y	y								y	y	y	C	2018/19	20
CE - CW90	Hedge from Lido northwards	24	Manage hedge on rotation to reduce obstruction of path and thicken up base, leaving plenty of stock to grow into standards. 1/3 at a time	y	y								y	y	y	C	2018/19	30
CE - CW91	Hedge north of bothy, north side of ride Extension	45	Top	y	y								y	y	y	C	2018/19	29, 30
CE - CW92	Hedge north of toilets, Extension,	45	Top eastern section	y	y								y	y	y	C	2018/19	29, 30

Conservation Ecology - Cyclical Project Works

Ref	Location	Map Ref	Details of Proposed Work: Apr 2018 - Mar 2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Who is Responsible	Year	Link to 2007 Mgmt Plan
CE - CW93	Hedgerows Heath-wide		Remove non-native tree seedlings	y	y	y	y	y	y	y	y	y	y	y	y	C	2018/19	50
CE - CW94	Hedgerows Heath-wide		Carry out any necessary management to promote trees which could grow into veterans	y	y							y	y	y	y	C	2018/19	27
CE - CW95	Highgate no 1 pond	28	Maintain 2 open viewing windows and prevent shading of marginals by coppicing willows on 3 year rotation. Windows should be re-coppiced if required to maintain view.	y	y									y	y	C/R	2018/19	H6, 1, 39
CE - CW96	Ikin's Corner meadow	54	Selectively clear scrub and bramble	y	y	y										C	2019	6, 7
CE - CW97	Ikin's Corner meadow	48	Cut grassland every 2 years						y							C	2018	6, 8
CE - CW98	Inverforth Close/Hill Garden heather site	68	Trial heather expansion through selective pegging of mature heather to encourage rooting				y	y	y	y	y					C/E	2018	14
CE - CW99	Inverforth Close/Hill Garden heather site	68	Cut perimeter of area 2-3 times to prevent bramble and scrub encroachment.					y	y	y	y	y				C	2018	14, 15
CE - CW100	Judges Hollow	81	Cut low bramble patches invading grassland				y	y	y	y	y	y				C	2018	50
CE - CW101	Judges Hollow lime & chestnut avenue	81	Late cut of grass next to houses.									y	y			C	2018	7
CE - CW102	Judges Hollow lower section & gentle slope	81	Selective cut during May & July to reduce aggressive coarse grasses.					y		y						C	2018	50
CE - CW103	Judges Hollow lower section & gentle slope	81	Remove bramble & seedling trees encroaching on all open areas	y	y	y	y	y	y	y	y	y	y	y	y	C	2018/19	50
CE - CW104	Judges Hollow small wooded area & steep slope	81	Late annual cut to half slope									y	y			C	2018	7, 13
CE - CW105	Judges Hollow small wooded area & steep slope	81	An isolated & expanding area of thistle & nettle on edges of bank needs regular cut to prevent expansion into acid grassland					y	y	y	y	y				C	2018	50
CE - CW106	Ladies Pond	40	Dig invasive Crocosmia from below spillway				y	y	y	y	y	y	y			C	2018	50
CE - CW107	Ladies pond enclosure	41	Cut northern wet meadow area to prevent scrub encroachment.		y	y						y	y			C	2018	6
CE - CW108	Ladies Pond Meadow	38	Reduce erosion caused by paths by cutting alternative desire lines adjacent to existing path in summer if required					y	y	y	y					C	2018	4
CE - CW109	Large (Summer) Meadow	91	Control majority of Canadian golden rod, Russian comfrey & Michaelmas daisy as required							y	y					C	2018	50
CE - CW110	Large (Summer) Meadow	91	Remove non-native tree seedlings in peripheral areas of meadow	y	y									y	y	C	2018/19	50
CE - CW111	Large (Summer) Meadow	91	Early spring cut (around March) to allow invertebrates to overwinter in dead stems			y										C	2019	7
CE - CW112	Large (Summer) Meadow	91	Cut back bramble edge on south side by 1-3m to maintain fringe but preventing meadow encroachment	y	y								y	y	y	C	2018/19	6
CE - CW113	Large (Summer) Meadow	91	Continue to remove saplings coming up through gorse	y	y									y	y	C	2018/19	6

Conservation Ecology - Cyclical Project Works

Ref	Location	Map Ref	Details of Proposed Work: Apr 2018 - Mar 2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Who is Responsible	Year	Link to 2007 Mgmt Plan
CE - CW114	Leg of Mutton Pond	73	Cut back holly & coppice/pollard selective trees from pond banks, on 4-year rotation to allow light to penetrate marginal areas. Prevent regrowth in areas of good emergent vegetation. 1 side a year	y	y									y	y	C	2018/19	39, 40
CE - CW115	Leg of Mutton Pond	73	Removal of tree and scrub cover shading out marginal vegetation, particularly on north side			y	y	y	y							C	2018	39
CE - CW116	Leg of Mutton Pond	73	Remove willow and birch scrub growing in reedbed. Cut back/grub out bramble encroachment from edges	y	y								y	y	y	C	2018/19	39
CE - CW117	Lower (east) Cohen's Field	33	Grub out sapling trees from western fringe, transplant larger recently planted saplings.	y	y	y	y	y	y	y	y	y	y	y	y	C	2018/19	6
CE - CW118	Lower corner West Heath road/ Branch Hill junction	79	Maintain sightlines for traffic on lower bend.				y	y	y	y	y	y	y	y	y	C	2018/19	Access
CE - CW119	Main body of West Heath woodland	74	Develop & increase deadwood habitat piles. Place timber in bramble in shade.	y	y									y	y	C	2018/19	16
CE - CW120	Main body of West Heath woodland	74	Maintain open glades through removal of sycamores	y	y									y	y	C	2018/19	16
CE - CW121	Main body of West Heath woodland	75	Manage glade within woodland adjacent to Platts lane	y	y								y	y	y	C	2018/19	19
CE - CW122	Main Sandy pond	87	Boom and net duckweed from pond No.2 surface when covering greater than 25% of pond surface						y	y	y					C	2018	36
CE - CW123	Meadow at North Point (far NE corner of Extension)	53	Hand pull or cut 80% thistle						y	y	y					C	2018	50
CE - CW124	Meadow at North Point (far NE corner of Extension)	53	Late annual cut leaving refuges								y	y				C	2018	7
CE - CW125	Meadow at North Point (far NE corner of Extension)	53	Cut & monitor three trial grassland management strips, cutting e.g. April/May; July; July then late				y	y		y		y	y			C&E	2018	7, 47
CE - CW126	Meadow Lower & Upper Wield Field (formerly Meadow 308)	52	Reduce peripheral bramble. Target encroachment along north edge & remove seedling tree encroachment into meadow.	y	y								y	y	y	C	2018/19	6
CE - CW127	Meadow west of children's play area	51	Top 80% thistle along east hedge						y	y	y					C	2018	7
CE - CW128	Mixed Pond	19	Selectively coppice poorly formed young trees/non-native scrubs to improve conditions for specimen trees to the north	y	y								y	y	y	C	2018/19	19
CE - CW129	Mixed Pond	19	Re-coppice 2-3m of east bankside vegetation to improve marginal pond conditions and improve sightlines for lifeguards. Remove ivy from old hawthorn and pollard to re-invigorate	y	y								y	y	y	C	2018/19	19
CE - CW130	Mixed Pond meadow	18	Cut grassland regularly, to keep back bramble encroachment				y	y	y	y	y					C	2018	6
CE - CW131	Model Farm compartment-top meadow	34	Create hibernaculum at north end of meadow for grass snakes. Create egg laying (compost)sites in warm south facing locations.				y	y	y	y	y					C	2018	46
CE - CW132	Model Farm compartment: farm section	34	Assess safety of 2 sycamores in north-west of farm area	y	y	y	y	y	y	y	y	y	y	y	y	C	2018/19	4, 46

Conservation Ecology - Cyclical Project Works

Ref	Location	Map Ref	Details of Proposed Work: Apr 2018 - Mar 2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Who is Responsible	Year	Link to 2007 Mgmt Plan
CE - CW133	Model Farm compartment: top meadow	34	Continue to manage as open grassland by cutting late. Collect arisings and compost in area											y		C	2018	7, 46
CE - CW134	Model Farm compartment: top meadow	34	July cut to perimeter of meadow for monitoring access. Care should be taken of grass snakes.							y						C	2018	4, 6, 46
CE - CW135	Model Farm Compartment: farm section	34	Eradicate knotweed and balsam.					y	y	y	y	y	y			C	2018	46, 50
CE - CW136	Model Farm Compartment: farm section	34	Yearly cut to 50% of area.					y	y	y	y	y	y			C	2018/19	7,46
CE - CW137	Model Farm Compartment: farm section	34	Remove vegetation growing on walls	y	y									y	y	C	2018	History
CE - CW138	Model Farm Compartment: Middle section	34	Maintain as rough meadow through autumn cut	y	y	y	y	y	y	y	y	y	y	y		C/E	2018	7, 46
CE - CW139	New hockey pitch	50	Top 50% thistle along hedgerow on west of grassland						y	y	y					C	2018	7
CE - CW140	New hockey pitch	50	Maintain scalloped edge to bramble & close-mown grass	y	y								y	y	y	C	2018/19	7
CE - CW141	New sediment trap, Catchpit dam	6	Check and remove sediment as required	y	y	y	y	y	y	y	y	y	y	y	y	C	2018	1
CE - CW142	Old Hockey Field wild flower area	10	Pull thistles before cutting						y	y						C	2018	50
CE - CW143	Old Orchard Garden	37	On-going maintenance including planting, pruning, weeding & mowing	y	y	y	y	y	y	y	y	y	y	y	y	C	2018/19	1, 36 & others
CE - CW144	Old Sand Pit, behind Heath House	85	Remove seedling sycamores	y	y									y	y	C	2018/19	50
CE - CW145	Old Sand Pit, behind Heath House	85	Coppice ash and Sorbus saplings and remove one Turkey oak and one sycamore annually to increase ground flora	y	y								y	y	y	C	2018/19	16
CE - CW146	Orchard	31	Continue to coppice area of hazel/ash on a 7 year rotation. Plant additional hazel to fill gaps. Section 7 2018	y	y								y	y	y	C	2018/19	19
CE - CW147	Orchard	31	Clear around recently planted hazels						y	y						C	2018	16
CE - CW148	Orchard	31	Remove one large sycamore	y	y								y	y		C	2018/19	16
CE - CW149	Orchard	31	Raise crowns of selected beeches where shading coppice areas	y	y	y	y	y	y	y	y	y	y	y	y	C/JM/Arb/C	2018/19	16
CE - CW150	Orchard	31	Plant 2-4 pear and 2-4 apple trees into open sections. London and Middlesex varieties		y	y						y	y			C	2018/19	16
CE - CW151	Paddock	90	Grub tree seedlings & bramble as necessary	y	y	y	y	y	y	y	y	y	y	y	y	C	2018/19	6
CE - CW152	Paddock	90	Reduce thistles						y	y	y					C	2018	50
CE - CW153	Paddock	90	Early spring cut to 80% of meadow, leaving refuges, & repeat cut in summer, to encourage scabious				y		y	y						C	2018	7
CE - CW154	Paddock	90	Plant scabious plugs around Paddock to encourage spread	y	y								y	y	y	C	2018/19	46
CE - CW155	Parliament Hill shrub islands	26	Lay one shrub island on western path and cut back sloe encroaching into grassland as necessary.	y	y								y	y	y	C	2018/19	16
CE - CW156	Parliament Hill, near Dump	25	Mow close to fallen tree to prevent brambles growing up				y			y			y			C	2018	6
CE - CW157	Path between Viaduct Pond and Vale toilets	13	Open up and improve habitat by coppicing both sides, leaving major native trees. Treat one more Robinia annually but retain the best specimens	y	y								y	y	y	C	2018/19	16, 19, 20
CE - CW158	Pipeline Triangle	35	Early summer cut to Triangle to reduce coarse grass vigour & encourage later-flowering knapweed & bedstraw					y								C	2018	7

Conservation Ecology - Cyclical Project Works

Ref	Location	Map Ref	Details of Proposed Work: Apr 2018 - Mar 2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Who is Responsible	Year	Link to 2007 Mgmt Plan
CE - CW159	Pitch 11	17	Coppice woodland section to the south of Pitch 11 to restore butterfly transect route	y	y								y	y	y	C	2018/19	19
CE - CW160	Pitt's Garden	89	Weed & maintain heather plantings. Remove pine tree seedlings & saplings. Remove willow saplings.	y	y	y	y	y	y	y	y	y	y	y	y	C	2018/19	13, 14
CE - CW161	Pitt's Garden	89	Keep bramble controlled in areas of gorse	y	y								y	y	y	C	2018/19	13
CE - CW162	Pitt's Garden	89	High cut of northern heather section to maintain as low heath and prevent scrub encroachment								y	y	y			C	2018	14, 15
CE - CW163	Pitt's Garden	89	Cut around heather sections to prevent scrub encroachment					y	y	y	y	y				C	2018	14, 15
CE - CW164	Pitt's Garden	89	Keep listed wall adjacent to North End clear of vegetation.					y	y	y	y					C	2018	H1
CE - CW165	Pitt's Garden	89	Remove some bramble & buddleia & coppice gorse along top of crib wall bank	y	y									y	y	C	2018/19	H1, 50
CE - CW166	Pitt's Garden	89	Maintain margins as grassland & prevent scrub encroachment on path by fence adjoining North End Way				y	y	y	y	y	y				C	2018	4
CE - CW167	Pitt's Garden	89	Increase area of potential heathland through removal of selected shrubs and trees from northern section.	y	y								y	y	y	C	2018/19	14
CE - CW168	Postcard Project		Create interactive map for external viewing of the Heaths donated collection of old postcards	y	y	y	y	y	y	y	y	y	y	y	y	E	2018/19	H2 + H4
CE - CW169	Preacher's Hill	16	Cut cow parsley/ rough grassland and ash saplings alongside Willow Road after cow parsley has flowered. Cut saplings by hand if necessary (car parking)							y	y	y				C	2018	6
CE - CW170	Preacher's Hill	16	Remove sycamores & sapling ashes to benefit plane and oak, clump near East Heath Road	y	y	y							y	y	y	C	2018	16, 50
CE - CW171	Preacher's Hill	16	Replant willows alongside Christchurch Road to replace those that died in 2016.	y	y									y	y	C	2018/19	1
CE - CW172	Preacher's Hill	16	Control invasive bramble on edge of Willow Road near junction with Christchurch Hill, which is causing a nuisance with car parking				y	y								C	2018	50
CE - CW173	Pryor's Field	15	Check area where common spotted orchid grows to ensure it is not being outcompeted; manage appropriately if so. Remove Michaelmas daisy						y	y	y					E/C	2018	46
CE - CW174	Pryor's Field	15	Clear sycamore saplings and laurel if present from woodland strip along north edge	y	y	y	y	y	y	y	y	y	y	y	y	C	2018/19	50
CE - CW175	Pryor's Field	15	Pull any Himalayan balsam in damp patch. Pull Himalayan balsam in central bramble patch only if whitethroat not breeding.							y	y	y				C	2018	50
CE - CW176	Pryor's Field	15	Re-coppice blackthorn scrub alongside Mixed pond west boundary	y	y								y	y	y	C	2018/19	16
CE - CW177	Pryor's Field	15	Cut 1/3rd of the scalloped eastern edge of Pryor's Field between the path and shrubs (excluding the area dominated by blackthorn) on a rotational basis	y	y							y	y	y	y	C	2018/19	20
CE - CW178	Pryor's Field	15	Remove seedling/sapling trees as required in grassland and gorse along northern edge, and maintain gorse by clearing bramble. Replenish gorse as necessary.	y	y	y						y	y	y	y	C	2018/19	13
CE - CW179	Pryor's Field	15	Reduce the extent of bramble in south-west of Field, near car park, cutting by hand as ant hills are present.									y	y	y	y	C	2018/19	6
CE - CW180	Pryor's Field	15	Cut or remove any purple Michaelmas daisy, and white Michaelmas daisy not growing in main patch									y	y			C	2018	50
CE - CW181	Pryor's Field	15	Cut areas dominated by hogweed or remove flowers before seeding and take off site in all areas except that specified on map in management plan						y	y	y					C	2018	50
CE - CW182	Pryor's Field	15	Cut round large white Michaelmas daisy patch						y	y	y					C	2018	50
CE - CW183	Sandy Gorse patch	92	Coppice/expand gorse on a 12 year rotation. Section 6 in 2018. Grub out seedling trees and remove bramble. Plant up any bare/dead patches with potted gorse	y	y									y	y	C	2018/19	13, 14, 15
CE - CW184	Sandy Gorse patch	92	Follow up management of recently coppiced area of gorse. Section 5- Revisit section to remove any returning scrub or bramble growth. Replant any failed gorse.	y	y								y	y	y	C	2018/19	13
CE - CW185	Sandy Heath grassland	87	Remove bramble developing in acid grassland	y	y									y	y	C	2018/19	4, 14
CE - CW186	Sandy Heath grassland	88	Remove turkey oaks from selected areas to increase the extent of acid grassland.	y	y								y	y	y	C	2018/19	14
CE - CW187	Sandy Heath ponds	87	Selectively coppice or remove tree/gorse and scrub cover from the edge of pond No.2 to prevent shading and establishment of large trees.	y	y									y	y	C	2018/19	39
CE - CW188	Sandy Heath ponds	87	Remove selected emergent vegetation + sediment to prevent succession & maintain area of open water. Pond 1 in 2018/19 with mini-digger/contractor	y	y						y	y	y	y	y	C	2018/19	36
CE - CW189	Sandy Heath ponds	87	Regular cut of grass adjacent pond 4 to establish & maintain acid grassland					y	y	y	y	y				C	2018	14
CE - CW190	Sandy Road	82	Continue cutting 2 coupes/year along ride in 5-year rotation. Sections 1a + 5a in 2018/19. See map.	y	y									y	y	C	2018/19	20
CE - CW191	Sandy Road	82	Remove Sycamore from back of section 3a.	y	y								y	y	y	C	2018/19	50

Conservation Ecology - Cyclical Project Works

Ref	Location	Map Ref	Details of Proposed Work: Apr 2018 - Mar 2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Who is Responsible	Year	Link to 2007 Mgmt Plan
CE - CW192	Sandy Road	82	Cut scalloped 2-5m strip along path edge during July							y						C	2018	20
CE - CW193	Secret Garden	27	Remove sycamore from southern boundary to increase light top garden area	y	y								y	y	y	C	2018/19	19
CE - CW194	Secret glade W of path between Viaduct pond & Hollow Beech	14	Maintain glade through bramble/sapling removal													C	2018/19	
				y	y							y	y	y	y			4
CE - CW195	Selected locations Heath-wide		Maintain bramble at roughly current extent													C	2018	50
CE - CW196	Selected locations Heath-wide		Monitor selected features, including certain invasive species, extent of bramble, Small Tumulus Field grassland, Tormentil slopes, Sparrows site, experimental cutting area, amphibians and reptiles.						y	y	y					E/C	2018	47
CE - CW197	Selected locations Heath-wide		Improve corridors for hedgehogs through opening up small gaps in selected fencing.													E/C	2018	46
CE - CW198	Selected locations Heath-wide		Review selected compartment management	y	y	y	y	y	y	y	y	y	y	y	y	E	2018/19	1
CE - CW199	Several ponds, including Highgate no 1, Hampstead no 1, Vale of Health, Viaduct		Carry out work required by Supervising Engineer to reduce flood risk	y	y	y	y	y	y	y	y	y	y	y	y	C/R	2018/19	Safety issue
CE - CW200	Short hedge west of ponds	56	Try to layer old crab apple tree	y	y	y	y	y	y	y	y	y	y	y	y	C	2018/19	1
CE - CW201	Small Tumulus Field	23	Mow most or all of large triangular area before ragwort flowers, preferably leaving some uncut						y							C	2018	7, 50
CE - CW202	Small Tumulus Field	23	Control hogweed by cutting flowers off						y	y	y					C	2018	50
CE - CW203	Small Tumulus Field	16	Cut bays every third year in bramble over 12 year cycle, leaving bird perching posts									y	y			C	2019/20	46
CE - CW204	Small Tumulus Field	23	Plant teasel in open area in bramble near Hedge 2 and elsewhere among bramble edges	y	y								y	y	y	C	2018/19	46
CE - CW205	South Meadow	30	Mow all grassy glades except large areas north of stream to allow access & maintain grassland. Retain strip of long grass round edges.						y	y						C	2018	7
CE - CW206	South Meadow	30	Remove sycamore growing in veteran oak line	y	y								y	y	y	C	2018/19	26
CE - CW207	South Meadow	30	Pull or cut small balsam in Kenwood SSSI strip before it flowers						y	y						C	2018	50
CE - CW208	South Meadow	30	Improve quality of best oak trees in area of close-growing oaks with bare ground beneath by removing about 3 mis-shapen smaller oak trees.	y	y								y	y	y	C	2018/19	16
CE - CW209	Sparrows site	20	Cut alexanders to reduce spread				1										2018	7
CE - CW210	Springett's Wood	10	Cut grass/scrub 2-3 times avoiding bluebell leaves.													C	2018	4
CE - CW211	Springett's Wood	10	Clear & mow paths				y	y	y	y	y	y				C	2018	Access
CE - CW212	Springett's Wood	10	Keep bramble in damp area near pond in check by cutting back, & remove sapling & seedling trees & shrubs & scrub	y	y									y	y	C	2018/19	16
CE - CW213	Springett's Wood	10	Remove & dispose of <i>Crassula helmsii</i> if present in pond					y	y	y	y	y				C	2018	50
CE - CW214	Springett's Wood	10	Maintain pond; reduce vegetation in pond if required.	y	y							y	y	y	y	C	2018/19	36
CE - CW215	Springett's Wood	10	Check tree guards & tree ties, & clear scrub around young trees	y	y	y	y	y	y	y	y	y	y	y	y	C	2018/19	16
CE - CW216	Stock Pond	42	Remove hollies surrounding veteran oak to north of marsh area	y	y								y	y	y	C	2018/19	26
CE - CW217	Stock Pond	42	Clear round wild service tree saplings	y	y	y	y	y	y	y	y	y	y	y	y	C	2018/19	46

Conservation Ecology - Cyclical Project Works

Ref	Location	Map Ref	Details of Proposed Work: Apr 2018 - Mar 2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Who is Responsible	Year	Link to 2007 Mgmt Plan
CE - CW218	Stock Pond	42	Cut back scrub encroaching onto northern marsh area. Cut back to dead hedge.	y	y								y	y	y	C	2018/19	36
CE - CW219	Stock Pond meadow	39	Cut patches of invading rush in cold weather to reduce vigour, leaving main patch beside path	y									y	y	y	C	2018/19	47
CE - CW220	Tormentil Slopes	12	Cut bramble and rosebay willowherb as necessary with view to eradicating	y	y	y	y	y	y	y	y	y	y	y	y	C	2018/19	13, 14
CE - CW221	Tormentil Slopes	12	Cut areas of coarse grass repeatedly				y	y	y	y	y					C	2018	13, 14
CE - CW222	Tumulus Field	21	Re-seed eroded paths			y	y	y								C	2018/19	11
CE - CW223	Tumulus Field Pond	22	Re-dig/remove vegetation from pond to create open water	y	y	y	y	y	y	y	y	y	y	y	y	C	2018	9
CE - CW224	Tumulus Field Pond	22	Cut vegetation surrounding pond	y	y	y	y									C	2019	9
CE - CW225	Turners firs	83	Remove ivy from pine trees.	y	y								y	y	y	C	2018/19	1
CE - CW226	Upper (western) Cohen's Field	32	Maintain ditch to upper new pond to retain nearby crossing point	y	y	y	y	y	y	y	y	y	y	y	y	C/R	2018/19	Access
CE - CW227	Upper (western) Cohen's Field	32	Continue to control expanding patch blackthorn, centre of Field towards northern edge					y	y	y	y	y				C	2018	6
CE - CW228	Upper Vale of Health	1	Cut bramble etc. round Pound to maintain views to it								y	y	y			C	2018	H6
CE - CW229	Upper Vale of Health	1	Mow majority of fertile grassland (including along paths) annually in September, removing arisings									y				C	2018	4
CE - CW230	Upper Vale of Health	1	Weed heather 2 to 3 times yearly as required and cut round existing patches to prevent encroachment	Y	y	y	y	y	y	y	y	y	y	y	y	C	2018/19	13
CE - CW231	Upper Vale of Health	1	Cut areas of hogweed in rough grassland 2-3 times p.a. to prevent spreading						y	y	y	y				C	2018	50
CE - CW232	Upper Vale of Health	1	Ensure trees & shrubs in bramble areas do not become more numerous	y	y								y	y	y	C	2018/19	16
CE - CW233	Upper Vale of Health	1	Skirt bramble carefully by hand on Atypus slopes, & remove tree & shrub seedlings. Cut back overhanging branches if they have extended from previous year.	y	y	y	y	y	y	y	y	y	y	y	y	C	2018/19	46
CE - CW234	Upper Vale of Health	1	Control invasive species, e.g. sycamore, southern woodland, adjoining Vale of Health Approach Road								y	y	y			C	2018	50
CE - CW235	Vale of Health N of Approach Road	1	Cut triangle of grassland above Approach Road								y					C	2018	7
CE - CW236	Vale of Health Pond	11	Maintain glade near pond inlets	y	y								y	y	y	C	2018/19	19
CE - CW237	Vale of Health Pond	11	Trim back bramble near bench above fishing pegs	y	y								y	y	y	C	2018/19	50
CE - CW238	Vale of Health Pond	11	Coppice saplings and lift trees competing with gorse on the south bank. Remove sycamore saplings from pond edge to south. Coppice gorse if required.	y	y								y	y	y	C	2018	50
CE - CW239	Vale of Health Valley	2	Flail toe of dam as required by Dam Engineer				y				y	y	y			C	2018	Safety
CE - CW240	Vale of Health Valley	2	Keep central area open, but retaining elder bushes at south-west edge. Retain nettle/comfrey area on south-west side. Mow south-eastern side as required to control bramble.					y	y	y	y					C	2018	6
CE - CW241	Viaduct Pond	9	On south-west side of Viaduct pond, cut back hedge below bench to create view of pond.	y	y								y	y	y	C	2018/19	1
CE - CW242	Viaduct Pond	9	Cut bramble and blackthorn suckers etc. in grassland by hedge	y	y	y	y	y	y	y	y	y	y	y	y	C	2018/19	6
CE - CW243	Viaduct Pond	9	Coppice willow and silver birch and raise alder crowns along east bank if impeding growth of emergent vegetation	y	y								y	y	y	C	2018/19	39
CE - CW244	Viaduct Pond	9	Control Japanese knotweed in enclosed area.								y	y				C	2018	50
CE - CW245	Viaduct Pond	9	Pull Himalayan balsam from marsh area						y	y	y	y				C	2018	50
CE - CW246	Viaduct Pond	9	Weed planted heather on exposed east bank	y	y					y	y	y	y	y	y	C	2018/19	13
CE - CW247	Viaduct Pond	9	Maintain kingfisher/invertebrate bank along sandy bank to south of bridge. Cut back scrub growth and weed if required	y	y	y	y	y	y	y	y	y	y	y	y	C	2018/19	1

Conservation Ecology - Cyclical Project Works

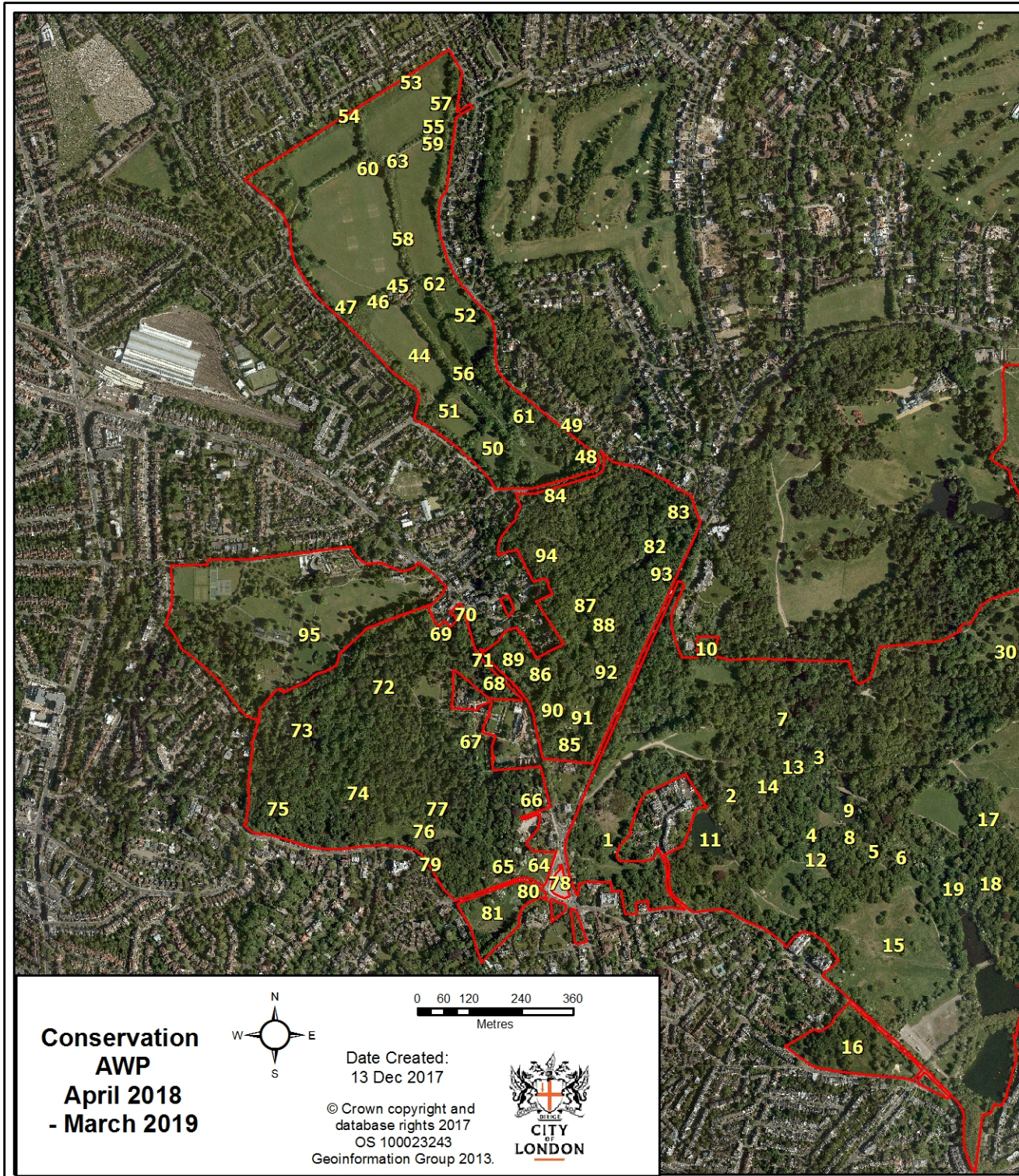
Ref	Location	Map Ref	Details of Proposed Work: Apr 2018 - Mar 2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Who is Responsible	Year	Link to 2007 Mgmt Plan
CE - CW248	West Heath heathland sites		Survey heathland sites to assess species composition and regeneration	y	y	y	y	y	y	y	y	y	y	y	y	E/V	2018	47
CE - CW249	West Heath meadow	76	Late cut to lower part of meadow, leaving refuges								y	y	y			C	2018	7
CE - CW250	West Heath valley mire (West Heath bog)	77	Remove encroaching bramble from around seepage points						y	y	y	y				C	2018	36, 44, 46
CE - CW251	West Heath valley mire (West Heath bog)	77	Cut Juncus & Glyceria before frosts to allow improved growth of sphagnum species										y	y		C	2018	46
CE - CW252	West Heath valley mire (West Heath bog)	77	Maintain low herbage through regular cutting. Monitor for development of sphagnum.				y	y	y	y	y	y				C	2018	46
CE - CW253	West Heath valley mire (West Heath bog)	77	Continue to cut of area between West Heath meadow & bog through removal of scrub & selective lifting & thinning of trees. This will increase area of acid-loving flora such as tormentil.	y	y							y	y	y	y	C	2018/19	14
CE - CW254	West Heath valley mire (West Heath bog)	77	Continue to expand area around eastern seepage point towards Ironstone spring to encourage mire vegetation	y	y								y	y	y	C	2018/19	14
CE - CW255	Whitestone Pond	78	Maintain pond to specification outlined by City Surveyors. Cut reeds overhanging path in early spring	y	y	y	y	y	y	y	y	y	y	y	y	C	2018/19	36
CE - CW256	Wildwood Road edge	49	Remove or lay saplings from road edge to the east of the Extension to reduce pavement encroachment	y	y								y	y	y	C	2018/19	Access
CE - CW257	Woodland adjacent Spaniard's Road	93	Maintain glade in dumping area.	y	y								y	y	y	C	2018/19	16
CE - CW258	Woodland near Wyldes Farm	94	Manage area with pines to encourage these by removing senescent larches and nearby Turkey oaks and planting new Scots pines.	y	y								y	y	y	C/E	2018/19	16
CE - CW259	Woodland next path & horse chestnut avenue, south of end of North End	86	Late cut to the Lily of the Valley area to remove bramble & ivy encroachment								y	y	y	y		C	2018	7, 50

This page is intentionally left blank

Conservation Ecology - Projects

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to 2007 Mgmt Plan
CE - PR1	Hampstead Heath	Pedestrian and Cycle Working Group. Complete the consultation on the review of the wearing course and waymarking arrangements.	2018/19	Conservation Supervisor, Trees and Conservation Manager	
CE - PR2	Hampstead Heath	As set out in the Divisional Plan progress the first phase of the Ponds and Wetlands Strategy.	2018/19	Ecology Team, Trees and Conservation Manager, City Surveyors	
CE - PR3	Hampstead Heath	Integrate the Ponds Project landscape and vegetation management into the Conservation and Ecology Cyclical Work Programme.	2018/19	Ecology Team, Trees and Conservation Manager	
CE - PR4	Hampstead Heath	Implement erosion repairs and improve surface water drainage at the five ways junction at the top of the shared use path.	2018/19	Conservation Supervisor, Trees and Conservation Manager	
CE - PR5	Hampstead Heath	Share ecological primary data with interested third parties eg (Bryophyte) - in order to facilitate external ecological surveys.	2018/19	Conservation Supervisor, Trees and Conservation Manager	
CE - PR6	Hampstead Heath	Replace historical information sign at Pitt Arch	2018/19	Conservation Supervisor, Trees and Conservation Manager	
CE - PR7	Hampstead Heath	To draft a report recommending the future management of the the New Boating Pond Island as a non-public access nature reserve.	2018/19	Conservation Supervisor, Trees and Conservation Manager	

This page is intentionally left blank



This page is intentionally left blank

Tree Team - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to 2007 Mngt. Plan
TT - CW 1	Hampstead Heath	Veteran tree management	Year round	DH	NL13 / NL17
TT - CW 2	Hampstead Heath	Veteran tree survey	Year round	DH	NL4
TT - CW 3	Hampstead Heath	Tree inspections	Year round	DH	NL4
TT - CW 4	Hampstead Heath	Priority Tree Works List	Year round	DH	NL4
TT - CW 5	Hampstead Heath	Massaria Management	Year round	DH	NL4
TT - CW 6	Hampstead Heath	OPM Management	May to July	DH	NL4
TT - CW 7	Hampstead Heath	Highways Trees	February	DH	NL4
TT - CW 8	Queen's Park	Emergency Tree work	Year round	DH	NL4
TT - CW 9	Queen's Park	Veteran tree management	Year round	DH	NL4
TT - CW 10	Queen's Park	Veteran tree survey	Year round	DH	NL13 / NL17
TT - CW 11	Queen's Park	Tree inspections	Year round	DH	NL4
TT - CW 12	Queen's Park	Priority Tree Works	Year round	DH	NL4
TT - CW 13	Queen's Park	Massaria Management	Year round	DH	NL4
TT - CW 14	Queen's Park	OPM Management	May to July	DH	NL4
TT - CW 15	Queen's Park	Highways Trees	Year round	DH	NL4
TT - CW 16	Highgate Wood	Woodland Management	Nov to Jan	JM/DH/CB	NL4
TT - CW 17	Highgate Wood	Emergency Tree work	Year round	DH/CB	NL4
TT - CW 18	Highgate Wood	Veteran tree management	Nov to Jan	DH/CB	NL4

Tree Team - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to 2007 Mngt. Plan
TT - CW 19	Highgate Wood	Veteran tree survey	N/A		NL4
TT - CW 20	Highgate Wood	Tree inspections	N/A		NL4
TT - CW 21	Highgate Wood	Priority Tree Works	N/A		NL4
TT - CW 22	Highgate Wood	OPM Management (Survey)	May to July	DH/FC	NL4
TT - CW 23	Highgate Wood	Highways Trees	N/A		NL4
TT - CW 24	Keat's House	Emergency Tree work	Year round	DH	NL4
TT - CW 25	Keat's House	Veteran tree management	N/A		NL4
TT - CW 26	Keat's House	Veteran tree survey	N/A		NL4
TT - CW 27	Keat's House	Tree inspections		DH	NL4
TT - CW 28	Keat's House	Priority Tree Works	N/A		NL4
TT - CW 29	Keat's House	Massaria Management		DH	NL4
TT - CW 30	Keat's House	OPM Management	N/A		NL4
TT - CW 31	Keat's House	Highways Trees	N/A		NL4
TT - CW 32	External Works	Compost Tea Treatment	Jul to Oct	DH	NL4
TT - CW 33	External Works	Resistograph	Year round	DH	NL4
TT - CW 34	External Works	Burnham Beeches (Pollard restoration)	Feb	DH	NL4

Tree Team - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to 2007 Mngt. Plan
TT - CW 35	External Works	LTOA Seminars & Working Parties	Year round	DH	NL4
TT - CW 36	External Works	TRP/CoL /ATF Biosecurity Group	Year round	DH	NL4
TT - CW 37	External Works	Arb Association Trade Show & Conference	Year round	DH	NL4
TT - CW 38	External Works	European Pollard Symposium (Spain)	Nov	DH	NL4
TT - CW 39	External Works	ATF Epping Forest seminar/visits	Jul	DH	NL4

This page is intentionally left blank

Tree Team - Projects

Ref	Location	Details of Proposed Work: Jan 2018- Mar 2019	Timing of work	Who is Responsible	Link to 2007 Mgmt Plan
TT - PR 1	Hampstead Heath	To promote and develop the continuing management of the Veteran and Ancient trees on Hampstead Heath, Highgate Wood and Queen's Park.	Year round	Tree Management Officer and Trees and Conservation Manager	NL13/17
TT - PR 2	Hampstead Heath and Local Area	Working with colleagues in The Royal Parks share expertise and provide mutual support on London's Biosecurity tree issues.	Year round	Tree Management Officer and Trees and Conservation Manager	NL4
TT - PR 3	Hampstead Heath	Application to Countryside Stewardship Scheme (CSS) for funding to manage 50 verteran tress over a 5 year peroid.	Year round	Tree Management Officer and Trees and Conservation Manager	NL4

This page is intentionally left blank

Heath Ranger - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to 2007 Mgmt Plan
EH - CW 1	East Heath	Litter picking and fishing bins	Daily	Heath Ranger Supervisor	
EH - CW 2	East Heath	Patrolling	Daily	Heath Ranger Supervisor	
EH - CW 3	East Heath	Play area checks (Preachers Hill and Vale of Health)	Weekly	Heath Ranger Supervisor	
EH - CW 4	East Heath	Car Park parking control	Daily	Heath Ranger Supervisor	
EH - CW 5	East Heath	Toilets opening and closing (Vale of Health)	Daily	Heath Ranger Supervisor	
EH - CW 6	East Heath	Signage	Weekly	Heath Ranger Supervisor	
EH - CW 7	East Heath	Emergency tree works	As required	Heath Ranger Supervisor	
EH - CW 8	East Heath	Conservation work	Monthly	Heath Ranger Supervisor	
EH - CW 9	East Heath	Volunteer sessions (Heath Hands and Phoenix Futures)	Weekly	Heath Ranger Supervisor	
EH - CW 10	East Heath	Wildlife rescue / welfare response service	Year round	Heath Ranger Supervisor	
EH - CW 11	East Heath	Event support: Traditional Fairs, AAF, Southern Cross Country, London Youth Games, Greater London Cross Country, Circus	Year round	Heath Ranger Supervisor/ Events Manager	
HR - CW 12	West Heath	Estate duties	Year round	Heath Ranger Supervisor	
HR - CW 13	West Heath	Litter picking	Daily	Heath Ranger Supervisor	
HR - CW 14	West Heath	Patrolling	Daily	Heath Ranger Supervisor	
HR - CW 15	West Heath	Play area checks	N/A	Heath Ranger Supervisor	
HR - CW 16	West Heath	Car Park parking control (GHP and Whitestone)	Daily	Heath Ranger Supervisor	
HR - CW 17	West Heath	Toilets opening and closing	Daily	Heath Ranger Supervisor	
HR - CW 18	West Heath	Signage	Weekly	Heath Ranger Supervisor	

Heath Ranger - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to 2007 Mgmt Plan
HR - CW 19	West Heath	Emergency tree works	As required	Heath Ranger Supervisor	
HR - CW 20	West Heath	Conservation work	Monthly	Heath Ranger Supervisor	
HR - CW 21	West Heath	Volunteer sessions (Heath Hands and Phoenix Futures)	Weekly	Heath Ranger Supervisor	
HR - CW 22	West Heath	Wildlife rescue / welfare response service	Year round	Heath Ranger Supervisor	
HR - CW 23	West Heath	Event support (car park hire)	Year round	Heath Ranger Supervisor	
HR - CW 24	Sandy Heath	Estate duties	Year round	Heath Ranger Supervisor	
HR - CW 25	Sandy Heath	Litter picking	Daily	Heath Ranger Supervisor	
HR - CW 26	Sandy Heath	Patrolling	Daily	Heath Ranger Supervisor	
HR - CW 27	Sandy Heath	Play area checks	N/A	Heath Ranger Supervisor	
HR - CW 28	Sandy Heath	Car Park parking control	N/A	Heath Ranger Supervisor	
HR - CW 29	Sandy Heath	Toilets opening and closing	N/A	Heath Ranger Supervisor	
HR - CW 30	Sandy Heath	Signage	Weekly	Heath Ranger Supervisor	
HR - CW 31	Sandy Heath	Emergency tree works	As required	Heath Ranger Supervisor	
HR - CW 32	Sandy Heath	Conservation work	Monthly	Heath Ranger Supervisor	
HR - CW 33	Sandy Heath	Volunteer sessions (Heath Hands and Phoenix Futures)	Weekly	Heath Ranger Supervisor	
HR - CW 34	Sandy Heath	Wildlife rescue / welfare response service	Year round	Heath Ranger Supervisor	
HR - CW 35	Sandy Heath	Event support	Year round	Heath Ranger Supervisor	
HR - CW 36	Parliament Hill Fields	Estate duties	Year round	Heath Ranger Supervisor	

Heath Ranger - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to 2007 Mgmt Plan
HR - CW 37	Parliament Hill Fields	Litter picking	Daily	Heath Ranger Supervisor	
HR - CW 38	Parliament Hill Fields	Patrolling	Daily	Heath Ranger Supervisor	
HR - CW 39	Parliament Hill Fields	Play area checks	Daily	Heath Ranger Supervisor	
HR - CW 40	Parliament Hill Fields	Car Park parking control (Lido)	Daily	Heath Ranger Supervisor	
HR - CW 41	Parliament Hill Fields	Toilets opening and closing (Millfield Lane)	Daily	Heath Ranger Supervisor	
HR - CW 42	Parliament Hill Fields	Signage	Weekly	Heath Ranger Supervisor	
HR - CW 43	Parliament Hill Fields	Emergency tree works	As required	Heath Ranger Supervisor	
HR - CW 44	Parliament Hill Fields	Conservation work	Monthly	Heath Ranger Supervisor	
HR - CW 45	Parliament Hill Fields	Volunteer sessions (Heath Hands and Phoenix Futures)	Weekly	Heath Ranger Supervisor	
HR - CW 46	Parliament Hill Fields	Wildlife rescue / welfare response service	Year round	Heath Ranger Supervisor	
HR - CW 47	Parliament Hill Fields	Event support	Year round	Heath Ranger Supervisor/ Events Manager	
HR - CW 48	Heath Extension	Estate duties	Year round	Heath Ranger Supervisor	
HR - CW 49	Heath Extension	Litter picking	Daily	Heath Ranger Supervisor	
HR - CW 50	Heath Extension	Patrolling	Daily	Heath Ranger Supervisor	
HR - CW 51	Heath Extension	Play area checks	Weekly	Heath Ranger Supervisor	
HR - CW 52	Heath Extension	Car Park parking control	Daily	Heath Ranger Supervisor	
HR - CW 53	Heath Extension	Toilets opening and closing	Daily	Heath Ranger Supervisor	
HR - CW 54	Heath Extension	Signage	Weekly	Heath Ranger Supervisor	

Heath Ranger - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to 2007 Mgmt Plan
HR - CW 55	Heath Extension	Emergency tree works	As required	Heath Ranger Supervisor	
HR - CW 56	Heath Extension	Conservation work	Monthly	Heath Ranger Supervisor	
HR - CW 57	Heath Extension	Volunteer sessions (Heath Hands and Phoenix Futures)	Weekly	Heath Ranger Supervisor	
HR - CW 58	Heath Extension	Wildlife rescue / welfare response service	Year round	Heath Ranger Supervisor	
HR - CW 59	Heath Extension	Event support	Year round	Heath Ranger Supervisor/ Events Manager	
HR - CW 60	Kenwood Beat	Estate duties	Year round	Heath Ranger Supervisor	
HR - CW 61	Kenwood Beat	Litter picking	Daily	Heath Ranger Supervisor	
HR - CW 62	Kenwood Beat	Patrolling	Daily	Heath Ranger Supervisor	
HR - CW 63	Kenwood Beat	Play area checks	Weekly	Heath Ranger Supervisor	
HR - CW 64	Kenwood Beat	East Heath Car Park parking control	Daily	Heath Ranger Supervisor	
HR - CW 65	Kenwood Beat	Toilets opening and closing	Daily	Heath Ranger Supervisor	
HR - CW 66	Kenwood Beat	Signage	Weekly	Heath Ranger Supervisor	
HR - CW 67	Kenwood Beat	Emergency tree works	As required	Heath Ranger Supervisor	
HR - CW 68	Kenwood Beat	Conservation work	Monthly	Heath Ranger Supervisor	
HR - CW 69	Kenwood Beat	Volunteer sessions (Heath Hands and Phoenix Futures)	Weekly	Heath Ranger Supervisor	
HR - CW 70	Kenwood Beat	Wildlife rescue / welfare response service	Year round	Heath Ranger Supervisor	
HR - CW 71	Kenwood Beat	Event support	N/A	Heath Ranger Supervisor	
HR - CW 72	Highgate Pond Chain	Outflows and culverts	Daily	Heath Ranger Supervisor	

Heath Ranger - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to 2007 Mgmt Plan
HR - CW 73	Highgate Pond Chain	Monitoring pond levels	Daily	Heath Ranger Supervisor	
HR - CW 74	Highgate Pond Chain	Re coppicing according to AWP spec	Quarterly	Heath Ranger Supervisor	
HR - CW 75	Highgate Pond Chain	Water Safety checks for fencing and gates	Daily	Heath Ranger Supervisor	
HR - CW 76	Highgate Pond Chain	Biosecurity measures for KHV	Daily	Heath Ranger Supervisor	
HR - CW 77	Highgate Pond Chain	Vegetation Management of dams	Quarterly	Heath Ranger Supervisor	
HR - CW 78	Highgate Pond Chain	Wildlife rescue / welfare response service	As required	Heath Ranger Supervisor	
HR - CW 79	Hampstead Pond Chain	Outflows and culverts	Daily	Heath Ranger Supervisor	
HR - CW 80	Hampstead Pond Chain	Monitoring pond levels	Daily	Heath Ranger Supervisor	
HR - CW 81	Hampstead Pond Chain	Re coppicing according to AWP spec	Quarterly	Heath Ranger Supervisor	
HR - CW 82	Hampstead Pond Chain	Water Safety checks for fencing and gates	Daily	Heath Ranger Supervisor	
HR - CW 83	Hampstead Pond Chain	Biosecurity measures for KHV	Daily	Heath Ranger Supervisor	
HR - CW 84	Hampstead Pond Chain	Vegetation Management of dams	Quarterly	Heath Ranger Supervisor	
HR - CW 85	Hampstead Pond Chain	Wildlife rescue / welfare response service	As required	Heath Ranger Supervisor	

This page is intentionally left blank

Heath Ranger - Projects

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to 2007 Mgmt Plan
HR - PR 1	Millfield Lane Entrance	Improvement to drainage and pedestrian access to the toilets.	April to September 2018	Site Supervisor	B4
HR - PR 2	Parliament Hill summit – Stage 2	Final re-seeding and installing of strategic benches. Continue partnership working with MOLAS.	April to September 2018	Site Supervisor	
HR - PR 3	Tumulus	Repair and paint perimeter fencing at the Tumulus in partnership with City Surveyors Dept. and renewal of adjacent sponsored benches - working in partnership with MOLAS.	All year	Site Supervisor	H1
HR - PR 4	South End Green	Realignment and replacement of fence and landscape improvements.	April to September 2018	Site Supervisor	H1
HR - PR 5	Hampstead No 1 Pond	Relocation of bird viewing platform.	April to June 2018	Site Supervisor	H1
HR - PR 6	Sports ground - Limes Avenue	Removal of fence and turf renovation.	Spring 2018	Site Supervisor	H1
HR - PR 7	Mixed Pond	Installation of bike secure parking / landscape improvements.	April to September 2018	Site Supervisor	H1
HR - PR 8	Men's Pond	Review of access arrangements and landscape improvements.	April to September 2018	Site Supervisor	H1

This page is intentionally left blank

Parliament Hill - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to 2007 Mgmt Plan
PH - CW 1	Cricket Square and Outfield	Maintain cricket square and outfield which will include mowing, preparation and re-instatement of individual wickets, rolling, fertilising and irrigation. Priority will be given to non-chemical control methods. Inspect and maintain cricket practice nets.	Early April to Mid-September	Site Supervisor	S1, S2, S7
PH - CW 2	Cricket enclosure Woodland planting	Pruning management of blackthorn, hawthorn, Rosa, buckthorn plantings along East and Southern boundary of cricket enclosure - outside of bird nesting season.	Late August-early April	Site Supervisor	NL4, NL6
PH - CW 3	Bowling Green / Croquet	Liaise with licensee of the bowling green and offer advice and support throughout the year. Arrange for irrigation and machinery servicing.	Playing season April to September. Out of season October to March	Site Supervisor	S1, S2, S7
PH - CW 4	Formal grass sports areas (1 football pitches, 4 rugby training grids, 6 schools training grids, 1 soft ball area , 5 rounder areas, 4 mini football grids)	Maintain pitches and training grids which will include marking out, setting out goal posts, mowing; preparation and re-instatement of individual areas and fertilising. Routine checking of goal post will be completed by daily inspections. Priority will be given to non-chemical control methods. Maintain and foster close working relationships with neighbouring schools and encouraging usage of facilities.	Winter sports: late September to early April. Summer sports: April to September	Site Supervisor	S1, S2, S7
PH - CW 5	Formal grass sports areas: 2 football pitches , 1 rugby training grid, 6 schools training grids, 1 soft ball area, 5 rounder areas, 4 mini football grids	Renovation of pitches and grids to include aeration to overcome surface compaction, top-dressing and over-seeding centre circle and goal mouth areas. Repairing and checking goal posts, nets and sockets. Priority will be given to non-chemical control methods.	Mid-April	Site Supervisor	S1, S2, S7, S8
PH - CW 6	Meadow grass areas. Café & Cricket enclosure	Management of meadow grass areas to encourage flora and fauna. Non-chemical weed and disease control via hoeing and removal of arrisings	April to November	Site Supervisor	NL3
PH - CW 7		Annual cut and collection.	August	Site Supervisor	NL3

Parliament Hill - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to 2007 Mgmt Plan
PH - CW 8	Class A Certified Athletics Track Organisation and management of Athletics Meetings, School Sports Day, School/Club training Sessions & Corporate events.	Daily inspection of track (including hammer cage / pole vault, long jump and javelin run-ups / high jump fan / shot putt landing area / throwing areas etc. to check for debris and wear and tear. Check sand depth and quality and replace as necessary. Keep abreast with current UKA regulation changes. Routine checking of hurdles / landing mats / hammer wires / throwing equipment / pole vault and high jump stands and bars / judges stand / starting blocks / flags / relay batons. Replacement and repair as necessary. Setting out of track for meetings and training events (including schools). Ensuring the changing facilities including toilets are in a clean and tidy state on a daily basis. Maintain grass centre area and routinely replace divots.	Athletics meeting season: April-September. Training sessions, Sports days & Corporate events: All year	Site Supervisor	S1
PH - CW 9	Petanque Area	Daily checking of Petanque area to include debris removal, raking and replacement of topdressing material as necessary. Continual monitoring of weed and moss growth. Priority will be given to non-chemical control methods.	All year	Site Supervisor	S1, S2, S7
PH - CW 10	Hard Tennis Courts	Maintain courts to include daily inspections for debris, vegetation, wear and tear. Daily checking of nets and fencing. Management of bookings and soft launch of ClubSpark online booking system. Priority will be given to non-chemical control methods for the control of moss and algae.	All Year	Site Supervisor	S1, S2, S7
PH - CW 11	Male / Female / Disabled Public Toilets	Ensure daily cleaning of toilets and regular checks. Replenish toilet rolls and soap on an hourly basis during peak times.	All Year	Site Supervisor	B4
PH - CW 12	Male / Female / Disabled Public Toilets	Arrange for one deep clean.	April	Site Supervisor	B4
PH - CW 13	Informal Recreation Areas: Dukes Field, Stone of Free Speech, Bandstand, Grass Surrounds and Children's Enclosure	Grass cutting of individual grass recreational areas a minimum once every seven days. Daily collection of litter, debris and dog faeces. Re-instate as necessary.	March-October	Site Supervisor	P1

Parliament Hill - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to 2007 Mgmt Plan
PH - CW 14	Natural Grassland Areas Parliament Hill	Management of existing natural grass areas to encourage flora and fauna and extend the natural aspects of the Heath into this municipal area. Lido Café area pathways cut on a weekly basis and areas framed.	All Year	Site Supervisor	NL3
PH - CW 15		Cut and collection of designated areas on a three yearly cycle. All cut grass to be baled and removed.	Mid-September to Early October	Site Supervisor	NL3
PH - CW 16	Specimen tree Management: Swains lane, Dukes field, Bull path.	After care and monitor growth of new and establishing trees. Maintain specimen trees to include irrigation, pruning for vigour, form, safety, pest, weed and disease control, checking of tree stakes. Priority will be given to non-chemical control methods.	All year	Site Supervisor	D1
PH - CW 17	Mixed Borders: Bowling Green	Maintain borders to include mulching, routine, formative and regenerative pruning. Non-chemical weed and disease control via hoeing and removal or pruning out dead plants or branches. Hand irrigation if necessary. Priority will be given to non-chemical control. methods.	All year	Site Supervisor	D1
PH - CW 18	Hedge Rows: Highgate Road, Tennis Courts, Lido Wall, Bull Path and Bowling Green	Cut native hedges (outside of bird nesting season) to an appropriate height to encourage vigour, density and maintain views.	Late August-early April	Site Supervisor	NL6
PH - CW 19	Parliament Hill: Signage / Litter bins / Tennis Hut Shelter / Tennis Hut	Signage / Litter bins / Tennis Hut Shelters / Tennis Hut will be checked on a daily basis and repairs carried out as and when required.	All year	Site Supervisor	P3, B8
PH - CW 20	Parliament Hill: Paths, Roadways & Entrances	Check and maintain pathways in line with specifications to include top finishes. Carryout checks for potholes, cracks and deformations, making patch repairs where needed. Maintain sightlines at junctions, crossroads, adjoining gateways and entranceways for safe access and egress. Grass edging will be carried out during the growing season and wooden edging boards repaired as necessary. Manage traffic movements in line with risk assessment and safe systems of work.	Daily	Site Supervisor	P3
PH - CW 21	Parliament Hill: Gates, Fences and barriers, temporary and permanent	Check and maintain gates and entrances in good working order to include locks and padlocks. Check and maintain fence lines repairing and or replacing a needed. Temporary fencing/barriers to be placed proximal to the hazard and in such a way as to minimise disruption to users. All temporary fencing is to have signage to explain reasons for erection and time scale for removal; this is to be placed at time of erection.	Daily	Site Supervisor	B8

Parliament Hill - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to 2007 Mgmt Plan
PH - CW 22	Play Areas: Traditional Play, 1 O'clock club, Adventure play & Children's enclosure	Daily visual inspections will be carried out by staff and all findings recorded.	Daily	Site Supervisor	E1, E3, P1
PH - CW 23		Children's play areas will be formally checked by qualified staff on a monthly basis.	Monthly	Site Supervisor	E1, E3, P1
PH - CW 24		Annual external playground inspections will be carried out by Independent Inspectors, with any recommendations actioned in the time specified.	Annually	Site Supervisor	E1, E3, P1
PH - CW 25	Outdoor Gym: Trim Trail	Daily visual inspections will be carried out by staff and all findings recorded.	Daily	Site Supervisor	E1, E3, P1
PH - CW 26		Children's play areas will be formally checked by qualified staff on a monthly basis.	Monthly	Site Supervisor	E1, E3, P1
PH - CW 27		Annual external playground inspections will be carried out by independent inspectors, with any recommendations actioned in the time specified	Annually	Site Supervisor	E1, E3, P1
PH - CW 28	Parliament Hill: Ditches, drains, gullies and grids.	Maintain ditches and water courses. Grid clearance to be carried out during inclement weather. All ditches to be maintained as specified in Corporation of London hydrology policy.	All year		HY1, NL5
PH - CW 29	Parliament Hill: Routine patrolling	Visual presence will be maintained by Keeping staff during opening hours. Staff will interface with the public and hand out information answer queries and monitor bye-laws as necessary. Assist the Hampstead Heath Constabulary with emergencies and incidents, for example lost children, lost dogs and vulnerable people.	All year	Site Supervisor	P1
PH - CW 30	Highgate Road entrance: Christmas Tree	Sighting and later, dismantling of the Christmas tree.	December-January	Site Supervisor	
PH - CW 31	Heath Hands Volunteers	Provide a programme for Heath Hand volunteers for the horticulture projects and works undertaken at the Parliament Hill area.	All Year	Site Supervisor	A8
PH - CW 32	Filming	Manage events to ensure that there is no long-term damage to the landscape and minimise disruption to visitors, neighbours and the local communities.	All Year	Site Supervisor	P8

Parliament Hill - Projects

Ref	Location	Details of Proposed Work: Jan 2018- Mar 2019	Timing of work	Who is Responsible	Link to 2007 Mgmt Plan
PH - PR 1	Nassington Road, Savernake Road Bridge & Hive	Landscaping works to create a more welcoming and natural rural gateway to the Heath. This is one of a number of on-going projects that evolved from 'Towards a Plan of the Heath'- Management plan part one 2007-2017.	Winter 2018 to Spring 2019	Site Supervisor	B14
PH - PR 2	Sponsored Benches	Embed updated bench survey information and database into routine annual work programme and projects plan. Implement annual bench maintenance schedule with a target of 15 renewals to address benches reaching end of life. Liaise with Support Services for contacting of sponsors. This is part of a wider Bench Project for the main body of the Heath.	Winter 2018 to Spring 2019	Site Supervisor	B8
PH - PR 3	Parliament Hill Fields electronically controlled entrance gates to Tennis Courts	Placement of coded gates on tennis courts to control entry.	TBC	Constabulary and Queen's Park Manager	

This page is intentionally left blank

Golders Hill Park - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to 2007 Mgmt Plan
GHP - CW 1	Heath Extension (2 cricket fields and outfield)	Maintain cricket squares and outfield which will include mowing, preparation and re-instatement of individual wickets, rolling, fertilising and irrigation. Priority will be given to non-chemical control methods. Inspect and maintain cricket practice nets.	Early April to mid September	Site Supervisor	S1, S2, S7
GHP - CW 2	Heath Extension grass sport areas (3 football pitches, 3 rugby pitches, 1 school running track, 2 cricket nets)	Maintain grass sports areas which will include marking and setting out goal posts, mowing; preparation and re-instatement of individual areas and fertilising. Priority will be given to non-chemical control methods.			S1, S2, S7
GHP - CW 3	Heath Extension	Maintain and foster close working relationship with Sports and Leisure Administration Officer, and encourage usage of the facilities with sports clubs and neighbouring schools.	Late September to early April	Site Supervisor	S1, S2, S7
GHP - CW 4	Heath Extension	Renovation of grass pitches and grids to include aeration to overcome surface compaction, top-dressing and over-seeding centre circle and goal mouth areas. Repairing and checking goal posts, nets and sockets. Priority will be given to non-chemical control methods.	April to September	Site Supervisor	S1, S2, S7
GHP - CW 5	Heath Extension	Renovation of grass pitches to include aeration to overcome surface compaction and Plantain control. Top-dressing and over-seeding centre circle and goal mouth areas. Repairing and checking goal posts, nets and sockets. Organisation and management of School Sports Day, School / Club Training Sessions & Athletics Meetings	April to September	Site Supervisor	
GHP - CW 6	Heath Extension (6 changing rooms and 2 officials rooms)	Provide clean, well-maintained facilities to schools and sports clubs all year round. Facilities to be routinely cleaned.	On-going throughout season	Site Supervisor	S1, S2, S7
GHP - CW 7	Golders Hill Park / Heath Extension / Pergola / Informal Recreational Grass	Grass cutting of informal recreational areas. Daily collection of litter, debris and dog faeces.	Minimum once every seven days	Site Supervisor	S1, S2, S7
GHP - CW 8	Public Toilets - Golders Hill Park	Ensure daily cleaning of toilets and regular checks. Replenish toilet rolls and soap on an hourly basis during peak times.	Daily	Site Supervisor	B4
GHP - CW 9	Public Toilets - Golders Hill Park	Arrange for one deep clean in March/April and twice yearly empty of separation tank.	April to September	Site Supervisor	B4
GHP - CW 10	Golders Hill Park / Heath Extension / Pergola	Routine patrolling and visual presence will be maintained by Keeping staff during opening hours. Staff will interface with the public and hand out information answer queries and monitor bye-laws as necessary. Assist the Hampstead Heath Constabulary with emergencies and incidents, for example lost children, lost dogs and vulnerable people.	Daily	Site Supervisor	A1
GHP - CW 11	Hill Garden Pergola Wedding Ceremonies	Assist the Business Manager with Weddings and Civil Ceremonies	As per Bookings	Business Manager / Site Supervisor	D6

Golders Hill Park - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to 2007 Mgmt Plan
GHP - CW 12	Golders Hill Park (2 grass tennis courts, 2 croquet squares, 1 putting green, 2 table tennis tables)	Maintain grass tennis courts and croquet squares to include twice weekly mowing, monthly verti-cutting, aeration, fertilising, disease, weed, moss control. Irrigation, divot repairs and marking out and rotation of individual courts. Priority will be given to non-chemical control methods.	May to September	Site Supervisor	S1, S2, S7
GHP - CW 13	Golders Hill Park (2 grass tennis courts, 2 croquet squares, 1 putting green, 2 table tennis tables)	End of season renovation of grass tennis courts, putting green and croquet lawns to include scarification, aeration, topdressing, over seeding with bent & fescues mix. Disease, weed and moss control. Priority will be given to non-chemical control methods, for example, daily dew removal to discourage disease outbreaks and dispersal of worm casts.	September / October	Site Supervisor	S1, S2, S7
GHP - CW 14	Golders Hill Park (4 Hard Tennis Courts)	Maintain four hard tennis courts to include daily inspections for debris, vegetation, wear and tear. Daily checking of nets and fencing. Management of bookings using Club Spark online booking system. Priority will be given to non-chemical control methods for control of moss and algae.	All Year	Site Supervisor	S1, S2, S7
GHP - CW 15	Golders Hill Park Natural Grassland Areas / Orchard Meadow / Dell Area / Swan Pond	Management of natural grass areas to encourage flora and fauna. Pathways cut through on a weekly basis and areas are "framed" to define the areas.	April to November	Site Supervisor	NL3
GHP - CW 16		Annual cut and collection - all grass cuttings to be re-cycled. Followed by three general maintenance cuts before end of November.	August to November	Site Supervisor	NL3
GHP - CW 17	Golders Hill Park Sustainable Planting in Walled Garden	Maintain sustainable plantings to include lifting and dividing, irrigation, staking, pest, weed and disease control - priority will be given to non-chemical control methods. Maintain and update interpretation boards and other media	All Year	Site Supervisor	D1, NL10
GHP - CW 18	Golders Hill Park / Hill Garden, Pergola / Kitchen Garden / Keats House: Specimen Tree Management	Maintain specimen trees to include irrigation, pruning for vigour, form, safety, pest, weed and disease control, checking of tree stakes. Priority will be given to non-chemical control methods.	All Year	Site Supervisor	D1
GHP - CW 19	Golders Hill Park / Hill Garden, Pergola, Kitchen Garden / Keats House / Shrub Bed Management	Maintain shrub beds to include mulching, routine formative and regenerative pruning. Non-chemical weed and disease control via hoeing and removal or pruning out dead plants or branches. Hand irrigation if necessary. Priority will be given to non-chemical control methods.	All Year	Site Supervisor	D1

Golders Hill Park - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to 2007 Mgmt Plan
GHP - CW 20	Golders Hill Park / Hill Garden, Pergola, Kitchen Garden / Keats House Hedge Management	Cut hedges to an appropriate height to encourage vigour, density and maintain views. Hedges include Privet, Hornbeam, Yew, Buxus, Holly, Copper Beech, and Lonicera. Priority will always be given to the bird nesting season.	August to April	Site Supervisor	NL6
GHP - CW 21	Golders Hill Park Hanging Baskets by Café / Planting Tubs / Spot planting in borders	Install hanging baskets and other seasonal planting areas maintenance to include weed & disease control, dead-heading, fertilising and daily irrigation. Priority will be given to non-chemical control methods.	May to November	Site Supervisor	D1
GHP - CW 22	Golders Hill Park / Heath Extension Children's Play Areas	Daily visual inspections will be carried out by staff and all findings recorded.	Daily,	Site Supervisor	E1, E3, P1
GHP - CW 23	Golders Hill Park / Heath Extension Children's Play Areas	Children's play areas will be formally checked by qualified staff on a monthly basis.	Monthly	Site Supervisor	E1,E3
GHP - CW 24	Golders Hill Park / Heath Extension Children's Play Areas	Annual external playground inspections will be carried out by independent inspectors, with any recommendations actioned in the time specified.	Annually	Site Supervisor	P1
GHP - CW 25	Golders Hill Park Zoo	Recommendations from the London Borough of Barnet's Licensing Authority will be adhered to. Links will be pro-actively maintained through BIAZA (British and Irish Association of Zoos and Aquariums) and via the Zoo ethics committee which meets twice per year.	All Year	Site Supervisor	E1,E3
GHP - CW 26	Golders Hill Park Zoo	Maintain all livestock and enclosures within the zoo to the animal welfare and husbandry standards as required by the Zoo licensing Act.	All Year	Site Supervisor	P1,P10, NL10
GHP - CW 27	Golders Hill Park Zoo	Monitor and maintain all enclosures and housing infrastructure within the zoo, to ensure safety and continued suitability. Liaise regularly with the Zoo Veterinarian to ensure the health of all the livestock within the zoo.	All Year	Site Supervisor	E1,E3, P1,P10, NL10
GHP - CW 28	Golders Hill Park Zoo	Ensure grass levels and general foliage within the animal enclosures are kept at a presentable level throughout the year. Areas left uncut to encourage natural animal behaviour e.g. foraging.	All Year	Site Supervisor	E1,E3, P1,P10, NL10
GHP - CW 29	Golders Hill Park Zoo	Promote the zoo to members of the public through advertised feeds, talks, donkey walks and animal adoption scheme. Maintain interpretation boards and other media.	All Year	Site Supervisor	E1,E3, P1,P10, NL10
GHP - CW 30	Golders Hill Park Butterfly House	Full access to the Butterfly House will be available to the public during agreed opening hours. The facility will be maintained in accordance with good husbandry practice. Maintain interpretation boards and other media	March to end of October	Site Supervisor	E1,E3, P1, NL10
GHP - CW 31	Golders Hill Park / Heath Extension / Hill Garden, Pergola, Kitchen Garden Litter	All areas to be litter picked daily. Litter bins to be emptied daily.	All Year	Site Supervisor	P3

Golders Hill Park - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to 2007 Mgmt Plan
GHP - CW 32	Golders Hill Park / Heath Extension / Hill Garden, Pergola, Kitchen Garden / Keats House Footpaths, Signage, Fences	Footpaths, signage, fences will be checked on a daily basis and repairs carried out as and when required. Wooden edging boards repaired as necessary.	Daily	Site Supervisor	B8
GHP - CW 33	Golders Hill Park Christmas Tree	Maintain permanent planting.	All Year	Site Supervisor	
GHP - CW 34	Golders Hill Park / Hill Garden, Pergola, Kitchen Garden / Keats House / Heath Hands Volunteers	Provide a programme for Heath Hand volunteers for the horticulture projects and works undertaken at the various locations across the Park, Hill Garden and Kats House	All Year	Site Supervisor	A8
GHP - CW 35	Golders Hill Park / Heath Extension Ditch Management	Maintain ditches and water courses. Grid clearance to be carried out during inclement weather. All ditches to be maintained as specified in Corporation of London hydrology policy.	All Year	Site Supervisor	HY1, NL5
GHP - CW 36	Golders Hill Park / Heath Extension / Children's Entertainment / Bandstand Concerts	Overseeing of children's education / interpretation, bandstand concerts etc.	All Year	Site Supervisor	A1, D3
GHP - CW 37	Golders Hill Park Ponds and Streams	Quarterly maintenance of pond pumps and filters. Daily inspection of overflows and safety equipment. Management of vegetation on pond edges.	All Year	Site Supervisor	HY1, NL5
GHP - CW 38	Golders Hill Park / Hill Garden, Pergola, Kitchen Garden / Heath Extension Filming	Manage filming events on the Heath to ensure that there is no long-term damage to the landscape and minimise disruption to visitors, neighbours and local communities.	All Year	Site Supervisor	P8

Golders Hill Park - Projects

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to 2007 Mgmt Plan
GHP - PR 1	Golders Hill Park Zoo & Queen's Park Farm	Continue to explore transformational management of the zoo in accordance with Zoo Licensing Act 1981. Work towards producing a collection plan for the zoo. Refer to Divisional Plan for 2018/19.	All Year	Zoo & Farm Team Leader	B14, Div Plan
GHP - PR 2	Golders Hill Park / Heath Extension / Pergola / Sponsored Benches	Embed updated bench survey information and database into routine annual work programme and projects plan. Implement annual bench maintenance schedule with a target of 15 renewals to address benches reaching end of life. Liaise with Support Services for contacting of sponsors.	November 2018 to March 2019	Site Supervisor	B8
GHP - PR 3	GHP Compost and recycling area	Feasibility Study into relocation of composting and recycling area to within the staff yard.	Mar-18	Site Supervisor	

This page is intentionally left blank

Waste Recycling - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to 2007 Mgmt Plan
WR - CW 1	Hampstead Heath	General waste collection using Trilo unit or Ford Ranger Pickup	Daily	Conservation Supervisor	P3
WR - CW 2	Hampstead Heath	Dog waste collection	Twice weekly	Conservation Supervisor	P3
WR - CW 3	Hampstead Heath	Lodges waste collection service	Weekly	Conservation Supervisor	P3
WR - CW 4	Queen's Park	Periodic miscellaneous collections	When required	Conservation Supervisor	P3
WR - CW 5	Highgate Wood	Dog waste collection service	Weekly	Conservation Supervisor	P3
WR - CW 6	Highgate Wood	Recyclables collection service	Weekly	Conservation Supervisor	P3
WR - CW 7	Highgate Wood	Bulky items collection service	Monthly	Conservation Supervisor	P3
WR - CW 8	Keat's House	Recyclables collection service	Weekly	Conservation Supervisor	P3
WR - CW 9	Keat's House	Bulky items collection service	Weekly	Conservation Supervisor	P3

This page is intentionally left blank

Waste Recycling Projects

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to 2007 Mgmt Plan
W&R - PR 1	Waste and Recycling Review	To scope waste and recycling review. Three work strand have been identified:- (1) public awareness campaign, (2) operational improvements and (3) cost savings.	2018/19	JM/RP	P3

This page is intentionally left blank

Operational Services - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to 2007 Mgmt Plan
OS - CW 1	Equipment maintenance	Ensure non-vehicular powered equipment is maintained to manufacturers' standards, commensurate with use. Ensuring an annual service of all items. Repair equipment based on priority and seasonality.	On-going	Fleet and Equipment Maintenance Operative	
OS - CW 2	Equipment maintenance	Procure replacement machinery in accordance with the Plant, Fleet and Equipment Plan.	On-going	Fleet and Equipment Maintenance Operative	
OS - CW 3	Fleet maintenance	Service and maintain fleet in adherence to manufacturers' standards and in accordance with the Corporate Transport Policy. Ensure MOTs and Tax are up to date.	Six monthly	Fleet and Stores Operative	
OS - CW 4	Fleet maintenance	Liaise with Insurance team to report accidental damage and progress claims and repairs.	As required	Operational Services Supervisor	
OS - CW 5	Stores	Ensure sufficient stores are held to support daily operation of the Division.	On-going	Fleet and Stores Operative	S1 A1
OS - CW 6	Stores	Ensure sufficient stocks of fuel are held for daily operation of fleet and equipment.	On-Going	Operational Services	S1 A1
OS - CW 7	Stores	Maintain fuel store and delivery equipment incl test and calibrate pumps.	Mar/April	Operational Services	S1 A1
OS - CW 8	Stores	Perform annual stocktake in March/April and forward report to the finance section.	Mar/April	Operational Services	S1 A1
OS - CW 9	Utilising IT and Technical resources	Liaise with IS for technical maintenance and provision of services across the Division, supporting local staff when required.	On-going	Operational Services Supervisor	B1
OS - CW 10	Utilising IT and Technical resources	Lead on provision of IS infrastructure on Heath Extension.	On-going	Operational Services Supervisor	B1
OS - CW 11	Utilising IT and Technical resources	Lead on collection and collation of visitor counts across the Division, including maintenance of equipment.	On-going	Operational Services Supervisor	P2
OS - CW 12	Events	Provide events technical and logistic support, temporary structures, lighting, moving display trailers and toilet blocks.	Per events diary	Operational Services Team	A1
OS - CW 13	Events	Store, maintain, install, & remove Christmas tree lighting at three locations across the Division.	Dec & Jan	Maintenance Team	H1
OS - CW 14	H&S	Lead on review and update of Risk Assessment for the Division.	July	Operational Services Supervisor	A1 A6

Operational Services - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to 2007 Mgmt Plan
OS - CW 15	H&S	Represent Division on Open Spaces H&S Improvement Group	Quarterly	Operational Services Supervisor	A1
OS - CW 16	H&S	Act as Secretary for the Divisional H&S Working Group. Organising, and taking minutes of meetings.	Quarterly	Operational Services Supervisor	A1
OS - CW 17	H&S	Represent the Division on the Departmental H&S Sub Group	Monthly	Operational Services Supervisor	A1
OS - CW 18	H&S	Organise Divisional H&S peer audits	Apr - Sep	Operational Services Supervisor	A1
OS - CW 19	H&S	Validate H&S audits of other Divisions of the Open Spaces Department	Oct	Operational Services Supervisor	A1
OS - CW 20	H&S	Collate accident reports and support Supervisors and Managers with reporting and investigation.	On-going	Operational Services Supervisor	A1
OS - CW 21	H&S	Liaise with Insurance Team to investigate and provide evidence relating to third party claims	On-going	Operational Services Supervisor	A1
OS - CW 22	H&S	Provide Events H&S support by reviewing RAMS and local procedures	On-going	Operational Services Supervisor	A1
OS - CW 23	Built Environment	Liaise with PFM / APFM / PSD to support BRM provision across the Division.	On-going	Fleet and Stores Operative	B1
OS - CW 24	Built Environment	Manage the Divisional permit to work system.	On-going	Operational Services Supervisor	A1 B1
OS - CW 25	Built Environment	Liaise with Surveyors operational team and contractors for delivering projects.	On-going	Operational Services Supervisor	B1 B7
OS - CW 26	Built Environment	Review Corporate Work Plan.	Jan-Apr	Operational Services Supervisor	B1 B7
OS - CW 27	Built Environment	Maintain headline built asset issues log for Division	On-going	Operational Services Supervisor	B1 B7

Operational Services - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to 2007 Mgmt Plan
OS - CW 28	Built Environment	Represent Division on BRM client group	On-going	Operational Services Supervisor	B1 B7
OS - CW 29	Built Environment	Emergency local response, and BRM "out of scope" maintenance and improvements.	On-going	Operational Services Supervisor	B1 B7

This page is intentionally left blank

Operational Services - Projects

Ref	Location	Details of Proposed Work: Jan 2018- Mar 2019	Timing of work	Who is Responsible	Link to 2007 Mgmt Plan
OS - PR 1	Built Assets	Assist in completion of Asset Management Plan	Apr-18	Maintenance Team	B1 A1
OS - PR 2	Built Assets	Refurbish Childrens Farm at Queens Park	2018	Maintenance Team	H3 HY4 D1
OS - PR 3	Built Assets	Alter changing areas at Mens Pond and Mixed Pond	2018	Maintenance Team	B1 P3 D1
OS - PR 4	Built Assets	Install bicycle racks at East Heath & Queens Park	2018 / 19	Maintenance Team	B2 B5 B6 A6 - Divisional Plan 1.12
OS - PR 5	Fleet & Equipment	Replace diesel road going fleet (16 vehicles) - Electric/hybrid where possible. Operational requirement to retain a limited number of Euro 6 diesel vehicles due to towing requirements and off road capability.	Jun-18	Maintenance Team	B1
OS - PR 6	Built Assets	Ensure replacement pedestrian powered equipment is electric where possible and in line with current investment.	Jun-18	Maintenance Team	B1
OS - PR 7	Sustainability	Support energy efficiency projects, and lead on implementation when funding is in place, including conversion of lighting to LEDs, and provision of photo electric power generation.	2018 /19	OSS	A6 B1

This page is intentionally left blank

Swimming - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to 2007 Mgmt Plan
SW - CW 1	Lido terraces North / South / Pool Surrounds	Maintain terraces and paddling pool clean and weed free (priority will be given to non-chemical control methods). Maintain plants on poolside terraces.	All year	Swimming Facilities Supervisor	S1, S2, S7
SW - CW 2	Lido / Plant / Swimming Pool	Maintain Lido Plant in relation to the Management of Health and Safety at Work Regulations and manufactures guidance (filters clean and reduce risk of bacterial contamination). Swimming Pool maintenance: Cleaning of stainless steel liner and edges / vacuum pool bottom / clean grills and overflow channels / Chloride procured.	All year	Swimming Facilities Supervisor	S1, S2, S7
SW - CW 3	Lido Facilities	Provide clean, well-maintained facilities to customers and sports clubs all year round. Facilities to be routinely cleaned and inspected on a regular basis. Ensure daily cleaning of toilets and regular checks. Replenish toilet rolls and soap on an hourly basis during peak times.	All year	Swimming Facilities Supervisor	S1, S2, S7
SW - CW 4	Lido Facility Public Toilets	Arrange for two deep cleans.	April/ September	Swimming Facilities Supervisor	B4
SW - CW 5	Lido Sauna	Ensure daily cleaning of sauna and regular checks to the facility.	Weekly	Swimming Facilities Supervisor	S1, S2, S7
SW - CW 6	Lido Facilities	To refurbish the facility in September applying water resistant rendering, maintaining electrics, dealing with minor repairs.	September to October 2018	City Surveyor Dept.	
SW - CW 7	Lido Facilities	Manage sauna season ticket administration and daily ticket sales through cash collection process.	Daily	Swimming Facilities Supervisor	
SW - CW 8	Lido Facility Staffing	Ensure a full complement of staff that reflects NOPS and EAPs. Staff will interface with the public and be on call to undertake lifesaving rescues, hand out information, collect fees, and answer queries. Assist the Hampstead Heath Constabulary with emergency situations. On Trigger Events when customers increase, Lifeguard duties will be prioritised to manage the water and to undertake lifesaving rescues. Support staff across the Division will be called upon to assist when and where needed.	Daily	Swimming Facilities Supervisor / Heath Duty Managers and Supervisor	A1
SW - CW 9	Lido Events	Assist the Leisure and Events Manager with Duathlon, GIAG, cross country events and leisure complementary activities.	As per bookings	Leisure and Events Manager	D6
SW - CW 10	Lido/PH Paddling Pools	Maintain paddling pools at Parliament Hill and the Lido to include weekly plant inspection and chemical control. Daily facility inspection and cleaning. To ensure at the Parliament Hill paddling pool a full complement of trained staff that reflects NOPS and EAPs.	May to September	Swimming Facilities Supervisor	S1, S2, S7

Swimming - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to 2007 Mgmt Plan
SW - CW 11	Water Safety Policy	Annual external safety audit inspections procured. To be carried out by Independent Inspectors with any recommendations actioned in the time specified.	May-18	Swimming Facilities Supervisor	S1, S2, S7
SW - CW 12	Lido/Ponds Filming	Manage filming events on water sites around the Heath to ensure that there is no long-term damage to the landscape, minimise risk and minimise disruption to local communities.	All year	Swimming Facilities Supervisor	P8
SW - CW 13	Lido user group liaison	Liaise with PHLUG on issues affecting Lido users and attend quarterly meetings.	Quarterly	Swimming Facilities Supervisor	
SW - CW 14	Men's Pond Compound	Maintain Men's Pond compound which will include weeding, deep cleaning and minor repairs. Priority will be given to non-chemical control methods hoeing of weeds / mould etc. Inspect and maintain facility. All areas to be litter picked daily. Litter bins to be emptied daily. Liaise with User Groups, Lifebuoys, USA and Men's Pond Association.	Throughout the year / quarterly at swim forums	Team Leader Swimming Facilities Supervisor / Leisure and Events Manager	S1, S2, S7
SW - CW 15	Men's Pond	Complete Health and Safety audit recommendations for the facility.	Mid-September to Early October 2018	Team Leader Swimming Facilities Supervisor	S1, S2, S7
SW - CW 16	Ladies Pond Facility	Maintain Ladies Pond facility which will include, deep cleaning and minor repairs. Priority will be given to non-chemical control methods hoeing of weeds / mould etc. Inspect and maintain facility liaise with user groups, KLPA.	Throughout the year	Team Leader Swimming Facilities Supervisor	NL4, NL6
SW - CW 17		Complete Health and Safety audit recommendations for facility.	Mid-Sep to early Oct Daily	Team Leader Swimming Facilities Supervisor	
SW - CW 18	Ladies Pond enclosure Woodland / Meadows	Pruning management of blackthorn, hawthorn, Rosa, buckthorn plantings along boundary to ladies Pond enclosure - outside of bird nesting season. Management of existing natural grass areas to encourage flora and fauna and extend the natural aspects of the Heath. To be managed with Conservation Team to ensure high standards of Management. Grass to be cut and maintained on upper and lower meadows during Spring/Summer months.	On-going	Conservation Team / Team leader / Swimming Facilities Supervisor	
SW - CW 19	Mixed Pond compound	Maintain Mixed Pond compound, which will include, deep cleaning and minor repairs. Priority will be given to non-chemical control methods hoeing of weeds/mould etc. Inspect and maintain facility and liaise with user groups, Mixed Pond Association.	Throughout summer season	Team Leader Swimming Facilities Supervisor	S1, S2, S7

Swimming - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to 2007 Mgmt Plan
SW - CW 20	Mixed Pond compound	All areas within compound to be litter picked daily. Litter bins to be emptied daily.	Daily	Team Leader Swimming Facilities Supervisor	S1, S2, S7
SW - CW 21	Mixed Pond compound	Complete Health and Safety audit recommendations for facility	Mid-Sep to early Oct 2018	Team Leader Swimming Facilities Supervisor	S1, S2, S7
SW - CW 22	Men's, Ladies Facility Routine Lifeguarding	Ensure a full complement of staff, that reflects NOPs and EAPs, which will be maintained by Lifeguard staff during opening hours throughout the year. Staff will interface with the public and be on call to affect Lifesaving rescues, hand out information, encourage payment, and answer queries. Assist the Hampstead Heath Constabulary with emergency situations, for example lost children, vulnerable people, maintain law and order situations such as assaults, abuse and crowd control both inside and outside the facilities. However, on Trigger Events when customer numbers increase, Lifeguard duties will be prioritised to manage the water and effect Lifesaving rescues. Staff across the Division will be called upon to assist.	Throughout year	Team Leader Swimming Facilities Supervisor	S1, S2, S7
SW - CW 23	Mixed Pond facility Routine Lifeguarding	This is a summer only facility and needs to ensure a seasonal compliment of staff that reflects NOPs and EAPs. This will be maintained by Lifeguard staff during opening hours throughout the summer season by a full time Lifeguarding complement plus an experienced casual workforce. Staff will interface with the public and be on call to affect Lifesaving rescues hand out information, encourage payment and answer queries. Assist the Hampstead Heath Constabulary with an emergency situation, for example lost children, vulnerable people, maintain law and order situations such as assaults, abuse and crowd control both inside and outside the facility. However on Trigger Events when customer numbers increase Lifeguard duties will be prioritised to manage the water and effect Lifesaving rescues. Staff across the Division will be called upon to assist.	May – Sep 2017	Team Leader Swimming Facilities Supervisor	S1, S2, S7, S8
SW - CW 24	Ponds Events	Assist the Leisure and Events Manager with Duathlon, GIAG, Cross country events and any leisure complementary activities.	Throughout year	Team Leader Swimming Facilities Supervisor	S1
SW - CW 25	Annual Water inspection	Annual external safety audit inspections procured. To be carried out by Independent Inspectors, with any recommendations actioned in the time specified.	May-17	Swimming Facilities Supervisor	S1, S2, S7
SW - CW 26	Ladies', Men's and Mixed Ponds: Signage / Litter bins	Signage / litter bins /compounds will be checked on a daily basis and repairs carried out as and when required.	All year	Team Leader	P3

Swimming - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to 2007 Mgmt Plan
SW - CW 27	Hampstead Heath	All other water safety signs and rescue equipment across NLOS should be checked and maintained by Ranger staff.	Daily	Swimming Facilities Supervisor / Ranger Supervisors	B8
SW - CW 28	Ladies, Men's and Mixed Pond Gates Fences and barriers - Temporary & Permanent	Check and maintain gates and entrances / fence lines, repairing and/or replacing. Temporary fencing/barriers to be placed proximal to the hazard and in such a way as to minimise disruption to users. All temporary fencing is to have signage to explain reasons for erection and time scale for removal; this is to be placed at time of erection and checked by Ranger staff to ensure compliance.	Daily	Team Leader Swimming Facilities Supervisor / Ranger Supervisors	B8
SW - CW 29	Heath Hands, Volunteers at the Ponds	Provide a programme for Heath Hand volunteers for the horticulture projects and works undertaken at the Ladies' Pond area.	All year	Team Leader Swimming Facilities Supervisor	A8
SW - CW 30	Filming at the Ponds	Manage filming events on water sites around the Heath to ensure that there is no long-term damage to the landscape, minimise risk and minimise disruption to local communities.	All year	Team Leader Swimming Facilities Supervisor	P8

Swimming - Projects

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to 2007 Mgmt Plan
SW - PR 1	Lido Terraces	Re-instatement of individual terraces working with Contractors. Cementing damaged terrace areas.	March - May 2018	City Surveyor Dept. in liaison with SFS	S1 S2 S7
SW - PR 2	Lido/Ponds	Maintenance of pumps and filters.	Tri-annually	City Surveyors Dept.	NY1, NL5
SW - PR 3	Lido Summer Forward Plan	Review Lido improvement plan procure a new barrier system to improve crowd control at the Lido on busy summer days. Review and procure Contract/Agency Stewards to help with information sharing and crowd control.	February to May 2018	SFS / LEM	D1
SW - PR 4	Ponds / Lido / Paddling Pool donations boxes	Procure an improved set of donation boxes for the swim facilities, paddling pool and office [Diary] to assist visitors wishing to make donations.	January to May 2018	SFS / LEM	D1
SW - PR 5	Lido fountain refurbishment	Repair and decorate fountain at Lido.	April/May 2018	SFS	
SW - PR 6	Lido leak detection	Review Independent leak specialist leak info. to carry out tests and further investigations to determine source of leak at Lido. Provide report and detailed action plan in order to solve problem.	On-going	City Surveyors Dept.	
SW - PR 7	Procure new splash pump aerators for use at Ladies' Pond	Procure two new pump aerators to help with better water quality and stop ice forming during winter.	April/May 2018	SFS	
SW - PR 8	Men's Pond	Project to design and consult on access improvements and cycle parking at the Men's Pond. To include relocating the payment machines and installing an accessible changing cubicle.	Jun-18	Operations Manager	

Swimming - Projects

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to 2007 Mgmt Plan
SW - PR 9	Lido	To install roof mounted solar panels onto the existing roof at the Parliament Hill Lido	Apr-18	SFS / LEM	
SW - PR 10	Ladies' Pond	Liaise with the City Surveyors Dept. to address the outstanding issues relating to air extraction, durability of the disabled shower, durability of the outdoor showers, path drainage, lower deck standing water, supply of hot water, sealing of the internal shower tiles, making good in the plant room, ensuring disabled access to the outdoor showers.	Apr-18	SFS / LEM	
SW - PR 11	Ladies' Pond	City Surveyor to investigate the feasibility of providing an accessible shower/toilet facility.	Apr-18	SFS / LEM	
SW - PR 12	Mixed Pond	Repair doors on the outdoor changing cubicles.	Apr-18	SFS	

Communications - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to 2007 Mgmt Plan
COM - CW 1	Filming Events	Manage filming Events on the Heath to ensure that there is no long-term damage to the landscape and minimise disruption to visitors and local communities.	On-going	Supervisor / Team Leader	B1
COM - CW 2	Division	Liaise with IS for technical maintenance and provision of services across the Division, supporting local staff when required.	On-going	Comms Officer	B1
COM - CW 3	Division	Lead on provision of social media – twitter, Facebook and Instagram. Set up and populate social media planner to schedule campaigns.	On-going	Comms Officer	B1
COM - CW 4	Division	Provide technical, logistic, marketing and communications support at events, to enable a thorough coverage of 2018/19 programme of events.	Per events diary	Comms Officer	A1
COM - CW 5	Hampstead Heath	Lead on review and update of the 2018 diary for Hampstead Heath, learning from the diary review 2017.	July	Comms Officer	A1 A6
COM - CW 6	Division	Represent Division on Communications Improvement Group.	Quarterly	Comms Officer	A1
COM - CW 7	Division	Act as secretary for the newly formed Divisional Leisure Filming and Communication Working Group. Organising and taking minutes of meetings.	Quarterly	Comms Officer	A1
COM - CW 8	Division	Represent the Division on the GIAG Working Group to be responsible for the marketing element of the event.	Monthly	Comms Officer	A1
COM - CW 9	Division	Lead on production of a staff e-newsletter "TeamTalk" for the Division.	From Dec and to be reviewed in April 2018	Comms Officer	A1
COM - CW 10	Division	Provide communication support to staff across the Division to enable them to develop communications plans for the proposed projects.	Throughout the year	Comms Officer	A1
COM - CW11	Division	Lead on the recruitment of maternity cover for the post of Engagement, Information and Communications	April	Leisure & Events Manager	A1

This page is intentionally left blank

Communcations - Projects

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to 2007 Mgmt Plan
COM - PR 1	Communication Strategy	To develop a communications strategy for the Division.	2018	Leisure & Events Manager	
COM - PR 2	2018 Management Plan	Provide support to the engagement process for the 2018 Management Plan.	2018	Comms Officer	
COM - PR 3	Ponds Project	Keep public informed about restoration stage of Ponds project using e-newsletter, twitter and Facebook.	2018	Comms Officer	
COM - PR 4	Ponds Project	Review the feasibility of producing a pamphlet or brochure to record the Ponds Project.	2018	Comms Officer	
COM - PR 5	Signage	Replacement of the Heath's main signs (and maps) so that they meet the new identity. To be rolled out gradually starting with the D3 entrance signs.	Ongoing	Comms Officer	
COM - PR 6	Notices	Assist in creating clear and concise temporary notices for projects across the Heath.	Ongoing	Comms Officer	
COM - PR 7	Diary	Annual events diary - create, procure and fund raise.	Dec 2018- March 2019	Comms Officer	

This page is intentionally left blank

Constabulary - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to 2007 Mgmt Plan
HHC - CW 1	Hampstead Heath	Targeted & intelligence led patrols in defined dog control areas across the Division	Daily	Sgt	
HHC - CW 2	Hampstead Heath	Promoting responsible dog ownership through engagement, education and enforcement throughout the Division	Daily	Sgt	
HHC - CW 3	Hampstead Heath	Targeted & intelligence led patrols in defined non cycle areas across the Division	Daily	Sgt	
HHC - CW 4	Hampstead Heath	Respond to cycling related incidents leading to 90% conviction rate for all cycling related prosecutions	Daily	Sgt	
HHC - CW 5	Hampstead Heath	Promoting responsible cycling across the Division	Daily	Sgt	
HHC - CW 6	Hampstead Heath	Targeted patrols in areas where high concentrations of school children and young adults will be assembled	Throughout the Year	Sgt	
HHC - CW 7	Hampstead Heath	Targeted engagement opportunities at youth events on Hampstead Heath	Throughout the Year	Sgt	
HHC - CW 8	Hampstead Heath	Targeted engagement opportunities at schools surrounding Hampstead Heath	Throughout the Year	Sgt	
HHC - CW 9	Hampstead Heath	Targeted patrols during periods where there will be high concentrations of visitors to the Lido and other bathing facilities	May - Sept	Sgt	
HHC - CW 10	Hampstead Heath	Reducing instances of serious crime through targeted patrols and tasking throughout the Division	Daily	Sgt	
HHC - CW 11	Hampstead Heath	Monitor the Lido Response Plan	May - Sept	Sgt	
HHC - CW 12	Hampstead Heath	Targeted patrols to reduce instances of anti-social behaviour, crime and litter throughout the Division	Daily	Sgt	
HHC - CW 13	Hampstead Heath	Supporting Outreach work throughout the Division	May - Oct	Sgt	

This page is intentionally left blank

Constabulary - Projects

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to 2007 Mgmt Plan
HHC - PR 1	Division	Introduction of Body Worn and Vehicle cameras	April 2018 to August 2019	Sgts	
HHC - PR 2	Division	Installation of rising bollards	April 2018 to August 2019	Constabulary Manager	
HHC - PR 3	Division	Prepare for the introduction of the Open Spaces Bill and its impact on the enforcement of Byelaws	April 2018 to August 2019	Sgts	
HHC - PR 4	Division	Review radio communications across the Division, carry out scoping exercise considering changes in technology and capital costs	April 2018 to March 2019	Sgts	
HHC - PR 5	Division	Scope the introduction of a remote reporting module / tablet which will allow Constabulary Officers to record incidents and occurrences whilst away from a fixed office	April 2018 to March 2019	Sgts	

This page is intentionally left blank

Support Services - Cyclical

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to 2007 Mgmt Plan
SS - CW 1	Division	To provide support to the Superintendent, Management Team and Division with respect to Finance.	On-going	Business Manager	
SS - CW 2	Division	To provide support to the Superintendent, Management Team and Division with respect to Human Resource Management.	On-going	Business Manager	
SS - CW 3	Division	To provide support to the Superintendent, Management Team and Division with respect to Governance and Committee reporting.	On-going	Business Manager	
SS - CW 4	Division	To provide support to the Superintendent, Management Team and Division with respect to strategic issues.	On-going	Business Manager	
SS - CW 5	Division	Send annual letter to people on the bench waiting list.	On-going	Business Manager	

This page is intentionally left blank

Support Services - Projects

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to 2007 Mgmt Plan
SS - PR 1	Dashboard	Roll out dashboard to display management information on a monthly basis.	Monthly	Business Manager	
SS - PR 2	Install till at the Information office	To install and programme a new till for the Information Office. Part of the Corporate roll out.	June	Business Manager	
SS - PR 3	Lodge Minor Improvements	Subject to Lodge Inspections 2018.	June	Business Manager	
SS - PR 4	Planning Monitoring	To monitoring planning applications on a month basis and prepare 8 Committee reports.	May	Business Manager	
SS - PR 5	Efficiency	Investigate feasibility of "Pay by Phone" only for the car parks.	September	Business Manager	

This page is intentionally left blank

Highgate Woods - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to Mngt. Plan
HW - CW 1	Playing Field	Over-seed the field once annually	October	DOB	3
HW - CW 2		Aerating and roll field every two weeks when conditions are suitable	October to March	All Staff	3
HW - CW 3		Repair damage caused by football games, including soil and seed applications	September to April	All Staff	3
HW - CW 4		Weeding of Cricket Net area including synthetic surface	March/November	All Staff	3
HW - CW 5		Preparation of football pitches for the season	September	All Staff	3
HW - CW 6		Trim trail inspected for damage, bark area maintained weekly	Throughout the year	All Staff	3
HW - CW 7		Re-mark pitches weekly	September to March	All Staff	3
HW - CW 8		Prepare and repair pitches for 5-a-side football coaching	School holidays except winter half	All Staff	3
HW - CW 9		Erect and dismantle goal posts and nets weekly	September to April	All Staff	3
HW - CW 10		Application of fertilizer (spring/summer, autumn/winter)	April & September	All Staff	3
HW - CW 11		Purchase of & maintenance to goal posts and nets, goal slots and all football lines	September to April	All Staff	3
HW - CW 12		Mowing of playing field once weekly	March to October	All Staff	3
HW - CW 13		Strimming of benches and bins monthly	March to October	All Staff	3
HW - CW 14		Apply calcified seaweed to field if needed after soil testing (testing to be done in January if ground conditions suitable)	March	All Staff	3
HW - CW 15		Preparation of school athletic tracks	May to July	All Staff	3
HW - CW 16		Re-measure bottom pitch and re-plot area with plastic markers and move goal slots	April	All Staff	3

Highgate Woods - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to Mngt. Plan
HW - CW 17		Maintain irrigation system	Throughout the year	All Staff	3
HW - CW 18	Cricket Pitch	Light scarification to remove dead grass in several directions	March	All Staff	3
HW - CW 19		Cut grass at start of season to 15mm complete with light rolling	March	All Staff	3
HW - CW 20		Cut grass to 12mm complete with light rolling	April	All Staff	3
HW - CW 21		Brush daily	Throughout the year	All Staff	3
HW - CW 22		Hand weed/spot weed	April to September	All Staff	3
HW - CW 23		Worm control if required	April to September	All Staff	3
HW - CW 24		Light roll, adjusting weight as necessary	April to September	All Staff	3
HW - CW 25		Repair to Cricket Nets as and when required	Throughout the year	All Staff	3
HW - CW 26		Fine turf fertilizer application	April to September	All Staff	3
HW - CW 27		Maintain Cricket Score Hut	April to September	All Staff	3
HW - CW 28		Install H&S signs for cricket games, remove after game	April to September	All Staff	3
HW - CW 29		Remove & reinstall barrier rope and pins from cricket square weekly	April to September	All Staff	3
HW - CW 30		Measure & mark out cricket pitches & boundary line before season commences	April	All Staff	3
HW - CW 31		Cut cricket square weekly	April to September	All Staff	3
HW - CW 32		Prepare playing strips 3 times weekly	April to September	All Staff	3
HW - CW 33		Roll cricket square weekly	April to September	All Staff	3
HW - CW 34		Irrigate cricket square when required	April to September	All Staff	3

Highgate Woods - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to Mngt. Plan
HW - CW 35		Repair cricket strips weekly	April to September	All Staff	3
HW - CW 36		Receive cricket teams twice weekly	April to September	All Staff	3
HW - CW 37		Scarify cricket square monthly	April to September	All Staff	3
HW - CW 38		End of season renovation	September	DOB	3
HW - CW 39		Installation of cricket screens	April	All Staff	3
HW - CW 40		Repair of cricket screens	September	All Staff	3
HW - CW 41		Re-mark cricket boundary during cricket season	Weekly	All Staff	3
HW - CW 42		Spike cricket square every 2nd month	October to February	All Staff	3
HW - CW 43		Renovate cricket square at the end of the season	September	DOB	3
HW - CW 44	Playground	Playground opened at 7.30am and closed 45 mins before dusk	Throughout year	All Staff	3, 4
HW - CW 45		All playground items inspected daily for defects	Throughout year	All Staff	3, 4
HW - CW 46		Playground toilets cleaned daily & regularly inspected	Throughout year	All Staff	3, 4
HW - CW 47		Weekly equipment inspection with a checklist filled out	Throughout year	All Staff	3, 4
HW - CW 48		Maintenance or repairs to and replacement of equipment when required	Throughout year	All Staff	3, 4
HW - CW 49		Sweeping of surfaces, raking of bark daily	Throughout year	All Staff	3, 4
HW - CW 50		Sandpits forked weekly	Throughout year	All Staff	3, 4
HW - CW 51		New play-bark installed	When required annually	All Staff	3, 4
HW - CW 52		Litter bins serviced daily	Throughout year	All Staff	3, 4
HW - CW 53		Supervise the playground daily particularly during busy periods	Throughout year	All Staff	3, 4
HW - CW 54		Mowing and strimming of grass areas	April to October	All Staff	3, 4
HW - CW 55		Any major refurbishment to playground required	January	All Staff	3, 4 (f)
HW - CW 56		Tree inspections in the playground	Yearly	Arborists	2 (a) (b) (f) (h), 3, 4
HW - CW 57		Management of bird feeders / nest box cameras and replenishment of bird feeds in the playground	Weekly	All Staff	1(d), 3
HW - CW 58		Annual ROSPA inspection and report	June	DOB	3, 4

Highgate Woods - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to Mngt. Plan
HW - CW 59	Café Garden	Maintain the formal plantings, shrubbery & containers to an acceptable horticultural standard weekly	Throughout year	All Staff	3, 4
HW - CW 60		Cut back Wisteria twice	January & July	All Staff	3, 4
HW - CW 61		Maintain paved area	Throughout year	All Staff	4
HW - CW 62		Hedge maintenance	April to October	All Staff	4
HW - CW 63		Service waste bins	Daily	All Staff	3, 4
HW - CW 64		Replace sections of shrubbery when required with drought tolerant species	November	All Staff	2, 3, 4
HW - CW 65	Woodland	Recording / monitoring / mapping of conservation areas	Throughout year	All Staff	2
HW - CW 66		Silvicultural & arboricultural planned works	October to March	All Staff	2
HW - CW 67		Emergency silvicultural & arboricultural works	Throughout year	DOB/CB/RH/GC	2
HW - CW 68		Tree safety inspections & surveys throughout the wood / Paths and zone 1 after high winds	Biannual & annual according to zone	All Staff	2
HW - CW 69		Retrenchment / halo releasing / coppicing / re-coppicing & veteran tree works throughout the wood	October to March	CB/DOB/Arborists	2
HW - CW 70		Transplant Wild Service Tree suckers and young WS trees from the Heath	November	All Staff	2
HW - CW 71		Pond work to compartment no 2 (refer to compartment map)	January	All Staff	2
HW - CW 72		Muswell Hill Ditch maintenance	Throughout year	All Staff	2
HW - CW 73		Hollies and exotics control throughout the wood	November to December	All Staff	2
HW - CW 74		Wildflower planting on field	March	CB / Ecologists	2
HW - CW 75		Litter clearance & maintenance of woodland ditches	Throughout year	All Staff	2, 3
HW - CW 76		Bramble and weed control in conservation areas	September to March	All Staff	1, 2, 3
HW - CW 77		General maintenance of certain areas with volunteers	September to December	CB/RH/DOB	1, 2, 3
HW - CW 78		Maintenance of dead hedges around the wood	Throughout year	All Staff	1, 2, 3
HW - CW 79		Keep woodpile for wood burning stoves stocked up	Throughout year	All Staff	4e

Highgate Woods - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to Mngt. Plan
HW - CW 80	Highgate Wood Area	Litter pick daily	Throughout year	All Staff	2, 3
HW - CW 81		Uniformed security patrol daily	Throughout year	All Staff	3
HW - CW 82	Built environment, furniture and paths	Open the woodland gates at 07.30 & lock them closed at dusk every day	Throughout year	HW Team	3
HW - CW 83		Litter bins emptied twice weekly & maintained (daily on field area in summer)	Throughout year	HW Team	3
HW - CW 84		Benches repaired and maintained	Throughout year	HW Team	3, 4
HW - CW 85		Toilets cleaned daily or when necessary	Throughout year	HW Team	3
HW - CW 86		Showers & changing rooms cleaned & maintained weekly	Throughout year	HW Team	3
HW - CW 87		Fence lines throughout the wood including the playground maintained and repaired	Throughout year	HW Team	3, 4
HW - CW 88		Paths and entrances repaired & maintained when required	Throughout year	HW Team	3, 4
HW - CW 89		Paths cleared of leaf debris during Autumn	Autumn	HW Team	3, 4
HW - CW 90		Steps maintained & repaired (including for visually impaired)	Throughout year	HW Team	3, 4
HW - CW 91		Drains maintained and repaired when required	Throughout year	HW Team	4
HW - CW 92		Information hut and surrounding area maintained	Throughout year	HW Team	1, 3, 4
HW - CW 93		Signage maintained & repaired when required	Throughout year	HW Team	1, 3, 4
HW - CW 94		Drinking fountains maintained & repaired when required	Throughout year	DOB/RH/City Surveyors	1, 3, 4
HW - CW 95		Minor repairs & maintenance to buildings, urinals, toilets etc.	Throughout year	HW Team	1, 3, 4
HW - CW 96		Servicing of nature trail posts and healthy walks posts	Throughout year	HW Team	3
HW - CW 97		Clearing of gutters on information hut, lodges, buildings & playground hut	Throughout year & Autumn	HW Team	4
HW - CW 98		Changing Rooms decoration and maintenance	March and throughout year	HW Team	3, 4
HW - CW 99		Boundary fence to be renewed and maintained	April and throughout year	HW Team/City Surveyors	3, 4
HW - CW 100	Education	Participate in one day weekly school walks and educational establishments	Throughout year	DOB/RH/CB/FH/GC/OS Education Team	3

Highgate Woods - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to Mngt. Plan
HW - CW 101		Participate in and supervise events on the Highgate Wood Diary of Events	Throughout year	HW Team, DOB/RH/CB/JM	1, 3
HW - CW 102		Servicing of and preparation of displays in the information hut	Throughout year	HW Team	1, 3
HW - CW 103		Preparation of What's New /HW website	Monthly	HW Team / CB	3
HW - CW 104		Supervise Work Experience Pupils	Throughout year	HW Team	3
HW - CW 105		Supervise Heath Hands volunteers	Autumn / Winter	HW Team	3
HW - CW 106		Supervision of Filming in Highgate Wood	Throughout year	DOB/RH	3
HW - CW 107		Daily display of bird nesting and wildlife watch	Throughout year	HW Team	3
HW - CW 108		Updating information on display board	Throughout year	HW Team	3
HW - CW 109		Hold Highgate Wood Community Day annually	September	HW Team	1, 3
HW - CW 110	Wildlife	Encourage biodiversity with various woodland works (including habitat creation)	Throughout year	HW Team	2, 3
HW - CW 111		Surveying & monitoring of woodland wildlife	Throughout year	HW Team	2, 3
HW - CW 112		Promoting the use of Highgate Wood wildlife for education purposes	Throughout year	HW Team	3
HW - CW 113		Control of certain pest species	Throughout year	HW Team	2, 3
HW - CW 114		Replenish bird feeders weekly	Throughout year	HW Team	2
HW - CW 115		Bird and bat box maintenance, construction and monitoring	Outside of hibernation and nesting/roosting	HW Team	2, 3
HW - CW 116		Bird surveys	Throughout year	CB	2
HW - CW 117		Bat box surveys	September	CB	2
HW - CW 118		Update bird checklist	Monthly	CB	2
HW - CW 119		Moth trapping sessions	Throughout year	HW Team /Mike Hammerson	2, 3
HW - CW 120		Update of notable wildlife sightings	Throughout year	CB	2
HW - CW 121		Creation of hibernation habitats	November	HW Team	2
HW - CW 122	Heritage	Protect the existing heritage features	Throughout year	HW Team	1, 3
HW - CW 123		Maintain heritage interpretation material in the wood	Throughout year	HW Team	1, 3
HW - CW 124		Hold Highgate Wood Community Day annually	September	HW Team	1, 3

Highgate Woods - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to Mngt. Plan
HW - CW 125	Stock equipment and machinery	All stock machinery and equipment controlled by documentation and check daily	Throughout year	HW Team	2, 3, 4
HW - CW 126		Service and repairs when necessary	Throughout year	HW Team	2, 3, 4
HW - CW 127		PPE maintained and inspected (including LOLER testing - biannual)	Throughout year	DOB	2, 4
HW - CW 128	Admin duties	All correct admin documents completed and controlled as specified in corporate directives	Throughout year	DOB/RH/ HW Team	1 / 2 / 3 /4
HW - CW 129		Control of contractors as per corporate policies	Throughout year	DOB	1 / 2 / 3 /4
HW - CW 130		Answer email / telephone enquiries	Throughout year	DOB/RH/JM	1 / 2 / 3 /4

This page is intentionally left blank

Highgate Wood - Projects

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to Mgmt Plan
HW - PR1	Highgate Wood	Highgate Wood Woodland Management Plan	2018-2028	JM/MG	2, 3

This page is intentionally left blank

Queen's Park - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to Mgmt Plan
QP - CW1	Flower beds	Remove Litter/ Debris, evidence of fouling	Daily	All Staff	2.4, 5.33, 3.6
QP - CW2		Apply Farm Yard Manure	October	Grounds Person	6.3, 5.33, 2.10
QP - CW3		Dig over/rake beds	May - Oct	All Staff	6.3, 5.33, 2.10
QP - CW4		Plant spring bulbs	October	Grounds Person	5.33 6.3
QP - CW5		Plant Summer Bedding	October	Grounds Person	5.33 6.3
QP - CW6		Hoe/hand weed beds	May - October	All Staff	5.33
QP - CW7		Remove Spring Bulbs	May	Grounds Person	5.33
QP - CW8		Remove Summer Bedding	May	Grounds Person	5.33
QP - CW9		Leaf Clearance	October - January	All Staff	5.33
QP - CW10		Water using sprinkler system	May - October	Grounds Person	5.33
QP - CW11		Edge Beds with long handle sheers	May - October	All Staff	5.33
QP - CW12		Clip box hedging	June - September	Grounds Person	5.33
QP - CW13		Dead Head Summer Bedding	July	Grounds Person	2.4 5.33
QP - CW14		Grass has been uniformly and evenly cut including edges and obstacles.	April - October	Grounds Person	
QP - CW15		including edges and obstacles.	October	Grounds Person	2.4 2.10
QP - CW16	Herbaceous Bedding	Remove Litter/ Debris, evidence of fouling	Daily	All Staff	2.4 5.33 3.6
QP - CW17		Leaf Clearance	October - January	All Staff	5.33

Queen's Park - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to Mgmt Plan
QP - CW18		Apply Farm Yard Manure	March	All Staff	6.3 5.33
QP - CW19		Dig over/rake beds	March	All Staff	6.3 5.33
QP - CW20		Prune/cut back bedding	October - February	Grounds Person	6.3 5.33
QP - CW21		Hoe/hand weed beds	May - September	All Staff	5.33
QP - CW22		Stake/tie bedding	May - April	Grounds Person	5.33
QP - CW23	Rose beds	Remove Litter/ Debris, evidence of fouling	Daily	All Staff	2.4 5.33 3.6
QP - CW24		Leaf Clearance, evidence of fouling	October to January	All Staff	5.33
QP - CW25		Apply Farm Yard Manure	March	All Staff	6.3 5.33
QP - CW26		Dig over/rake beds	March	All Staff	6.3 5.33
QP - CW27		Prune / Dead Head	October to February	Grounds Person	6.3 5.33
QP - CW28		Hoe/hand weed beds	May to September	All Staff	5.33
QP - CW29		Stake/tie bedding	May and March	Grounds Person	5.33
QP - CW30	Amenity Grass Areas	Remove Litter/ Debris	Throughout Year	All Staff	2.4 5.33 3.6
QP - CW31		Mow Grass	May to October	Grounds Person	2.4 5.33
QP - CW32		Edge grass areas with edging machine	October and March	All Staff	2.4 5.33 6.3
QP - CW33		Over Seed, Spike & feed	October and March	Grounds Person	6.3 5.33
QP - CW34		Strim Around Trees/Bins/posts	October and March	All Staff	6.3 5.33

Queen's Park - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to Mgmt Plan
QP - CW35		Circle Young Trees, apply FYM	October and March	All Staff	6.3 2.4
QP - CW36		Clear Leaves	October to January	All Staff	5.33
QP - CW37		Mark out Tag Rugby Pitches (x2)	April to August	Grounds Person	6.7
QP - CW38	Pitch and putt greens	Remove Litter/ Debris	Throughout Year	All Staff	2.4 5.33 3.6
QP - CW39		Brush Greens	Throughout Year	Grounds Person	2.4 5.33
QP - CW40		Mow Greens	March to October	Grounds Person	2.4 5.33
QP - CW41		Apply Spring/Summer Fertiliser	March	Grounds Person	6.3 5.33
QP - CW42		Apply Winter/Spring Fertiliser	October	Grounds Person	6.3 5.33
QP - CW43		Apply Herbicide (worms & Leather Jackets)	September and March	Grounds Person	6.3 5.33
QP - CW44		Scarify Greens	Mar to October	Grounds Person	6.3 5.33
QP - CW45		Solid Tine Greens	March	Grounds Person	6.3 5.33
QP - CW46		Hollow Tine Greens	October	Grounds Person	6.3 5.33
QP - CW47		Top Dress Greens	October	Grounds Person	6.3 5.33 6.4
QP - CW48		Clear Leaves	October to January	All Staff	5.33
QP - CW49		Change Holes	Throughout Year	All Staff	5.33
QP - CW50		Clean Tee Off Mats	Throughout Year	All Staff	2.4 5.33
QP - CW51		Mow Bunkers	Mar to October	All Staff	5.33

Queen's Park - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to Mgmt Plan
QP - CW52		Mow Fairways	Mar to October	All Staff	5.33
QP - CW53		Cut long grass areas	September	Grounds Person	6.3 5.33
QP - CW54		Serve Customers	Throughout Year	All Staff	2.4
QP - CW55	Playground	Playground opened at 7.00am and closed 30 mins before main park	Throughout Year	All Staff	6.3
QP - CW56		All playground items inspected daily for defects	Throughout Year	All Staff	6.3 6.25
QP - CW57		Playground toilets cleaned daily & regularly inspected	Throughout Year	All Staff	2.4 5.33 3.6
QP - CW58		Monthly equipment inspection with a checklist filled out	Throughout Year	Team Leader	6.3 6.25
QP - CW59		Maintenance or repairs to and replacement of equipment when required	Throughout Year	Team Leader	3.6 6.3 6.25
QP - CW60		Sweeping of surfaces, raking of bark daily	Throughout Year	All Staff	3.6 6.3
QP - CW61		Sandpits Raked weekly	Throughout Year	All Staff	3.6 6.3
QP - CW62		New play-bark installed	Throughout Year	All Staff	3.6 6.3
QP - CW63		Litter bins emptied daily/ daily litter pick	Throughout Year	All Staff	5.33
QP - CW64		Mowing and strimming of grass areas	April to October	All Staff	5.33
QP - CW65		Any major refurbishment to playground required	January	Manager and Team Leader	6.6
QP - CW66		Tree inspections in the playground	Throughout Year	Team Leader and Tree Officer	6.3
QP - CW67		Clean Benches/tables/Bins	Throughout Year	All Staff	2.4 5.33 3.6
QP - CW68		Annual ROSPA inspection and report	July	Team Leader	6.25

Queen's Park - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to Mgmt Plan
QP - CW69	Paddling Pool	Remove Litter/ Debris	Throughout Year	All Staff	2.4 5.33 3.6
QP - CW70		Drain/Fill Pool	May to September	All Staff	6.3
QP - CW71		Clean Hoover Pool	May to September	All Staff	6.3
QP - CW72		Clean/Sweep pool Surround	May to September	All Staff	6.3
QP - CW73		Test Chlorine Levels/ Back wash pool	May to September	All Staff	6.3
QP - CW74		Man Pool During opening Times	May to September	All Staff	6.2
QP - CW75		Hose Down Pool Area	May to September	All Staff	2.4 5.33 3.6
QP - CW76		Purchase Chemicals	April	Team Leader	6.3
QP - CW77		Commission Pool	April	Team Leader	6.3
QP - CW78		Jet Wash Pool Area	April	Team Leader	2.4 5.33 3.6
QP - CW79		De-Commission Pool	October	Team Leader	6.3
QP - CW80		Cover Pool Over	October	All Staff	2.4 5.33 3.6
QP - CW81		Remove Pool Cover	April	All Staff	6.3
QP - CW82	Woodland	Remove Litter/ Debris	Throughout the year	All Staff	2.4 5.33 3.6
QP - CW83		Cut/ Lay Hedgerow	February	Grounds Person	2.1
QP - CW84		Maintain/Sweep Pathway	Throughout the year	All Staff	2.4 5.33 3.6
QP - CW85		Cut Back foliage from pathways	May-Sept	All Staff	2.4 5.33 3.6

Queen's Park - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to Mgmt Plan
QP - CW86		Close off to public during high winds	Ad hoc	All Staff	6.2
QP - CW87		Hoe/Strim Fence line	May-Sept	All Staff	5.33
QP - CW88		Plant bulbs	October	Grounds Person	5.33 6.3
QP - CW89		Maintain/ Repair Gates & Fence	January	Team Leader	6.25
QP - CW90		Cut Back Hedge on Chevening Road	September	All Staff	5.33
QP - CW91	Formal Gardens	Remove Litter/ Debris	Throughout the year	All Staff	2.4 5.33 3.6
QP - CW92		Mow Lawns	Mar – Oct	Grounds Person	5.33
QP - CW93		Apply Spring/Summer Fertiliser	March	Grounds Person	6.3 5.33
QP - CW94		Apply Winter/Spring Fertiliser	October	Grounds Person	6.3 5.33
QP - CW95		Apply Herbicide (worms & Leather Jackets)	March & Sept	Grounds Person	6.3 5.33
QP - CW96		Scarify Lawns	Mar – Oct	Grounds Person	5.33
QP - CW97		Solid Tine Lawns	March	Grounds Person	5.33
QP - CW98		Hollow Tine Lawns	October	Grounds Person	5.33
QP - CW99		Top Dress Lawns	October	Grounds Person	6.3 5.33 6.4
QP - CW100		Clear Leaves	Oct-Jan	All Staff	5.33
QP - CW101		Clean Lytch Gate	Throughout the year	All Staff	2.4 5.33 3.6
QP - CW102		Hoe/Weed Pathways	Mar – Oct	All Staff	5.33

Queen's Park - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to Mgmt Plan
QP - CW103		Cut Back/Shape Yew Trees	Mar, May & Sep	Grounds Person	6.3 5.33
QP - CW104		Cut Back Privet Hedge	Mar, May, Aug	Grounds Person	6.3 5.33
QP - CW105		Cut Back Long Grass Area	October	All Staff	6.3 5.33
QP - CW106		Cut Back Hawthorne Hedge	Mar, May & Sep	Grounds Person	6.3 5.33
QP - CW107	Farm	Remove Litter/ Debris	Throughout the year	All Staff	2.4 5.33 3.6
QP - CW108		Litter bins emptied twice weekly	Throughout the year	All Staff	2.4 5.33 3.6
QP - CW109		Blow/Sweep Paths	Throughout the year	All Staff	2.4 5.33 3.6
QP - CW110		Let Animals Out	Throughout the year	All Staff	6.3
QP - CW111		Put Animals Away	Throughout the year	All Staff	6.3
QP - CW112		Clean Animal Enclosures	Throughout the year	All Staff	6.3
QP - CW113		Cut Grass	Mar - Oct	All Staff	5.33
QP - CW114		Cut Hedges	September	All Staff	6.3 5.33
QP - CW115		Replenish Food & Water	Throughout the year	All Staff	6.3
QP - CW116		Clean Food/Bedding Stores	Throughout the year	All Staff	5.33 3.6
QP - CW117		Order food & Bedding	Throughout the year	Team Leader and Grounds Person	6.3
QP - CW118		Ethics Vet Visits	March & October	Team Leader and Grounds Person	6.3 6.2

Queen's Park - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to Mgmt Plan
QP - CW119		Clean Pond Filters	Throughout the year	All Staff	2.4 5.33 3.6
QP - CW120		Re-lay Grass Areas	March	Team Leader	5.33
QP - CW121	Tennis Courts	Remove Litter/ Debris	Throughout the year	All Staff	2.4 5.33 3.6
QP - CW122		Litter bins emptied twice weekly	Throughout the year	All Staff	2.4 5.33 3.6
QP - CW123		Clear Leaves	Oct - Jan	All Staff	5.33
QP - CW124		Sweep/Blow Courts	Throughout the year	All Staff	2.4 5.33 3.6
QP - CW125		Check Nets, height & wear & tear	Throughout the year	All Staff	6.3 6.25
QP - CW126		Serve Customers	Throughout the year	All Staff	2.4
QP - CW127		Cut Hedges	September	All Staff	6.3 6.25
QP - CW128		Hoe & Weed Under Hedges	Mar - Oct	All Staff	5.33
QP - CW129		Check Fencing & Gates	Throughout the year	All Staff	6.3 6.25
QP - CW130		Jet Wash Treat Courts	March	All Staff	2.4 5.33 3.6
QP - CW131		Clean Public Huts	Throughout the year	All Staff	2.4 5.33 3.6
QP - CW132		Clean Tennis Hut	Throughout the year	All Staff	2.4 5.33 3.6
QP - CW133	Public Toilets	Repairs/maintenance	Throughout the year	All Staff	6.3 6.25
QP - CW134		Clean Sinks, toilets, floors	Throughout the year	All Staff	2.4 5.33 3.6
QP - CW135		Check toilet paper & refill	Throughout the year	All Staff	2.4 5.33 3.6
QP - CW136		Check Soap & refill	Throughout the year	All Staff	2.4 5.33 3.6

Queen's Park - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to Mgmt Plan
QP - CW137		Clean middle block	Throughout the year	All Staff	2.4 5.33 3.6
QP - CW138		Clean storage cupboard (café)	Throughout the year	All Staff	5.33 3.6
QP - CW139		Open/Close	Throughout the year	All Staff	6.3
QP - CW140		Deep Clean	March	All Staff	2.4 5.33 3.6
QP - CW141		Check lights/hand driers	Throughout the year	All Staff	6.3 6.25
QP - CW142	Wildlife	Encourage biodiversity with hedge laying creating habitats	February	Grounds Person	2.4 2.10
QP - CW143		Promote the use of Queen's Park for wildlife education with RSPB	May-Aug	Team Leader	2.4 2.10 5.33
QP - CW144		Control eradicate knotweed, convolvulus etc.	Throughout year	Team Leader and Grounds Person	5.33
QP - CW145		Report sightings of OPM	Throughout year	All Staff	5.33
QP - CW146		Allow perimeter of park and Pitch & Putt Fairways to grow naturally	Throughout year	Team Leader	6.3
QP - CW147		Cut hedges after bird nesting season	September	All Staff	2.10
QP - CW148		Allow tree logs to decay naturally on woodland walk	Throughout year	All Staff	2.10
QP - CW149		Maintain sustainable planting to encourage wild life	Throughout year	Team Leader and Grounds Person	2.10
QP - CW150		Maintain log piles on woodland	Throughout year	All Staff	2.10
QP - CW151	Body of the Park	Remove Litter/ Debris	Throughout the year	All Staff	2.4 5.33 3.6
QP - CW152		Empty Litter Bins	Throughout the year	All Staff	2.4 5.33 3.6

Queen's Park - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to Mgmt Plan
QP - CW153		Litter Pick	Throughout the year	All Staff	2.4 5.33 3.6
QP - CW154		Wash Down Litter & Doggy Bins	Throughout the year	All Staff	2.4 5.33 3.6
QP - CW155		Empty Doggy Bins	Throughout the year	All Staff	2.4 5.33 3.6
QP - CW156		Empty recycling bins	Throughout the year	All Staff	2.4 5.33 3.6
QP - CW157		Inspect/repair fences/gates/walls	Throughout the year	All Staff	3.6 6.3 6.25
QP - CW158		Inspect/repair signage	Throughout the year	All Staff	3.6 6.3 6.25
QP - CW159		Clean/Repair benches	Throughout the year	All Staff	3.6 6.3 6.25
QP - CW160		Clean/weed Gullies	Nov -Jan	All Staff	2.4 5.33 3.6
QP - CW161		Inspect/ Clean/Repair trim trail	Mar – Sept	All Staff	3.6 6.3 6.25
QP - CW162		Erect Hanging Baskets	May	All Staff	5.33 6.3
QP - CW163		Water Hanging Baskets & tubs	May - Oct	All Staff	5.33 6.3
QP - CW164	Staff Yard and Park Buildings	Remove Litter/ Debris	Throughout the year	All Staff	2.4 5.33 3.6
QP - CW165		Clean Bothy including toilets, changing room and farm office	Throughout the year	All Staff	2.4 5.33 3.6
QP - CW166		Remove weeds/leaves/straw	Throughout the year	All Staff	2.4 5.33 3.6
QP - CW167		Monthly H&S Checks	Throughout the year	Team Leader	6.3 6.25
QP - CW168		First Aid Boxes Checked	Throughout the year	Team Leader	6.3 6.25
QP - CW169		Barn swept & tidied	Throughout the year	All Staff	2.4 5.33 3.6

Queen's Park - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to Mgmt Plan
QP - CW170		Staff Yard swept/blown	Throughout the year	All Staff	2.4 5.33 3.6
QP - CW171		Work Shop Swept/Tidied	Throughout the year	All Staff	2.4 5.33 3.6
QP - CW172		Sweep around Compactor	Throughout the year	All Staff	2.4 5.33 3.6
QP - CW173		Open metal Gates	Throughout the year	All Staff	6.3
QP - CW174		Close metal gates 15 minutes before park	Throughout the year	All Staff	6.3
QP - CW175	Stock equipment and machinery	All stock machinery and equipment controlled by documentation and check daily	Throughout the year	Team Leader	6.3 6.25
QP - CW176		Service and repairs when necessary	Throughout the year	Team Leader	6.3 6.25
QP - CW177		PPE maintained and inspected (including LOLER testing - biannual)	Throughout the year	Team Leader	6.3 6.25
QP - CW178	Admin duties	All correct admin documents completed and controlled as specified in corporate directives	Throughout the year	Team Leader	
QP - CW179		Control of contractors as per corporate policies	Throughout the year	Team Leader	
QP - CW180		Answer email / telephone enquiries	Throughout the year	Team Leader	
QP - CW181		Prepare paperwork for green flag/Heritage judging	June	Manager and Team Leader	
QP - CW182		Prepare paperwork for London in Bloom Judging	July	Manager and Team Leader	
QP - CW183		Report Faults to PSD	Throughout the year	Team Leader	
QP - CW184		Raise Orders	Throughout the year	Team Leader	
QP - CW185		Report Faults to PSD	Throughout the year	Team Leader	
QP - CW186		Collate Money	Throughout the year	Team Leader	

Queen's Park - Cyclical Works

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to Mgmt Plan
QP - CW187		Weekly Timesheets	Throughout the year	Team Leader	
QP - CW188		Absence Management	Throughout the year	Team Leader	
QP - CW189		Book Bandstand Parties	Throughout the year	Team Leader	
QP - CW190		Stock Checks – petrol/diesel/consumables	Throughout the year	Team Leader	
QP - CW191	Miscellaneous	Set up/take down children's shows	Aug-Sept	All Staff	6.7 2.4
QP - CW192		Set up Bands	June - Aug	All Staff	6.7 2.4
QP - CW193		Set up children's parties	Mar - Oct	All Staff	6.7 2.4
QP - CW194		Queen's Park Day	September	All Staff	6.7 2.4
QP - CW195		Queen's Park Day Preparation	August	Manager and Team Leader	6.7 2.4
QP - CW196		Winter 'Christmas' Gathering	December	Manager and Team Leader	6.7 2.4
QP - CW197		Collect Christmas Trees for recycling	January	All Staff	6.43
QP - CW198		Remove Café Rubbish	Throughout Year	All Staff	2.4 5.33 3.6

Queens Park - Projects

Ref	Location	Details of Proposed Work: Apr 2018 - Mar 2019	Timing of work	Who is Responsible	Link to Mgmt Plan
QP - PR1	Sandpit Area	Sandpit Area Refurbishment	May to March	Team Leader	WM4
QP - PR2	Bandstand	Develop Weddings and Civil Ceremony Events in Park	April - August	Team Leader	CWP 5c
QP - PR3	Park	Develop Historical Walks to be led by staff in the Park	April - August	Team Leader	CWP 2a
QP - PR4	Park	Review Buildings Waste Management Procedures	Throughout Year	Divisional Waste Team	CWP 3e
QP - PR5	Park	Woodland Walk Management Plan	Draft April 2019	Team Leader and Ecologist	CWP 4q
QP - PR6	Park	Carry out restoration work to hedgeline	Planting Season	Team Leader	CWP 4j
QP - PR7	Park	Develop an Activity Plan	April - March	Manager	CWP 5a
QP - PR8	Children's Farm	Carry out Refurbishment of the Children's Farm	April - March	Team Leader / Animal Attendant	DP 3.8
QP - PR9	Park	Toilet Extension - Play Area	April - March	Manager	QP 2
QP - PR10	Park	Resurfacing of Tennis Courts 1- 6	Sept - April 2019	Surveyors	

This page is intentionally left blank

Appendix 2

Headlines and Key Projects - 2018/19 Annual Work Programme

This appendix provides a preview of the Management Operations and Activities that will be carried out on Hampstead Heath over the next 12 months as part of the 2018/19 Annual Work Programme.

Tree Management

1. The Tree Team have produced a cyclical work programme for 2018/19 which shows the planned activities and operations for this year. In an increasingly biosecurity focused environment the Team need to prioritise their time carefully and the new plan will help them to achieve this.

Biosecurity and tree disease issues

2. Oak Processionary Moth (OPM) will continue to be a focus area for the Tree Team this coming year with the current Statutory Plant Health Notice (SPHN) issued by the Forestry Commission. Spread of OPM nest has increased fourfold in 2017, so spraying activity will be greatly expanded and collateral ecological damage needs to be balanced carefully with public health concerns.
3. Massaria of Plane Disease will also continue to be a major focus for the Team and cyclical inspections and effected branch removal will be scheduled in over the forthcoming 12 months.
4. In October a new City of London and Royal Parks Biosecurity Working Group was formed and held an inaugural meeting to discuss how to work collaboratively to manage shared biosecurity issues including OPM and Massaria amongst several other pest and diseases.

Veteran and Ancient Trees

5. Veteran tree management will focus on the re survey of the 900 trees that were identified as veteran or ancient candidates ten years ago. This survey work commenced in July this year and will be completed in October 2018 forming the basis for a revised series of management plans for Hampstead Heath's veteran and ancient tree stock.
6. The Tree Team will also be assisted by the Conservation Team with works to increase light levels and vegetative competition to veteran trees in secondary the woodland as part of their cyclical annual work.

Core work and tree inspections

7. Tree inspections and tree safety work will be carried out on a planned schedule but there will inevitably be a number of unplanned emergency works arising from extreme weather events or from the regular inspection process.
8. The Team will also continue their Arboriculture consultancy works which generate additional income and enable them to develop their specialism in veteran tree management.

Nature Conservation Work

9. The bulk of the Conservation AWP is a continuation of the existing programme of tasks to maintain the wild areas of the Heath. Work relating to the management of the new landscape created by the Ponds Project will still be required and many tasks will become ongoing, such as the mowing of spillways and dams as instructed by the Supervising Engineer. Other continuing Ponds

Appendix 2

Project related tasks will include turf repairs and reseeding as well as watering shrubs and trees.

Ponds project related works

10. Following the completion of the engineering part of the Ponds Project in October 2016 there has been an increasing requirement for the Conservation Team to address a number of 'snagging' items. The work has been largely completed but there are still some areas that require work and these will be addressed in 2018/19.
11. There will be a focus on the Bird Sanctuary, expanding the existing reed bed and also coppicing of willow and alder to improve light levels and provide improved habitat conditions for the grass snake population. There will also be some planting of new hazel whips to expand existing planting.
12. Coppicing works are planned on the eastern side of the Mixed Pond which will improve light conditions and provide improved conditions for the existing over mature hawthorn.

Hedgerows

13. Hedge restoration is planned for the Heath Extension and also for the section running north along the path from the Lido. These works need to be carried out either side of the bird nesting season and follow the guidance provided from the 2013 Hedgerow Survey.

Grassland management

14. There will be a focus on completing all the smaller plots not cut last year due to Ponds Project related work particularly the Tumulus Field and Pryor's Field. These areas had to be prioritised last year and are now recovering well. With the resurfacing completed at Kenwood Yard there will be less disruption this summer and bale collections can be made from the yard area as in previous years.

Compartment works

15. Coppicing is planned for the Fleet Stream which is part of the prescriptions outlined in the 2014 Fleet Stream Compartment Management Plan. This will improve light levels and encourage floristic diversity. There will also be coppicing carried out along the butterfly transect to also improve habitat and encourage species diversity.
16. The West Heath valley mire has been identified as a priority for 2018, with clearance around the seep point to expand the mire vegetation.

Rural Infrastructure maintenance

17. The shared-use pathways condition survey carried out during the summer of 2017 will generate a priority list of surface repairs which will commence in 2018. Part of the consultation process involves a decision on the final wearing course surface and this will then be used across the site.

Heath Hands

18. Whitestone Garden and the Old Orchard Garden will once again be focuses for Heath Hands volunteer sessions, along with the scheduled activities across the Heath, Highgate Wood, Keats House and also the ecological monitoring

Appendix 2

programme. There will be more surveying of hedgehogs in 2018 as part of the ongoing programme led by The London Zoo, and also bat surveying on the Pond chains.

19. Heath Hands will continue to work closely with The Leisure & Events Manager to promote and help with the running of a number of events on the Heath in 2018, which will include the Give it a Go Day on the 15 July 2018. In addition Heath Hands will host a special Music volunteering day on the 1 July 2018 at the Parliament Hill Bandstand.
20. Heath Hands also play an important role in the delivery of Wild about Hampstead Heath (visitor engagement), Community Heath (supporting individuals and groups with extra support needs) and Phoenix Futures (substance misuse recovery) projects.

Ecological Work

21. There will be an intensification of ecological monitoring in 2018/19 focusing on both habitat and species. The heathland sites will be surveyed for species composition and regeneration. As mentioned above, there will be a larger more extensive hedgehog survey using cameras and also more bats surveying on both the Highgate and Hampstead chain of ponds.
22. The monitoring and surveying of the areas impacted by the Ponds Project works is increasingly important as a more detailed base line emerges of what is hoped will be a steady increase in ecological and conservation value following the carefully planned landscape improvements following the completion of the engineering work.

Heath Ranger Team

23. The Heath Ranger Team like the Tree Team has a new AWP which schedules all their core duties according to area. They already have a number of conservation operations to carry out and this work is also included in the work programme.
24. Alongside the Heath Rangers cyclical work they also have a number of projects in 2018/19 including landscape improvements at South End Green, cycle parking spaces at the Mixed Pond, sponsored benches and the relocation of the bird feeding platform at Hampstead Number 1 Pond. It is hoped the later project will reduce the risk of swans coming into conflict with dogs as the current feeding platform is located next to the dog swim area.

Waste and Recycling

25. A waste and recycling review is planned for 2018/19, as set out in the Divisional Plan waste project (ref 2.2) to achieve improved recycling outcomes and reduce overall costs by 20% by 2021. The project will focus on three key areas; a public awareness campaign to make the public aware of the challenges and to reduce the costs associated with waste and recycling. There will also be options appraisal exercise carried out to look at changing our existing operational arrangements for waste collection, and lastly there will be a detailed look at how to reduce the cost and environmental impact of providing this service.

Appendix 2

Parliament Hill and Golder's Hill Park

26. The Gardening and Sports and Recreation Keeping Teams have a work programme and cyclical general maintenance for the formal areas at Parliament Hill Fields, Golders Hill Park, Heath Extension Sports Areas, The Hill Garden & Pergola and Keats House Garden.
27. Collecting litter, cleaning toilets, managing filming and providing a public interface are important roles for the Teams who work closely with the Heath's Ranger Team.
28. Key projects for 2018 include refurbishment of the donkey enclosure and paddock at the Golders Hill Park Zoo, a feasibility study in relation to relocation of the Golders Hill Park waste and the recycling area and landscape improvements to the Nassingdon Road entrance at Parliament Hill.

Operational Team

29. The Operational Service Team have a cyclical work programme for maintaining fleet, management of the general stores, overseeing health & safety and management of the built assets in conjunction with the City Surveyors Department. The major project for the Operations Team is the phased replacement of the road going fleet in line with the requirements of the newly proposed Ultra Low Emission Zone. The Superintendent's objective is to move towards electric or hybrid vehicles except where towing or off road capability will necessitate Euro 6 diesel engines.

Leisure & Events

30. Listed building consent has been granted to the Parliament Hill Lido for the installation of roof mounted solar Panels. Work is scheduled to begin in February with a completion by end of March 2018. In conjunction with this work the filtration pumps will have variable speed systems fitted to reduce their energy consumption. Swimming will not be disrupted as a result of the works although there may be temporary arrangements in relation to access to the changing room accommodation.
31. A new barrier system will be put in place at the Lido to assist with safe and efficient access on busy summer days during 2018. In addition, external agency stewards to help with information sharing and crowd control will be employed.
32. A review of signage on the Heath has taken place and the task of replacing the Heath's main signs (and maps) will be phased during 2018 starting with the D3 entrance signs. In addition signage at the Swimming Ponds will be improved.
33. The Communications Officer is currently designing, collating and procuring the new 2018 annual Heath events diary, which will be available from 1 April 2018.

Constabulary

34. The Hampstead Heath Constabulary will continue to deliver the Engagement, Education and Enforcement Plan 2015 – 2018. Through the delivery of this plan the role of the Constabulary will be to:
 - Protect and ensure the safety of persons visiting Hampstead Heath
 - Protect and ensure the safety of persons that work within Hampstead Heath

Appendix 2

- Work with other Departments and agencies both internal and external to achieve the above objectives.
35. Through engagement the Constabulary Team will continue to focus its efforts on a number of priority areas, these are:
- Engagement
 - Dog Control
 - Cycling
 - Anti-Social Behaviour
36. A number of projects will be delivered by the Constabulary Team in 2018/19 through the AWP; these projects will ensure that the Division delivers a relevant security function. The projects planned in 2018/19 are the introduction of Body Worn Video Cameras and Vehicle CCTV; the installation of rising bollards at key entrances; preparation for the introduction of the Open Spaces Bill; review of the Divisional Radio System and a scoping exercise for the introduction of a remote reporting module / tablet which will allow Constables to record incidents and occurrences away from a fixed office.

Support Services

37. Support Services provide the conduit between a range of City Corporate functions and the Division, for example Finance, Human Resources and Business Planning.
38. The overview for sound financial management and compliance, along with a wide range of day to day support for staff is at the heart of this Team's work, along with providing information to visitors, neighbours and Stakeholders.
39. The priorities for 2018/19 include the on-going implementation of the Bench Dedication and Sponsorship Scheme, in order to ensure that the service operates effectively and generates income in order to support the services provided by the Division. Co-ordination of the roll out of Windows 10 across the Division to provide improved flexibility with agile working for colleagues and rollout of the Division's out-of-hours call-out-rota, to ensure effective cover at all times.

Open Spaces Learning Team

40. The Learning Team will continue to provide a school service and play service on Hampstead Heath, as well as targeted projects to engage unemployed young people, children under five and their parents/carers, and volunteers from the local community.

Schools Service

41. The schools service will provide a variety of hands-on learning programmes which utilise the rich and unique resources of the Heath to enable students to develop their knowledge and skills, build confidence and connect with Open Spaces. The schools programmes support the delivery of National Curriculum objectives and are designed around our Open Spaces principles for school engagement, which have been developed to promote learning through active engagement with our unique spaces.

Appendix 2

42. A new secondary school programme which will provide more flexibility for secondary schools through the development of a themed menu of activities which they can access via our website will be developed. Teachers will be able to combine these activities to create their own structured days on the Heath, and/or incorporate them within schemes of work, linking the classroom, the Heath and the wider world. Themes will include environmental change, ecosystems, working scientifically and careers. This programme represents the legacy and transition from the Hampstead Heath Ponds Project Education Programme.

Play Service

43. The play service provides a year-round service at the Peggy Jay Centre for under-fives and their carers, and an open access play service at the Clubhouse for children aged up to 16 from April to October. Play is essential for children's wellbeing and provides many benefits including personal, social, emotional, creative and physical development. The facilities will provide opportunities for children to play and engage in activities that they have freely chosen, including a programme of activities such as den building, muddy kitchen and obstacle courses, and indoor activities such as leaf printing and mask making. A Specialist Design Team will have been appointed to redevelop the outdoor play areas for both sites, providing accessible play facilities which facilitate natural play and connection to the Heath.

Green Talent

44. Opportunities will be provided for unemployed young people or those at risk of becoming NEET (*a young person who is no longer in the education system and who is not working or being trained for work*), near Hampstead Heath to explore careers in the environmental and green spaces sector. The Learning Team will work with pupil referral units to engage students in a programme of bespoke activities where they can learn and develop practical skills and positive resilience strategies, which will promote positive mental health, personal and social development.

Playing Wild

45. A set of Hampstead Heath play trails for children under-five and their families/carers will be created. The play trails will enable children to explore the Heath and connect with it through a range of activities which engage the senses, curiosity and imagination. The activities will promote interaction within the families and encourage them to explore, learn and play together.
46. The Team will develop and deliver training and support for early years practitioners to use the Heath to enable learning through play for children under five.

Volunteers

47. Volunteers from the local communities will be recruited. Volunteers will be able to increase their wellbeing and confidence while giving their time, energy and skill to supporting learning activities on Hampstead Heath.

PROPOSED DIVISIONAL PLAN OVERVIEW

For

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

2018/19, 2019/20 & 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 three-year 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 three-year Divisional Plan that guides implementation
- An Annual Work Programme and Projects Plan, supported by detailed specifications and guidance

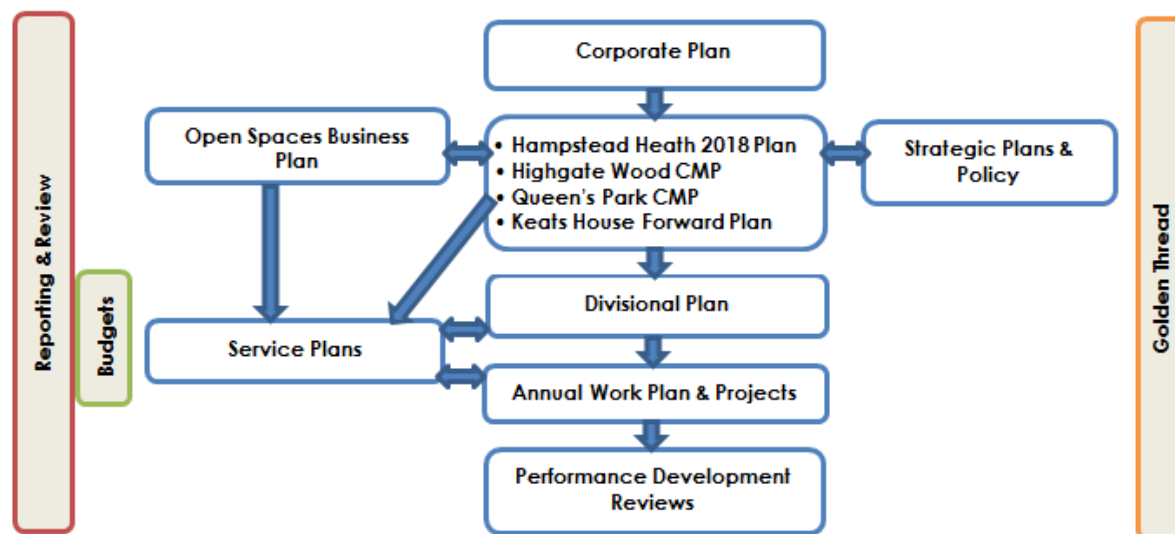
Throughout 2017, work continues on developing and aligning the documents that make up the three levels of the Management Framework. The projects and works proposed in this Divisional Plan ought to be considered within the context of the Management Framework as a whole.

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.

Department Project Boards (Sports, Learning, Promoting our Services, Fleet, Energy Efficiency, Events, Culture)

These Boards have been established across the Open Spaces Department to support the delivery of our services, more efficiently.

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 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 Outlines 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

Appendix 4

Ref	Action to deliver objective	Detail	Key Milestones	Date	Measure of success	Lead	Year	Links	Q2 status	Q2 update	Q4 status	Q4 update
Departmental Objective 1: Protect And Conserve The Ecology, Biodiversity And Heritage Of Our Sites												
1.1	Review Hampstead Heath Management Plan	Review, development, consultation and final production of the Management Plan for Hampstead Heath embedded in a Management Framework for effective implementation	Hampstead Heath Community Vision	Oct-17	Hampstead Heath Management Plan actions being planned and implemented via Divisional Plan and AWP	Project & Management Support Officer	17/18 18/19	2007 HHMP, OSD BP				
			Outcomes framework prepared	Apr-18								
			Hampstead Heath Management Plan to Committee for approval	Jun-18	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-17	On-going and cyclical works planned and resourced in the AWP (including monitoring)	Highgate Wood, Conservation & Trees Manager	17/18 18/19	NL1, NL5, NL20, HY3				
			Monitoring and evaluation programme developed.	Mar-18	On-going and cyclical works planned and resourced in the AWP (including monitoring)							
			Final report and project close	Mar-18	Annual reporting on AWP and service outcomes							
			Model Boating Pond access review completed	Oct-18	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	Apr-18	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 Surveyors Department	Oct-18								
			Committee approval of proposed strategy	Mar-19	Report on progress and outcomes annually							
			Management Plans for specific ponds / chains prepared	Mar-20								

Appendix 4

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	Mar-18	Agreed actions delivered within agreed timeframes utilising available resources	Superintendent	18/19 19/20 20/21	OSD BP		
			Annual reports on progress prepared by Managers	Jun-19						
1.5	Highgate Wood CMP	Undertake mid-term review of the Highgate Wood CMP	Highgate Wood CMP informed by WMP	Apr-18	Actions planned & implemented via Divisional Plan, AWP and Forward Plan	Highgate Wood, Conservation & Trees Manager	18/19	HW CMP, OSD BP		
			Review completed	Dec-18						
1.6	Veteran & Ancient Tree protection	Conserve Veteran & Ancient trees across all sites	Project plan prepared	Apr-18	Reduced limb or root plate failure of existing Veteran tree stock	Highgate Wood, Conservation & Trees Manager	18/19	NL13, NL17		
			Schedule for condition survey of Veteran & Ancient trees completed and agreed	Apr-18	Priority actions embedded in the AWP.					
			Management statement for high priority Veteran & Ancient trees at Hampstead Heath completed	Apr-18	Annual report submitted to Committee by June each year					
			Long term succession plan for Veteran & Ancient trees completed	Apr-19	Annual report submitted to Committee by June each year					
1.10	Keats House Community Infrastructure Levy Project	Keats House access and lighting improvements utilising CIL funding	Funding granted	Sep-17	Funding secured, improvements in place	Operational Services Manager	17/18 18/19			
			Plan and specification developed	Mar-18						
			Improvements delivered	Sep-18						
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	Apr-18	Bollards operational and providing improved access and security	Constabulary & Queen's Park Manager	18/19			
			Funding identified	Apr-18	Contractor assigned to deliver works					
			Works and equipment procured	May-18						
			Bollards installed	Jul-18	Access control fully functioning					
			Project Delivered	Aug-18						

Appendix 4

1.12	Asset Management Plan (AMP) 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. Apply template and approach to Queen's Park, Highgate Wood and Keats House.	Review of 2007 Plan aspirational goals for the Built Environment completed	Mar-18	Plan informs facilities maintenance & investment programme	Operational Services Manager	17/18 18/19	B1 to B16, E6			
			Draft Plan	Mar-18							Plans implemented and improvements prioritised via the CWP
			Approved AMP	Jun-18							
1.13	Highgate Wood Roman Kiln Project	Working in partnership to develop a community led HLF bid to secure funding to return the Roman Kiln to Highgate Wood	Building Project Plan prepared to support HLF bid in 19/20	Oct-19	HLF bid submitted	Highgate Wood, Conservation & Trees Manager	19/20	HW CMP			
		Reconfiguration of the information facility to house the Roman Kiln and new interpretation to support this project									
Departmental Objective 2: Embed Financial Sustainability Across Our Activities By Delivering Identified Programmes And Projects											
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. Deliver proposals as agreed by HHHWQPC in 2016	Gateway 1-2 Approval to Proceed	Jan-17	Drainage and safety improvements achieved; agreed targets delivered to stakeholders and Committees; on-going maintenance liability of the car park reduced	Operational Services Manager	17/18 18/19	B1, B16			
			Complete design specification	Jul-17							
			Gateway 3-4 Funding allocated	Dec-17							
			Interim report to Committee Gateway	Mar-18							
			Construction Commencement	Jun-18							
			Project Complete	Aug-18							
2.2	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	Apr-18	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	Apr-19							
			Recommendations implemented	Apr-20							

Appendix 4

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	Schedule for 18/19 & 19/20 developed & plan agreed	Apr-18	Schedule in place and prioritised in AWP	Project & Management Support Officer	18/19 19/20	B8, B14, A2, A3, A4		
			Design standards developed and agreed	Apr-19	Design standards agreed and working effectively Annual reporting on AWP and service outcomes					
Departmental Objective 3: Enrich Experiences By Providing High Quality And Engaging, Visitor, Educational And Volunteering Opportunities										
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-17	New volunteering opportunities across the Division implemented	Queen's Park & Constabulary Manager	17/18 18/19	OSD BP, A8		
			Volunteering baseline data captured	Apr-18						
			Action plan and targets developed	Jun-18	Training delivered and support given to volunteer groups					
			Report on progress annually	Jul-18	Volunteering targets achieved					
3.3	Communications and Engagement Strategy	Development of a strategy and policy to provide clarity, improved ways of working and delivery of services	Develop a project plan for each strategy	Apr-18	Finalised project plans and resources committed	Leisure & Events Manager	18/19	A5, A6, E4, E7		
			Final approval/strategy approved	Mar-19	Effectively embedded into our ways of working					
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	Apr-18	Strategy informs facilities maintenance & investment programme	Leisure & Events Manager	18/19	OSD BP		
			Schedule for investment in play facilities approved and reflected in the AWP	Sep-18	Enhanced play offer across Heath in accordance with the OSD Play Principles					
			Roll out strategy to Highgate Wood & Queen's Park, tailoring it to reflect local needs	Mar-19	Enhanced play offer at all sites					
			Rolled out to key staff and stakeholders	Mar-19	Staff trained and understand how their work contributes to achieving learning outcomes					

Appendix 4

3.5	Develop the Events Strategy	Development of strategy and policy to provide clarity, improved ways of working and delivery of services	Final approval/strategy approved	Apr-18		Leisure & Events Manager	17/18 18/19	P8		
3.5	Develop the Cultural Strategy	Development of strategy and policy to provide clarity, improved ways of working and delivery of services	Final approval/strategy approved	Jul-18		Principal Curator	17/18 18/19	P8		
3.6	Develop Guiding Principles for Visitor Services across all sites	Review and develop engagement and strategies for the following: angling strategy; cycling strategy and code of conduct; responsible dog strategy and code of conduct	Develop a project plan for each strategy	Apr-18	Finalised project plans and resources committed	Queen's Park & Constabulary Manager	18/19	P4, P5, P6, P7		
			Stakeholder consultation	Sep-18	Engaged with representative sample of stakeholders					
			Consultation Completed	Nov-18	Met with representative sample of stakeholders					
			Draft strategies produced	Dec-18	Draft strategies presented for approval					
			Final approval/strategy approved	Mar-19	Embed in to a Divisional way of working					
			Report to Superintendent	Mar-19	Effectively embedded into our ways of working					
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-17	Plans in place, redevelopment completed	Operational Services Manager	17/18 18/19 19/20	P10		
			Project Plan and stages approved	Oct-17						
			Redevelop donkey enclosure	Mar-18						
			Redevelop deer paddock	Mar-19						
			Redevelop Owl enclosure (create garden, alter Waders Avery, expanded quarantine housing)	Mar-20						

Appendix 4

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	Jul-17	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 19/20	QP CMP		
			Project plan completed.	Apr-18	Work programme in place to deliver redevelopment of farm					
			Redevelopment implemented	Mar-19	Staff work plans deliver redevelopment of farm					
			Works completed	Mar-19	Farm open to public					
			Project close and report to Superintendent	Apr-19	Annual report on visitor numbers, user engagement, user satisfaction					
3.9	Bench Dedication and Sponsorship Project	Complete an audit of benches and develop an integrated spatial database for benches. Provide a quality bench programme for Hampstead Heath that is self-funding. Apply policy and procedures across Queen's Park and Highgate Wood	Mapping of Hampstead Heath completed	Nov-16	Staff trained & confident to use & maintain database	Business Manager	17/18 18/19	B8		
			Policy approved	Mar-18	Annual maintenance plans for benches incorporated into AWP					
			Staff guidance for administering the bench scheme	Apr-18	Clear priorities for sponsorships set out in Support Services AWP					
			Sponsorship database developed and maintained	Mar-18	Annual reporting on progress against agreed targets					
			Initiated campaign to update historical sponsorship records	Apr-18	Self-funding by 2020					
			Commence project for Queen's Park and Highgate Wood	Apr-18	Database updated annually					
3.10	Develop the Adventure and Peggy Jay Centre playgrounds	Redevelopment of play areas at Peggy Jay Centre and Adventure Clubhouse	Corporate Gateway approval	Jan-17	Redevelopment completed	Learning Manager	17/18 18/19	B1, OSD BP		
			Community consultation and design finalised	Apr-18	Launch Learning Programme					
			Works completed	Mar-19	Learning Programme objectives and targets met					

Appendix 4

3.11	Review and update entrance signage across the Division	Renew signage in accordance with OSD standards	Agree style for each site	Apr-18	Quality information signs installed	Leisure & Events Manager	18/19 19/20	B14		
			Resources identified in partnership with City Surveyor Department	May-18						
			Installed on site	Mar-20						
3.12	Develop the Hive	<p>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.</p> <p>Corporate project approval was obtained in Jan 2017 based on recommendations in 2016 scoping report.</p> <p>Project on hold pending completion of AMP links to Project 4.5. Provision of learning and volunteering facilities to be considered as part of wider audit of facilities.</p>	Complete review 2016 Scoping Report and options appraisal.	Mar-17		Projects & Management Support Officer	17/18 18/19	B1, B5		
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	Apr-19	Visitor numbers and feedback	Principal Curator	19/20	City Culture Strategy		

Appendix 4

Departmental Objective 4: Improve The Health And Wellbeing Of The Community Through Access To Green Space And Recreation										
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	Partnership agreements for data collection and monitoring	Mar-18	Data is captured in order to aid and support decisions and offer	Operational Services Manager	17/18 18/19	S1, OSD BP		
			Work with our partners to develop a project plan	Mar-18	Adopted by Partners					
			Schedule for investment in sports facilities in partnership with City Surveyors Department	May-18	Plan informs facilities maintenance and investment programme					
			Final approval/strategy approved	Nov-18	Changes embedded and improvements prioritised via the CWP & AWP					
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	Mar-20	New leases in place	Queen's Park & Constabulary Manager	19/20 20/21			
			Review of potential sites which are appropriate for the provision of additional facilities for visitors	May-20	Facilities providing quality offer to customers					
			Longer leases implemented	Jan-21	Improved income from tenants					
			Review completed	Mar-22	Monitoring service standards embedded into the AWP					
4.5	Develop a master plan for optimising facilities at Parliament Hill to deliver outcomes as set out in the Asset Management Plan.	Carry out a review of facilities and buildings linked to health, wellbeing and learning.	Project Plan approved	Apr-18	Plans developed and successful consultation carried out	Operational Services Manager	18/19 19/20 20/21	B1, B2, B10, B11, S5 (1.12)		
			Feasibility study completed	Mar-19	Facilities developed to ensure best use of resources					
			Prepare schedule for development and implementation	Mar-20						

Appendix 4

Departmental Objective 5: Improve Service Efficiency And Workforce Satisfaction										
5.1	Prepare for efficiency savings programme across the Division	Identify and develop efficiencies to achieve saving targets for 18/19	Plan for savings and delivery of services developed	Nov-17	Draft Original Budget agreed by Committee	Business Manager	17/18 18/19	OSD BP		
		Identify and develop income generation strategy for future years	Key opportunities identified and plans in place to deliver	Jun-18	Saving Plans developed					
			Communication plan in place to ensure clear messages are shared with staff and stakeholders	Aug-18	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	Jul-18	Operational on-line sports booking systems	Queen's Park & Constabulary Manager	18/19	OSD BP		
		Trial use of Eventbrite to manage booking arrangements	Online bookings for events implemented and reviewed	Jul-18	More efficient management of events and sports offer					
		Investigate opportunities to use an App based system to support the administration of filming activities	App in place	Sep-18	Improve efficiency managing filming activities					
5.3	Embed Divisional Management Framework into ways of working	Develop a Divisional Plan, AWP and Project Plans to plan, deliver and report on achievements	Draft Divisional Plan	Oct-17	Priority projects and actions implemented effectively	Operational Services Manager	17/18	2007 HHMP		
			Divisional Plan approved	Apr-18	Monitoring of progress and annual reporting embedded					

Appendix 4

5.5	Ensure the health and welfare of our skilled and motivated staff	Deliver a range of initiatives linked to the workforce, including: reviews and resctructures, Workforce Plan and liP Action Plans, training, sucession planning, Wellbeing Strategy. Apprenticeship opportunities as part of the organisations commitment to the Government initiative.	Departmental learning programme developed & training planned.	Jul-18	Appropriately skilled workforce, able to deliver effectively and provide high standards of service. Staff working effectively with volunteers to provide a range of opportunities.	Business Manager	17/18 18/19	OSD BP		
			Deliver actions within the Workforce and liP plans - within their identified timelines	Jun-17	Increasing levels of staff satisfaction and motivation.					
			Equalities reps in place across the Department and Equalities Board established	May-17	Equalities is embeded into the Division at all levels and in all activities.					
			Apprenticeship Plan developed and agreed	May-17	Apprentices in post, developing effectively and adding value to Divisions across the department.					
			Apprentices recruited and working successfully: 1st and 2nd cohort	Sept 17, 2nd co-hort Feb 18	Apprentices gain NVQ and go on to gain permanent employment as a result of the skills, knowledge and experience which they have gained					
			Workforce survey led by the Culture Board carried out and action plan developed	Dec-18	Culture change and actions resuting from the survey delivered, ensuring that there is an adaptbale and motovated workforce, who feel empowered and valued					

Appendix 5 – Project Record Schedule, Pipeline Projects & Divisional Plan key

Project Record Schedule

Ref	Project Overview	Update
1.7	Protection of veteran Trees	Moved to AWP
1.8	Joint Biosecurity	Completed in 2017/18
1.9	Kenwood Yard resurfacing	Completed in 2017/18
3.1	Queen's Park Sandpit refurbishment	Moved to AWP
4.2	Open Spaces Department Water Safety Policy	Moved to AWP
4.3	Café review and retender	Completed in 2017/18
5.4	Working Arrangements Review	Completed in 2017/18

Pipeline Projects

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

Divisional Plan 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
Sports (links to the 2007 Hampstead Heath Management Plan)	S
Natural landscape (links to the 2007 Hampstead Heath Management Plan)	NL
Built environment (links to the 2007 Hampstead Heath Management Plan)	B

Informal Public Use (links to the 2007 Hampstead Heath Management Plan)	P
Access & Education (links to the 2007 Hampstead Heath Management Plan)	A
Education (links to the 2007 Hampstead Heath Management Plan)	E
Hydrology (links to the 2007 Hampstead Heath Management Plan)	HY

HAMPSTEAD HEATH OUTCOMES FRAMEWORK

Draft 1

29 January 18



Protect the peaceful and tranquil atmosphere

Maintain variety of formal & informal experiences

Monitoring of users and user need

Information, communication & outreach activities, inc, with a range of local organisations

Inclusive decision making

Clear communication of management decisions

Education for children & adults about Heath & nature

Learning about how to protect the Heath

Ecological management (staff & volunteers)

Monitoring environment, level & type of activity and impacts

Protect fringes from encroaching urbanisation

'Wildness' enables adventure

'Wildness' & heritage encourages conversation

Activities appeal to broad range of people

Heath & facilities are physically accessible to more diverse users

Heath is financially accessible

People know about the Heath & what's on offer

Heath is perceived as welcoming

People feel safe on the Heath

People who value Heath see themselves as ambassadors

Improved understanding of management decisions

Improved users' knowledge of the Heath environment / behaviours to protect heath

Controlled levels of organised activity

Sensitive areas are protected

Enhancement of green passages & environs of the Heath

Increased physical activity
Families spend quality time together

Increased sense of connection to nature & seasonality

Observing & talking to other Heath users continues

Greater range of people want & are able to visit Heath
Greater range of people feel confident about visiting Heath

Increased sense of collective ownership & personal responsibility

People treat the Heath with greater respect & more pro-environmental behaviours

Maintained mosaic of natural habitats & heritage

Improved physical health

Improved mental health & wellbeing

Reduced social isolation

Increased social interaction

Increased diversity of Heath users

Greater number & diversity of people taking responsibility for Heath

Enhanced biodiversity

Unique characteristics are maintained eg soils, topography, landscapes

Improved quality of life for heath users

Increased social inclusion

More effective collective care of the Heath

Maintained flourishing natural space & historic landscape

Page 160

NARRATIVE

Drawing on the Community Vision for Hampstead Heath, there are four key ‘outcomes’ (or benefits) arising from how the Heath is used and maintained that contribute to realising the Vision—broadly, that the Heath is conserved in a way that enhances our lives.

At the top of the theory of change diagram, **quality of life for people who use the Heath** is increased through improvements to physical health, mental wellbeing and reduced social isolation—and these outcomes are mutually supportive. All aspects of wellbeing are achieved by maintaining a variety of experiences and activities, which appeal to a range of people and families, while the wildness and heritage of the Heath encourages adventure and interaction with other Heath users. The benefits of maintaining a variety of opportunities for physical activity need to be balanced with impacts on the ecology of the Heath—so monitoring the level, type and impact of user activity is important.

Reducing social isolation is a key element of improving heath users’ quality of life. It is also an important contributor to the second key outcome for achieving the Community Vision—that **social inclusion is increased** by the Heath. Social inclusion depends on both increasing the diversity of Heath users and people interacting with each other. This is likely to flow from people feeling confident about visiting and using the Heath, combined with a sense that the Heath community is open and welcoming.

Achieving a diversity of Heath users depends in part on ensuring activities appeal to a broad range of people. The Heath also needs to be physically and financially accessible for a range of users, and people need to feel safe and welcome on the Heath – so monitoring users and users’ needs is important to ensure this is achieved. And as well making sure people *want* and *are able* to use the Heath, a diverse range of people need to *know about* the Heath and what’s on offer. (PTO)

Communication, education and outreach activity, particularly working with a range of (local) partners, schools and other organisations, will mean more people have the knowledge and confidence to visit the Heath and enjoy its unique mix of wild and natural spaces, heritage and sports facilities.

Increasing the diversity of Heath users needs to go hand in hand with users feeling part of the Heath community. The experiences already outlined, which help new and diverse users feel confident about visiting the Heath, will be enhanced by experienced users seeing themselves as Heath ambassadors. Alongside this, ensuring clear communication and improved understanding of management decisions will help all users feel part of the Heath community. Complementing experiences that make the Heath feel welcoming and open with educational activities/resources that engage people about what makes the Heath a special place, the Heath environment and behaviours that protect it, will encourage users to adopt pro-environmental behaviours. Combined, this will not only increase the likelihood of social interaction and inclusion among users, but will help ensure that a greater number and diversity of people feel a sense of collective responsibility for the Heath's upkeep. This will support the achievement of the third key intermediate outcome—**more effective collective care of the Heath**.

Effective ecological management from staff and volunteers, cooperation among the local community to protect green passages and protect fringes from encroaching urbanisation, along with monitoring the level and impact of user activity, will mean that the Heath's mosaic of natural habitats and heritage is protected. With more diverse users treating the Heath with greater respect and taking collective responsibility for the Heath's upkeep, the final key outcome—**maintaining a flourishing natural space**—can be achieved.

Committees: Hampstead Heath, Highgate Wood & Queen's Park Committee	Dated: 21 February 2018
Subject: Policy for Bench Dedications and Sponsorships at Hampstead Heath	Public
Report of: Superintendent of Hampstead Heath	For Decision
Report author: Lucy Gannon, Open Spaces Department	

Summary

The proposed Policy for bench dedications and sponsorships sets out a clear framework for the management of benches at Hampstead Heath. The proposed Policy is based on recommendations and principles that were presented to this Committee in May 2017 and it updates the current position on the dedication and sponsorship of benches in light of a review of the existing 'memorial bench' scheme conducted throughout 2016 and 2017.

Recommendation

It is recommended that:

- Members consider the comments and feedback provided by the Hampstead Heath Consultative Committee.
- Members approve the Policy (see appendix 1) for bench dedications and sponsorships.

Main Report

Background

1. Following a review of management of the 'memorial bench' scheme at Hampstead Heath, six recommendations for addressing the backlog in bench dedications were drafted. These were agreed by Members of this Committee in May 2017.
2. There is a long tradition of dedicating benches on the Heath dating back to the 1970s and, today, many benches that pre-date 1995 are reaching the end of their serviceable life.
3. There has been a gradual increase in demand for bench dedications over time which led to past Superintendents implementing an informal cap on the total number of benches and their locations.

4. Incomplete sponsorship records and uncertainty about terms and length of historical agreements have meant that renewal or re-dedication of benches has become complicated. Recognising the sensitive nature of these requests, a waiting list was established approximately ten years ago to manage requests fairly and transparently.
5. In 2015 a temporary hold was placed on the waiting list and no new applications were accepted pending a review of the scheme. A survey was completed in 2016 to map the location and assess the condition of 550 benches across the Heath.

Current Position

6. Development of a Policy for bench dedications and sponsorships is a key element of a priority project in the proposed 2018/19 Divisional Plan. The project aims to achieve a high quality service that is self-funding by 2020.
7. Building on the six recommendations agreed in May 2017, a protocol has been developed to ensure historic bench dedications are handled with sensitivity and fairness to ensure people who have sponsored a bench in the past have adequate opportunity to get in contact and to make arrangements. An ongoing trial of this protocol commenced in 2017 across the Heath and has received a positive response with over 90 contacts made in response to seeing a notice. The proposed policy sets out this protocol in detail.
8. Annual maintenance and repair of benches is prioritised in the Annual Work Programme (AWP) for Operations, including a programme for replacement of benches that are reaching the end of their serviceable life. Administration of the sponsorship service is set out in the Support Services section of the AWP.
9. The proposed Policy has been prepared following a benchmarking exercise of comparable bench schemes administered by neighbouring local authorities and open space managers. It has been drafted to be consistent with the terminology and procedures used by other Open Spaces Divisions, particularly the Epping Forest policy for dedications and sponsorships developed in 2017, while specifically addressing aspects unique to the Heath.

Consultation

10. The guidance set out in the proposed Policy has been discussed with Members of the Hampstead Heath Consultative Committee over a number of walks during 2016, resulting in six recommendations that were agreed by Members of this Committee May 2017.
11. Members of the Hampstead Heath Consultative Committee received a report and the draft Policy at their meeting in January 2018.

Next Steps

12. Following consultation with Members of the Hampstead Heath Consultative Committee, Officers are seeking agreement in relation the proposed Policy.

13. Progress will be reported annually via the reporting framework being developed for the Divisional Plan and the AWP.

Financial Implications

14. A key aim of the improvements to the bench dedications and sponsorships scheme is to provide a high quality service that is self-funding on an annual basis. No change to fees and charges for sponsorships is proposed at this time. Fees and charges will be reviewed on an annual basis and will continue to be set out annually for Committee approval. The proposed Policy sets out the structure for fees and charges associated with bench sponsorships.

Corporate Implications

15. The proposed Policy has been developed in the context of the Open Spaces Business Plan and the 2007 Hampstead Heath Management Plan. It will be implemented via the Management Framework for the Division, with key actions to be prioritised on an annual basis, commencing with the 2018/19 financial year.

Conclusion

16. The proposed Policy for bench dedications and sponsorships sets out a clear framework (see appendix 1) for effective management of benches at Hampstead Heath. The Superintendent seeks feedback from Members prior to finalising the Policy.

Appendices

- Appendix 1 – Proposed Policy for Bench Dedications and Sponsorships at Hampstead Heath.

Lucy Gannon

Project Officer, Open Spaces Department

T: 020 7332 3779

E: lucy.gannon@cityoflondon.gov.uk

This page is intentionally left blank

Policy for Bench Dedications and Sponsorships at Hampstead Heath

Contents

1. Introduction	1
2. Background	1
3. Hampstead Heath Bench Dedication Service	2
4. General Principles	2
5. Fees and Payment	4
6. Implementation and Review	5

1 Introduction

This policy updates the current position on the dedication and sponsorship of benches on Hampstead Heath in light of a review of the existing 'memorial bench' scheme conducted throughout 2016 and 2017.

Hampstead Heath holds many positive associations with peace and tranquillity, connection with nature, cherished memories and enhanced health and wellbeing (Heath Community Vision survey July 2017). Provision of a high quality bench dedication and sponsorship service provides a unique opportunity for members of the public to commemorate loved ones or special occasions and to create a lasting connection with the Heath.

This policy aims to address:

- The increasing numbers of requests for bench dedications anticipated in the future in response to increased visitor engagement and connection to the Heath.
- The issue of aging bench furniture across the body of the Heath and as a means of covering costs of maintenance, replacement and upgrade of the Heath furniture on a sustainable basis.
- The administrative costs of delivering a high quality bench dedication service to enable it to become self-funding in the longer term.
- The longer term opportunity to raise donations towards the provision of visitor services more broadly in the future.

2 Background

There is a long tradition of dedicating benches on the Heath dating back to the 1970s and, today, many benches that pre-date 1995 are reaching the end of their serviceable life.

A gradual increase in demand for bench dedications over time led to the introduction of an informal cap on the total number of benches and their locations which remains in place today. This is consistent with the responsibility to preserve the 'natural aspect' of the Heath in accordance with the Hampstead Heath Act 1871 and with the policy to maintain the rural and wild aesthetic of the Heath.

This policy sets out a procedure for the effective management of existing bench stock and bench sponsorships across the Heath. In particular it sets out clear measures for addressing the renewal or re-dedication of existing benches sensitively and fairly.

3 Hampstead Heath Bench Dedication Service

A dedicated bench on Hampstead Heath is a popular way to commemorate a loved one or to celebrate a special occasion.

The bench dedication service offers sponsorship of a bench to commemorate people or occasions consistent with the charitable aims and rural aesthetic of Hampstead Heath and consistent with the principles and guidance set out in this policy.

The service aims to administer bench dedications fairly and transparently recognising that there is a limit to the number of benches available and that these have a limited lifespan.

Dedication of a bench will provide a sustainable and robust timber seat with an inscribed dedication routed into the timber of the seat back. The bench will be dedicated for ten years after which we will contact the sponsor to offer a possible extension (at further charge) prior to offering the bench to the applicants on the waiting list for re-dedication/replacement.

4 General Principles

Locations, number and style of benches

- 4.1 Maintain the current cap on the number and distribution of benches across the Heath and prepare and maintain a Schedule of Locations that sets out approved locations for benches. The Schedule of Locations may be updated annually to reflect annual work programmes and to incorporate any required modifications.
- 4.2 Apply a design standard to bench renewals and replacements to ensure benches are in keeping with the landscape characteristics and achieve a consistent standard. To this end, a schedule of appropriate bench styles will be developed, expanding on the current styles found across the Heath (and phasing out less desirable styles).

Sponsorships

- 4.3 Continue to implement a standard dedication period of ten years for all benches with an option for the registered sponsor to extend their sponsorship on a ten yearly cycle (at the published fee).
- 4.4 Benches will be sourced and purchased by The City of London and will comply with the bench style and standard set out in the Schedule of Locations.
- 4.5 The inscribed dedication will be produced and installed by the City of London. This must comply with the style guide and limits on the number of words in the inscription and will be subject to the approval of the Superintendent.

- 4.6 Benches dedicated in memory will require the agreement of the next of kin, personal representative and/ or executor.
- 4.7 Benches will be dedicated for a period of ten years during which the scheme allows for up to one replacement due to vandalism, theft or disrepair, beyond which we do not undertake to continue to replace the bench or accept liability. Standard maintenance for Heath furniture will be applied during this time.
- 4.8 Benches will be permitted in specified locations and any variations will require the approval of the Superintendent.
- 4.9 Where demand for benches cannot be met within the specified locations applicants may choose to go on a waiting list. It will be the responsibility of the applicant to keep us informed of change of contact details.

Waiting List

- 4.10 Continue to maintain a waiting list for bench dedications and to offer benches for re-dedication as they become available. Applicants on the waiting list will be consulted in order of priority according to length of time since registering their interest on the waiting list.
- 4.11 Benches not taken up by applicants on the waiting list may be offered to the wider public for sponsorship and re-dedication.
- 4.12 We will aim to reduce the waiting list for a bench dedication to a maximum of 50 applicants and to maintain it at or below this level in future. Timely review of the waiting list cap may occur as required in response to changing demand and at the discretion of the Superintendent.

Aging bench stock and dedications prior to 1996

- 4.13 The renewal and re-dedication of benches that are reaching the end of their life span will be prioritised. The majority of benches currently on the Heath are over 20 years old and are approaching the end of their serviceable life.
- 4.14 Due to the passage of time, current contact details for past sponsors are not held for the majority of these dedications. This is further complicated by the fact that the terms and duration of past agreements are not recorded. In many instances the duration of these historic agreements was unspecified, being generally perceived to remain for the serviceable life time of the bench.
- 4.15 It is important to note that sponsorship is given for a specific bench, not the location and is therefore linked to the period of the life span of a bench. For the purpose of clarity, for benches sponsored prior to 1996, this period is recognised as 20 years, as defined and communicated in 1997, by the then Superintendent.

4.16 Recognising the sensitive nature of the removal of benches that have been dedicated in the past, every effort will be made to respect the wishes of the original sponsors and to make contact.

4.17 To this end, the following protocol is proposed for the notification of bench renewals:

4.17.1 Commence notification 12 months prior to scheduled bench renewal.

4.17.2 Offer first right of refusal for re-dedication of the bench to registered sponsor (where sponsor records are current).

4.17.3 In the event that the sponsor records are not current, a notice will be placed on the bench for a minimum of 12 months prior to the scheduled bench renewal. In addition, where appropriate, the City of London will use its website, social media and work with the local newspapers to actively seek to contact sponsors.

4.17.4 In the event that a sponsored bench is removed due to damage or being beyond economic repair prior to the sponsorship being renewed or expiry of the full 12 month notice period, a replacement bench may be installed. However, re-dedication of the bench will not be initiated until the notice period has expired, to provide the opportunity for the original sponsor to make contact.

4.17.5 Retain timber slats bearing the inscribed dedication and store securely for 2 years in the event that a sponsor wishes to claim at a later date.

4.17.6 Should a sponsor make contact following the removal of the bench and wish to sponsor a new bench every effort will be made to accommodate their wishes.

5 Fees and Payment

5.1 Prices for benches will be determined annually in line with inflation and based on the overall cost of providing the service. Proposed pricing revisions will be discussed with the Hampstead Heath Consultative Committee and reported to the Hampstead Heath, Highgate Wood and Queen's Park Committee annually as part of the annual report on fees and charges.

5.2 The cost of the dedicated bench will include the purchase of the bench, slat engraving, installation costs, maintenance over ten years and cost of administration of the service. Also an 'insurance' of 25% towards possible repair or renewal during its lifespan to cover for the event of vandalism, theft or disrepair (see para 4.7).

5.3 Sponsors will have the option to make a donation to the overall upkeep of the Heath.

6 Implementation and Review

- 6.1 This policy will be reviewed in line with the Hampstead Heath Management Plan with a mid-term review scheduled in 2023/24 and a complete review to be undertaken after ten years. Supporting documents and plans will be reviewed as required within this time frame.
- 6.2 The Bench Dedication Service will be implemented through the Annual Work Programme which will set out service standards, targets and outcomes on an annual cycle.
- 6.3 The Schedule of Locations will be reviewed periodically (a ten year review period is recommended to align with review of the wider Management Plan for Hampstead Heath).
- 6.4 Revise the current guidance for dedicating a bench to ensure it aligns with the wider offer across Open Spaces Department as appropriate.

Committee(s)	Dated:
Hampstead Heath Consultative Committee - For Discussion	29 January 2018
Hampstead Heath, Highgate Wood, Queen's Park Committee - For Decision	21 February 2018
Subject: Review Events Programme 2017 & Provisional 2018 Events Programme	Public
Report of Superintendent of Hampstead Heath	For Decision
Report author: Paul Maskell - Leisure and Events Manager	

Summary

The following report details the successes of the 2017 Hampstead Heath Events Programme, and sets out the provisional Events Programme for 2018.

Recommendation(s)

It is recommended that:

- Members note the success of the 2017 Hampstead Heath Events Programme in engaging with audiences, attracting new visitors to the Heath, and working with partners to provide a valuable service for the local community and beyond.
- Taking account of the views of the Hampstead Heath Consultative Committee, the potential damage to the public perception and reputation of the Hampstead Heath Charity; and the potential security issues arising from the use of performing animals, it is recommend that the licensed Circus event in 2018 should not contain performing animals (domestic or exotic).
- Members of the Hampstead Heath, Highgate Wood and Queen's Park Committee agree the proposed 2018 Events Programme, taking account of the views of the Hampstead Heath Consultative Committee.

Main Report

Background

1. Hampstead Heath has a long history of holding events. The 2017 Hampstead Heath Events Programme consisted of over 101 sports, well-being and cultural events and culminated with the Christmas Day swim at the Men's Pond.

Current Position

2. The proposed 2018 Events Programme is currently in draft form. The Leisure & Events Manager is seeking feedback from Members in relation to the events

included in the proposed 2018 programme and the recommendations for circus performances.

Highlights of the 2017 Events Programme

The Affordable Art Fair (AAF)

3. 17,000 members of the public visited the fair between 11 – 14 May 2017. Visitor numbers were up 13% on 2016.

Highgate Harriers, Night of the 10,000m Personal Bests

4. The event held on 20 May 2017, received extensive national media coverage, and was enjoyed by around 7,000 spectators, including Lord Sebastian Coe, Marathon world record holder Paula Radcliff MBE, Ronnie Sullivan OBE and Olympic medallist Wendy Sly MBE. The event has gained international recognition and continues to demonstrate how a 'not for profit' volunteer initiative can gain greater grass root community commitment and support.

Give it a Go

5. The Give It A Go! Festival was held on 16 July 2017, in partnership with the London Borough of Camden and partners from around the Borough. The cricket enclosure at Parliament Hill provided a venue for the Mayhew dog show, and tasters were offered in the following sports: fencing, athletics, football, rugby, bowls, croquet, assault courses and T3 lawn table tennis and Lawn Tennis incorporating the great British Tennis weekend. It is estimated the event attracted over 8,000 people and positive media coverage in the local papers.

Summer Bandstand Concerts

6. The 2017 summer music programme at the Parliament Hill and Golders Hill Park bandstands included 34 band performances from June until August. The Friday night concerts at Parliament Hill have been a particular success and are fast becoming a cornerstone of the local cultural calendar.

One Man and his Dog

7. The Heath was host to the BBC Countryfile *One Man and His Dog* 2017 edition which was filmed on Saturday 2 September and broadcast on Sunday 24 September. The whole show was dedicated to The Heath and consolidated figures show 4.91 million watching the programme nationally: more than one in four of all people who were watching TV on that Sunday night. More chose to watch *One Man and His Dog* that night than Top Gear (BBC Two) or Victoria (ITV). The Heath provided a fantastic location with the skyline of London as the backdrop and a great piece of publicity for the Heath.

19th Hampstead Heath Duathlon

8. Held on Sunday 3 September 295 people took part in the 19th Hampstead Heath Duathlon on 3 September 2017. The event is managed in partnership

with Hampstead Rugby Club and ParkRun and offers an opportunity for participants to run across the Heath and swim in each of the Heath's swimming facilities.

London Youth Games

9. Held on 18 November 2017, the London Youth Games attracted over 1,400 entries. Jon Hughes, Chief Executive Officer of the London Youth Games said: *"What an incredible way to start the 2018 London Youth Games season with school children from every London Borough coming together. Our thanks go out to the City of London, the South of England Athletic Association and our dedicated team of volunteers for their continued support in making this event such a great success."*

Circus

10. Moscow State Circus held a very successful series of shows, featuring acrobatics music and clowns, in a circus tent on East Heath between 27 September – 1 October. The Leisure & Events Manager is seeking Members views in relation to licensing a circus for the 2018 season. Please see paragraph 18-23 for further information.

Weddings & Civil Ceremonies

11. A total of 18 ceremonies took place during 2017. Eight ceremonies took place at the Hill Garden, seven at the Rotunda, and three at the Belvedere. Feedback from clients and guests is extremely positive. It is clear that the high quality of service provided remains critical to the continued success of the venue.

Proposed 2018 Events Programme

12. The Leisure & Events Manager is seeking feedback from Members in relation to the proposed draft 2018 programme (see Appendix 2). Key matters for consideration include the development of a 'sister' event to complement the Affordable Art Fair in 2019, licence arrangements for circus performances, a proposal for a themed sports programme of events during this summer, response to a proposal for a Shire Horses demonstration and development of the Events Policy for Hampstead Heath in the context of the Opens Spaces Bill.
13. After discussion with the Hampstead Heath Sports Forum it has been suggested that the Events Programme use themes to target different groups to attend sporting events. This year we are proposing a week-long series of events in June that will enhance our programme of activities for women of all ages. The Leisure & Events Manager proposed to run this programme with partners including Highgate Harriers, British Military Fitness and the Hampstead Rugby Football Club, alongside the national campaigns, 'This Girl Can', and #BehindEveryGreatCity, which celebrates London's role in the women's suffragette movement and the introduction of the vote for women 100 years ago. It is proposed that the week's events could include Rugby, Athletics,

Fitness, Volunteering and Tennis and would take place in the week commencing 10 June 2018.

14. On 19 May 2018 the Night of the 10,000m Personal Bests will return. The event will again be a celebration of endurance track racing, with multiple races, children's relays and culminate in the hosting of the European Cup, bringing over 30 world class European and Olympic athletes to the track. In addition, the races will include the British Championships and Team Great Britain Trials for the European Championships (Berlin). The event will be filmed and will have a global reach via web streaming.

AAF

15. Following the improved results for the event itself and the streamlined build due to being brought forward in the calendar; it is proposed that the AAF continue to be held in May, with the event taking place from the 10 – 13 May 2018. Plans for a secondary event to take place on the Lower Fairground site from 2019 are still being developed with an update expected next year. This event would be in place of Grow London, which was discontinued in 2016 by the organisers.

Traditional Fairs

16. The Leisure & Events Manager is currently in talks with the Showman's Guild regarding the Easter Fair. It is proposed that the Fair will open on Good Friday (30 March 2018) and close on Easter Monday (2 April 2018). The traditional Fairs will also continue over the Whitsun and August Bank Holidays.
17. The long term viability of the Fairs is a matter of concern to both the City and the Showman's Guild, with a number of plots left vacant as attendance declines. The Leisure & Events Manager continues to work closely with the Showman's Guild to ensure the Fairs are well attended, licenced and managed to provide a safe and enjoyable experience for all Heath visitors.

Circus

18. As has previously been noted in this report, there was a positive public response to the Moscow State Circus in 2017. The Moscow State Circus does not feature performing animals and was invited to the Heath in lieu of Zippos Circus, who elected to take a year away from the Heath to explore a new venture.
19. Zippos Circus last came to Hampstead Heath in October 2016 with a performance based around horses, budgerigars and domesticated rescue cats. The public response to Zippos Circus was mixed, and the City of London received a number of emails from members of the public stating that they did not wish to see animals used in shows for the purpose of entertainment. In addition, the Leisure and Events Manager received a petition, calling for a 'ban on the use of animals in Circuses in the UK'.

20. At the 2016 Zippos Circus, Animal Rights Activists disrupted five out of the six days during the event programme. Constables were required on occasion to eject the activists from the Heath due to breaches of the byelaws. On the final night, Animal Rights Activists undertook a continuous and sustained period of hostile abuse and intimidation towards the Hampstead Heath Constabulary, the Leisure & Events Manager and the Heath Ranger Team. Members of the public attending circus performances were also subjected to intimidation from the Animal Rights Activists.
21. The activists obstructed a moving circus vehicle by laying in front of it as it attempted to depart from the Heath, the Metropolitan Police were called but were unable to attend due to another incident occurring in the Borough. Activists filmed their presence and the actions of the Constables on a number of occasions.
22. Taking account of the views of the Hampstead Heath Consultative Committee, the potential damage to the public perception and reputation of the Hampstead Heath Charity; and the potential security issues arising from the use of performing animals, Officers therefore recommend that the licensed Circus event in 2018 should not contain performing animals (domestic or exotic).
23. An Events Policy for Hampstead Heath, which is currently in preparation, is being developed in accordance with the Open Spaces Events Policy which states that events which include animals falling within the schedule of "Kinds of Dangerous Wild Animals" in the Dangerous Wild Animals Act 1976 (Modification) (No.2) Order 2007 or its replacement will be refused. The draft Hampstead Heath Site Specific Events Policy will also consider the issue around performing animals, and be presented to the Consultative Committee in April for consideration.

Weddings & Civil Ceremonies

24. There are currently ten Ceremonies scheduled for 2018 and a number of viewings are booked. Learning from an incident in the autumn the booking form will need to be updated to reflect the Division's Extreme Weather Protocol.

City of London Corporation Open Spaces Bill

25. The City of London Corporation Open Spaces Bill includes provision for managing events on Open Spaces. Consultation has begun with the introduction of an Advisory Group made up of HHCC Members to look at a draft site specific policy. This group will advise the Leisure and Events Manager on matters relating to effective events management at Hampstead Heath, including recommendations for events featuring performing animals, both exotic and domestic. It is our intention to bring a draft site specific event policy to the Consultative Committee in April 2018.

Publicity & Reputational Risks

26. The Events Programme has generated a great deal of positive media coverage, including several London-wide TV and radio pieces, reports in both the Camden New Journal and Ham & High newspapers, and a special interview for our conker championships on the Saturday morning Jo Good and Simon Lederman show on Radio London. As previously mentioned, the Heath received some excellent national publicity through Countryfile's One Man and His Dog.
27. All the events available to the public were advertised in the popular Hampstead Heath Diary, with 35,000 copies being printed and distributed. In 2017 the public were consulted on how we might better advertise the events and the format of the diary in coming years. The results are shown in appendix 3.
28. The use of animals within a Circus performance may attract negative media coverage.

Corporate & Strategic Implications

29. The Events Programme directly supports the Open Spaces Business Plan 2016-19 vision and objectives through 'The preservation of our open spaces for the recreation and enjoyment of the public' and to 'Improve the health and well-being of community through access to green space and recreation.' It also fulfils Aim 4: to 'Promote opportunities to value and enjoy the outdoors for recreation, learning and healthy living' and contributes to the Improvement Objective 4: 'Market our services and provide events and opportunities to learn for all within our communities.'

Financial Implications

30. The costs of providing the events programme will be met from the Superintendents Local Risk Budget. Where additional costs are incurred in support of the programme, either as a result of staffing or equipment hire, the majority of the cost is passed onto the event organiser via the licence agreement, or through seeking external grants and sponsorship.

Conclusion

31. The 2017 programme has been very successful, once again showcasing Hampstead Heath and the City of London in a positive light. The wide range of events attracts people to the Heath and promotes health and well-being, as well as fostering culture and art. We are always keen to improve and adapt our events and feel this can be done most effectively by incorporating lessons from past experiences and consulting with our Committees and Heath users. The programme for 2018 will deliver a number of tried and tested events as well as promoting a week-long series of events specifically for women.

Appendices

- Appendix 1: Summary of 2017 Events Programme
- Appendix 2: Provisional draft 2018 Events Programme

- Appendix 3: Feedback on Diary

Contact

Paul Maskell

Leisure and Events Manager

E: paul.maskell@cityoflondon.gov.uk

T: 020 7332 3772

This page is intentionally left blank



2017 HAMPSTEAD HEATH EVENTS PROGRAMME

Total 107,831

No	Day	Date	Month	Time	Event	Place	No of people
1	Sat	21	January	10am-11am	Phish-Outdoor Swimming Race	Lido	200
2	Sat	28	January	11am	Southern Counties Cross Country Championship	Parliament Hill	3300
3	Sun	18	February	12noon-2pm	North West League Youth Cross Country- LON Heathside AC	Heath Extension	277
4	Sun	5	March	12pm-2pm	Highgate Harriers - Quadkids	Athletics Track	100
5	Fri	24	March	12pm-2pm	Highgate Harriers - Quadkids	Athletics Track	120
6	Fri	14	April	12pm-9.30pm	Easter Fair	East Heath	10000
7	Sat	15	April	12pm-9.30pm	Easter Fair	East Heath	
8	Sat	15	April	12pm-6pm	Highgate Harriers- Southern Athlets Senior League (SAL)	Athletics Track	100
9	Sun	16	April	12pm-7pm	Easter Fair	East Heath	
10	Mon	17	April	12pm-9.30pm	Easter Fair	East Heath	
11	Wed	26	April	11am-4pm	Camden Secondary Schools Cross Country	PH Athletics Track	350
12	Thu	27	April	3pm-6pm	Camden Schools Mini Tennis Tournament	Parliament Hill tennis courts	24
13	Mon	1	May	11am	World Laughter Day celebration	Parliament Hill bandstand	30
14	Sun	7	May	12pm-2pm	Highgate Harriers - Quadkids	Athletics Track	50
15	Tue	9	May	3pm-6pm	CSSA Football Tournaments	Parliament Hill football pitches	60
16	Wed	10	May	5.30pm-9.30pm	Affordable Art Fair	East Heath	17000
17	Thu	11	May	11am-5.30pm-9.30pm	Affordable Art Fair	East Heath	
18	Fri	12	May	11am-6pm	Affordable Art Fair	East Heath	
19	Sat	13	May	11am-6pm	Affordable Art Fair	East Heath	
20	Sun	14	May	11am-6pm	Affordable Art Fair	East Heath	
21	Wed	10	May	3pm-6pm	CSSA Football Tournaments	Parliament Hill football pitches	60
22	Sun	14	May	12pm-3pm	Great Hampstead Bark Off	Parliament Hill bandstand	900
23	Tues	16	May	3pm-6pm	CSSA Football Tournaments	Parliament Hill football pitches	60
24	Sat	20	May	10am-10pm	Night of the 10,000m PBs	Athletics Track	7500
25	Sun	21	May	9am-2pm	Hampstead 4 Heart	East Heath	1800
26		21	May	10am-12.30pm	King Alfred School - Ecco Walk "Bees for Development"	Kenwood-Highgate ponds	60
27		21	May	9am-11.30am	Garden Suburb Junior School PTA Funrun	Extension	40
28	Tue	23	May	9am-12noon	Camden Secondary Schools Athletics Championships	PH Athletics Track	350
29	Sat	27	May	12pm-9.30pm	Whitsun Bank Holiday Fair	East Heath	7000
30	Sun	28	May	12pm-7pm	Whitsun Bank Holiday Fair	East Heath	
31	Mon	29	May	12pm-9.30pm	Whitsun Bank Holiday Fair	East Heath	
32	Sun	4	June	12pm-2pm	Highgate Harriers - Quadkids	Athletics Track	100
33	Sun	4	June	3pm-5pm	Band - London Metropolitan Brass band	Parliament Hill bandstand	300
34	Sun	4	June	3pm-5pm	North London Brass: City Brass band	Golders Hill bandstand	400
35	Sun	11	June	8am-1pm	Cancerkin Hampstead Heath Walk 2017	Parliament Hill	250
36	Sun	11	June	3pm	Band - Ash Walker	Parliament Hill bandstand	900
37	Sun	11	June	3pm	Band - The Retro Brothers	Golders Hill bandstand	300
38	Sun	18	June	1pm-5pm	Highgate Harriers - Middlesex Young Athlets league (MYAL)	Athletics Track	300
39	Sun	18	June	3pm	Band - Laura Matthews & The Flakes	Parliament Hill bandstand	600
40	Sun	18	June	3pm	Band - Sundance	Golders Hill bandstand	500
41	Tue	20	June	10am-3.30pm	CSSA Outdoor Athletics	Athletics Track	300
42	Fri	23	June	7pm	Band - John Etheridge & Vimala Rowe	Parliament Hill bandstand	900
43	Sun	25	June	10.30am-5pm	South End Green Festival	South End Green	5000
44	Sun	25	June	3pm	Band - Young Music Makers	Parliament Hill bandstand	700
45	Sun	25	June	3pm	Band - Morigan	Golders Hill bandstand	400
46	Sun	25	June	11am-5pm	Hampstead Summer Festival Art Fair Day	Whitstone Pond	2000

2017 HAMPSTEAD HEATH EVENTS PROGRAMME

No	Day	Date	Month	Time	Event	Place	No of people
47	We	28	June	9am-4pm	Islington Primary Schools Athletics	PH Athletics Track	350
48	Thu	29	June	7pm	Band - John Etheridge's Sweet Chorus	Golders Hill Park café	110
49	fri	30	June	9am-4pm	CSSA Quad kids	Athletics Track	300
50	Fri	30	June	7pm	Band - Dig It Sound System	Parliament Hill bandstand	1300
51	Sat	1	July	12noon-4.30pm	Animal Aid Sponsired Walk	Parliament Hill	25
52	Sun	2	July	3pm	Band - Xavier College Wind band/ Chico- Chica	Parliament Hill bandstand	900
53	Sun	2	July	3pm	Band - The Aqueduct Ceilidh band	Golders Hill bandstand	400
54	Sun	2	July	4pm-6pm	Highgate Harriers - Quadkids	Athletics Track	100
55	Wed	5	July	10am-3pm	CSSA Rounder's Competiton	Rounders pitches	200
56	Thu	6	July	7pm	Band - Son Yambu	Golders Hill Park café	300
57	Fri	7	July	9.30am-10.45am	Gospel Oak school Brass Concert for Y5/Y6	Parliament Hill bandstand	20
58	Fri	7	July	7pm	Band - Valerio Lysander	Parliament Hill bandstand	200
59	Sat	8	July	12pm-6pm	Southern Athletics league	London Heathside	150
60	Sat	8	July	11am-2pm	Race for Life	East Heath	1250
61	Sun	16	July	11am-4pm	Hounds on the Heath	Opposite PH café	600
62	Sun	9	July	3pm	Band - Glyn Roberts memorial concert - Brizzler	Parliament Hill bandstand	1000
63	Sun	9	July	3pm	Band -Hendon music Centre - senior Concert band	Golders Hill bandstand	600
64	Fri	14	July	10.15am-11.30am	Gospel Oak school	Parliament Hill bandstand	60
65	Fri	14	July	7pm	Band - Johnny Ford & The Edsels	Parliament Hill bandstand	1200
66	Sat	1	July	12pm-4.30pm	Animal Aid Sponsored Walk	Parliament Hill	25
67	Sun	16	July	1.00pm-5.30pm	GIAG Festival	Parliament Hill	8000
68	Sun	23	July	10am-6pm	Highgate harriers- Youth Development League- Upper Age	Athletics Track	150
69	Sun	23	July	3pm	Band - Green Chain Quartet	Parliament Hill bandstand	400
70	Sun	23	July	3pm	Band - Snakes & Ladders	Golders Hill bandstand	85
71	Mon	24	July	9.30am-10.30am	Water Awareness Week	Lido	60
72	Tues	25	July	9.30am-10.30am	Water Awareness Week	Lido	
73	Wed	26	July	9.30am-10.30am	Water Awareness Week	Lido	
74	Thu	27	July	9.30am-10.30am	Water Awareness Week	Lido	
75	Fri	28	July	9.30am-10.30am	Water Awareness Week	Lido	
76	Sun	30	July	3pm	Band - Candice & The Crows	Parliament Hill bandstand	300
77	Sun	30	July	3pm	Band - Road Trip	Golders Hill bandstand	70
78	Sun	6	August	3pm	Band - Basil Hodge Quartet	Parliament Hill bandstand	400
79	Sun	6	August	3pm	Band - The Mags	Golders Hill bandstand	100
80	Sun	13	August	3pm	Band - Snakes & Ladders	Parliament Hill bandstand	400
81	Sun	13	August	3pm	Band - Oh-La-La!	Golders Hill bandstand	70
82	Sun	13	August	10am-6pm	Corporate Event-Chapel of Life	PH Athletics Track	110
83	Sat	19	August	12pm-6pm	Highgate Harriers- Southern Athlets Senior League (SAL)	Athletics Track	100
84	Sun	20	August	3pm	Band - Mad Dog Bites	Parliament Hill bandstand	250
85	Sun	20	August	3pm	Band - London Guy Symphonic Winds	Golders Hill bandstand	100
86	Sat	26	August	12pm-9.30pm	Summer Fair	East Heath	6000
87	Sun	27	August	12pm-7.00pm	Summer Fair	East Heath	
88	Mon	28	August	12pm-9.30pm	Summer Fair	East Heath	
89	Sun	27	August	3pm	Band - London Saxophone Choir	Parliament Hill bandstand	400
90	Sun	27	August	3pm	Band - Green Chain Quartet	Golders Hill bandstand	100
91	Mon	28	August	3pm	Band - Space cake Jazz band	Parliament Hill bandstand	300
92	Mon	28	August	3pm	Band - Harrow Concert band	Golders Hill bandstand	75
93	Sun	3	September	8am-2pm	19th Heath Duathlon	Lido/Parliament Hill	295
94	Sun	3	September	12pm-2pm	Highgate Harriers - Quadkids	Athletics Track	80
95	Wed	6	September	5pm-9pm	Highgate Harriers Open Meeting	Athletics Track	130
96	Sat	16	September	1.30pm-3.30pm	Pat Bagnal memorial Cross Country (Highgate school)	HH Extension	120



2017 HAMPSTEAD HEATH EVENTS PROGRAMME

No	Day	Date	Month	Time	Event	Place	No of people
97	Sat	16	September	10am	Jubilee Hall Trust Charity Run	Parliament Hill	300
98	Tue	26	September	10am-11.30am	The Mulbery House School Sponsored Charity Walk	Parliament Hill	90
99	Fri	29	September	10am-1pm	CSSA Cross Country	Parliament Hill	3000
100	Thu	27	September	(one show)	Moscow Circus	East Heath	8000
101	Fri	28	September	(two shows)	Moscow Circus	East Heath	
102	Sat	29	September	(two shows)	Moscow Circus	East Heath	
103	Sun	30	September	10am-1pm	Brookfield School family Fun Run	Parliament Hill	150
104	Sun	30	September	(two shows)	Moscow Circus	East Heath	
105	Mon	1	October	(two shows)	Moscow Circus	East Heath	
106	Sun	1	October	12pm-2pm	Highgate Harriers - Quadkids	Athletics Track	50
107	Sun	1	October	2.30pm-5pm	Hampstead Heath Conker Championship	Parliament Hill bandstand	250
108	Fri	6	October	12pm-3pm	CSSA Tag Rugby Competition	Ben Dorsett	120
109	Mon	9	October	2pm-4pm	William Ellis parents Association - 3k Sponsored Run		375
110	Wed	11	October	11.30-4pm	Civil Service Cross Country Championship	Parliament Hill	150
111	Fri	13	October	9am-4pm	Highgate School Foundation Sponsored Walk	Hampstead heath	1600
112	Sun	15	October	10am-12.30pm	The King Alfred School-BBC Countryfile Ramble	Kenwood-Parliament Hill	40
113	Wed	18	October	3pm-5pm	London Universities & Colleges (LUCA) Cross Country	Parliament Hill	350
114	Thu	19	October	8:25am-12.30pm	College Francais Bilingue London Cross Country	Parliament Hill	240
115	Sat	18	November	11am-1pm	London Youth Games and Greater London Cross Country Championships	Parliament Hill	3500
116	Thu	7	December	11am-2pm	The Fire Service Cross Country	Parliament Hill	100
117	Mon	25	December	11am	Christmas Swim	Men's Pond	

This page is intentionally left blank

PROPOSED 2018 HAMPSTEAD HEATH EVENTS PROGRAMME

No	Day	Date	Month	Time	Event	Place	No of people
1	Sat	20	January	10am - 11am	Phish-Outdoor Swimming Race	Lido	
2	Sat	24	February	11am	English National Cross Country Championship	Parliament Hill	
3	Sun	4	March	12noon - 2pm	Highgate Harriers - Quadkids	Athletics Track	
4	Fri	16	March	12noon - 4pm	Hereward House School Cross Country	Extension	
5	Fri	30	March	12noon - 9.30pm	Easter Fair	East Heath	
6	Sat	31	March	12noon - 9.30pm	Easter Fair	East Heath	
7	Sun	1	April	12noon - 7pm	Easter Fair	East Heath	
8	Mon	1	April	12noon - 9.30pm	Easter Fair	East Heath	
9	Wed	4	April	5pm - 9pm	Highgate Harriers Open Meeting	Athletics Track	
10	Sun	8	April	12noon - 2pm	Highgate Harriers - Quadkids	Athletics Track	
11	Sun	8	April	9am - 3.30pm	LOK Orienteering Event	East Heath	
12	Sat	21	April	10am - 6pm	Highgate Harriers - Middlesex Young Athletics League	Athletics Track	
13	Wed	25	April	11am - 4pm	Camden Secondary Schools Cross Country	PH Athletics Track	
14	Thu	26	April	3pm - 6pm	Camden Schools Mini Tennis Tournament	Parliament Hill tennis courts	
15	Tue	1	May	11am	World Laughter Day celebration	Parliament Hill bandstand	
16	Sun	6	May	12noon-2pm	Highgate Harriers - Quadkids	Athletics Track	
17	Tue	8	May	3pm - 6pm	CSSA Football Tournaments	Parliament Hill football pitches	
18	Wed	9	May	3pm - 6pm	CSSA Football Tournaments	Parliament Hill football pitches	
19	Wed	9	May	5.30pm-9.30pm	Affordable Art Fair	East Heath	
20	Thu	10	May	11am - 9.30pm	Affordable Art Fair	East Heath	
21	Fri	11	May	11am - 6pm	Affordable Art Fair	East Heath	
22	Sat	12	May	11am - 6pm	Affordable Art Fair	East Heath	
23	Sun	13	May	11am - 6pm	Affordable Art Fair	East Heath	
24	Sun	13	May	12pm - 3pm	Great Hampstead Bark Off	Parliament Hill bandstand	
25	Tues	15	May	3pm - 6pm	CSSA Football Tournaments	Parliament Hill football pitches	
26	Wed	16	May	9am - 4pm	Camden Secondary School Athletics championships	Athletics Track	
27	Sat	19	May	10am - 10pm	Night of the 10,000m PBs	Athletics Track	
28			May	9am - 2pm	Hampstead 4 Heart	East Heath	
29			May	10am - 12.30pm	King Alfred School - Ecco Walk "Bees for Development"	Kenwood-Highgate ponds	
30			May	9am - 11.30am	Garden Suburb Junior School PTA Funrun	Extension	
31	Sat	26	May	12pm - 9.30pm	Spring Bank Holiday Fair	East Heath	
32	Sun	27	May	12pm - 7pm	Spring Bank Holiday Fair	East Heath	
33	Mon	28	May	12pm - 9.30pm	Spring Bank Holiday Fair	East Heath	
34	Sun	3	June	12pm - 2pm	Highgate Harriers - Quadkids	Athletics Track	
35	Sun	3	June	3pm - 5pm	Band	Parliament Hill bandstand	
36	Sun	10	June	8am -1pm	Cancerkin Hampstead Heath Walk 2017	Parliament Hill	
37	Sun	10	June		"This Girl Can " week - TBA		
38	Sun	10	June	3pm - 5pm	Band	Parliament Hill bandstand	
39	Sun	10	June	3pm - 5pm	Band	Golders Hill bandstand	
40	Mon	11	June		"This Girl Can " week - Tennis coaching	Parliament Hill tennis courts	
41	Tue	12	June		"This Girl Can " week - volunteering	HH	
42	Wed	13	June		"This Girl Can " week - BMF	Parliament Hill	
43	Thu	14	June		"This Girl Can " week - Highgate Harriers	Athletics Track	
44	Fri	15	June		"This Girl Can " week - TBA		
45	Sat	16	June		"This Girl Can " week - Rugby coaching	Athletics Track	
46	Sun	17	June	3pm - 5pm	Band	Parliament Hill bandstand	
47	Tue	19	June	10am - 3.30pm	CSSA Outdoor Athletics	Athletics Track	
48	Sun	23	June	10am - 6pm	Highgate Harriers- Southern Athletics Senior League	Athletics Track	

PROPOSED 2018 HAMPSTEAD HEATH EVENTS PROGRAMME

No	Day	Date	Month	Time	Event	Place	No of people
49	Sun		June	10.30am - 5pm	South End Green Festival	South End Green	
50	Sat	23	June	12pm - 6pm	Southern Athletics league	London Heathside	
51	Sun	24	June	3pm - 5pm	Band	Parliament Hill bandstand	
52	Sun	24	June	3pm - 5pm	Band	Golders Hill bandstand	
53	Sun			11am - 5pm	Hampstead Summer Festival Art Fair Day	Whitestone Pond	
54	Thu	28	June	7pm - 9pm	Band	Golders Hill Park café	
55	Fri	29	June	9am - 4pm	CSSA Quad kids	Athletics Track	
56	Fri	29	June	7pm - 9pm	Band	Parliament Hill bandstand	
57	Sat			12noon - 4.30pm	Animal Aid Sponsored Walk	Parliament Hill	
58	Sun	1	July	3pm - 5pm	Band- Indian Bhangra music with Heath hands	Parliament Hill bandstand	
59	Sun	1	July	4pm - 6pm	Highgate Harriers - Quadkids	Athletics Track	
60	Wed	11	July	10am - 3pm	CSSA Rounder's Competition	Ph Rounder's pitches	
61	Fri	6	July	9.30am - 10.45am	Gospel Oak school Brass Concert for Y5/Y6	Parliament Hill bandstand	
62	Fri	6	July	7pm - 9pm	Band	Parliament Hill bandstand	
63	Sat	7	July	11am - 2pm	Race for Life	East Heath	
64	Sun		July	11am - 4pm	Hounds on the Heath	Opposite PH café	
65	Sun	8	July	3pm - 5pm	Band	Parliament Hill bandstand	
66	Sun	8	July	3pm-5pm	Band	Golders Hill bandstand	
67	Fri	13	July	9am-5pm	CSSA Athletes Inclusive	Athletics Track	
68	Fri	13	July	10.15am-11.30am	Gospel Oak school	Parliament Hill bandstand	
69	Fri	13	July	7pm - 9pm	Band	Parliament Hill bandstand	
70	Sat		July	12pm - 4.30pm	Animal Aid Sponsored Walk	Parliament Hill	
71	Sun	14	July	10am - 6pm	Highgate Harriers- Southern Athlets Senior League (SAL)	Athletics Track	
72	Sun	15	July	1.00pm - 5.30pm	GIAG Festival	Parliament Hill	
73	Sun	22	July	3pm - 5pm	Band	Parliament Hill bandstand	
74	Sun	22	July	3pm - 5pm	Band	Golders Hill bandstand	
75	Mon	23	July	9.30am - 10.30am	Water Awareness Week	Lido	
76	Tues	24	July	9.30am - 10.30am	Water Awareness Week	Lido	
77	Wed	25	July	9.30am - 10.30am	Water Awareness Week	Lido	
78	Thu	26	July	9.30am - 10.30am	Water Awareness Week	Lido	
79	Fri	27	July	9.30am - 10.30am	Water Awareness Week	Lido	
80	Sun	29	July	3pm - 5pm	Band	Parliament Hill bandstand	
81	Sun	5	August	3pm - 5pm	Band	Golders Hill bandstand	
82	Sun	5	August	3pm - 5pm	Band	Parliament Hill bandstand	
83	Sun	12	August	3pm - 5pm	Band	Parliament Hill bandstand	
84	Sun	19	August	3pm - 5pm	Band	Parliament Hill bandstand	
85	Sun	19	August	3pm - 5pm	Band	Golders Hill bandstand	
86	Sat	25	August	12noon - 9.30pm	Summer Bank Holiday Fair	East Heath	
87	Sun	26	August	12noon - 7pm	Summer Bank Holiday Fair	East Heath	
88	Sun	26	August	3pm - 5pm	Band	Parliament Hill bandstand	
89	Sun	26	August	3pm - 5pm	Band	Golders Hill bandstand	
90	Mon	27	August	12noon - 9.30pm	Summer Bank Holiday Fair	East Heath	
91	Sun	2	September	8am - 2pm	20th Heath Duathlon	Lido/Parliament Hill	
92	Sun	2	September	12noon - 2pm	Highgate Harriers - Quadkids	Athletics Track	
93	Wed	12	September	5pm - 9pm	Highgate Harriers Open Meeting	Athletics Track	
94	Sat	15	September	1.30pm - 3.30pm	Pat Bagnal memorial Cross Country (Highgate school)	HH Extension	
95	Sat	15	September	10am	Jubilee Hall Trust Charity Run	Parliament Hill	
96	Tue		September	10am - 11.30am	The Mulberry House School Sponsored Charity Walk	Parliament Hill	
97	Fri	28	September	10am - 1pm	CSSA Cross Country	Parliament Hill	
98	Sun	30	September	10am - 1pm	Brookfield School family Fun Run	Parliament Hill	

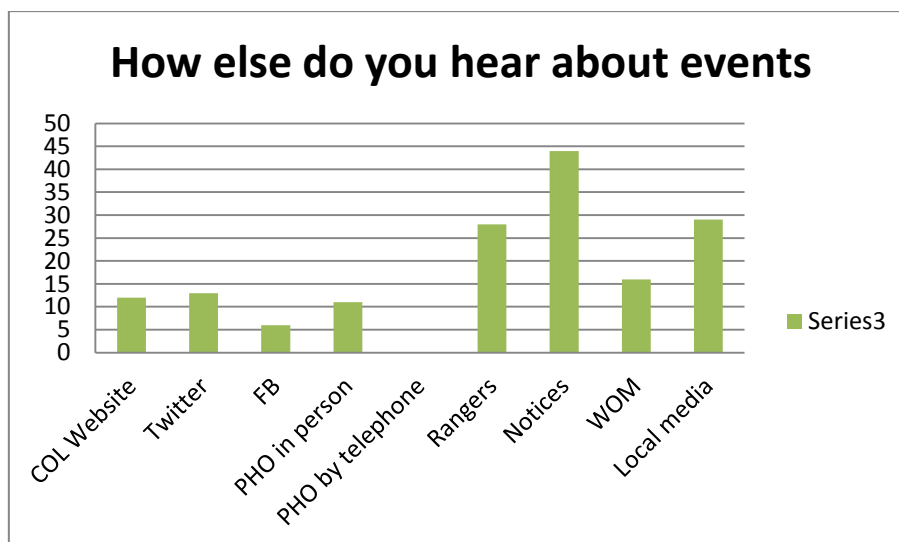
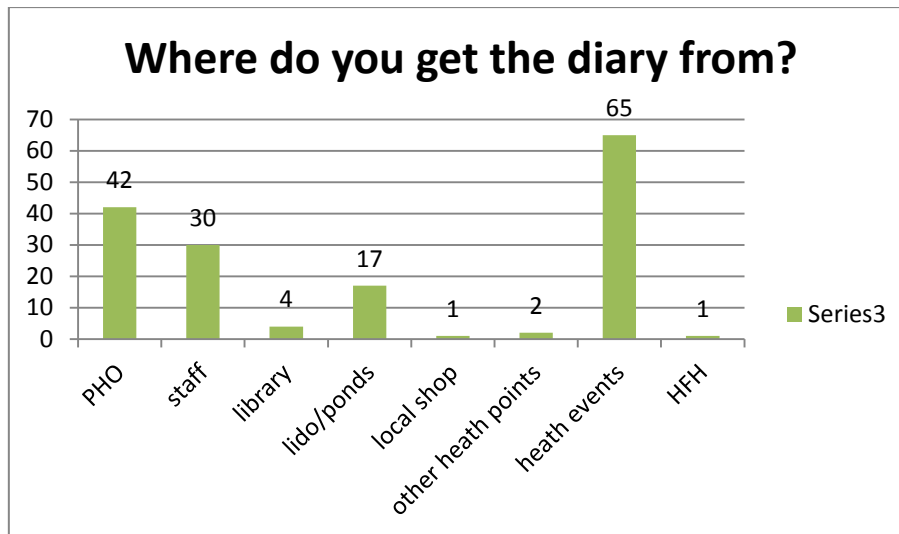
PROPOSED 2018 HAMPSTEAD HEATH EVENTS PROGRAMME

<i>No</i>	<i>Day</i>	<i>Date</i>	<i>Month</i>	<i>Time</i>	<i>Event</i>	<i>Place</i>	<i>No of people</i>
99	Thu				Circus	East Heath	
100	Fri				Circus	East Heath	
101	Sat				Circus	East Heath	
102	Sun				Circus	East Heath	
103	Mon				Circus	East Heath	
104	Sun	1	October	2.30pm - 5pm	Hampstead Heath Conker Championship	Parliament Hill bandstand	
105	Sun	7	October	12noon - 2pm	Highgate Harriers - Quadkids	Athletics Track	
106	Mon	8	October	2pm -4pm	William Ellis School - 3k Sponsored Run	Parliament Hill	
107	Wed	10	October	11.30 - 4pm	Civil Service Cross Country Championship	Parliament Hill	
108	Fri	12	October	12pm - 3pm	CSSA Tag Rugby Competition	Ben Dorsett	
109	Fri	12	October	9am - 4pm	Highgate School Foundation Sponsored Walk	Hampstead heath	
110	Sun	14	October	10am - 12.30pm	The King Alfred School-BBC Countryfile Ramble	Kenwood-Parliament Hill	
111	Wed	17	October	3pm - 5pm	London Universities & Colleges (LUCA) Cross Country	Parliament Hill	
112	Thu	18	October	8:25am - 12.30pm	College Francais Bilingue London Cross Country	Parliament Hill	
113	Sat	17	November	11am - 1pm	London Youth Games and Greater London Cross Country Championships	Parliament Hill	
114	Thu	6	December	11am - 2pm	The Fire Service Cross Country	Parliament Hill	
115	Tue	25	December	11am	Christmas Swim	Men's Pond	

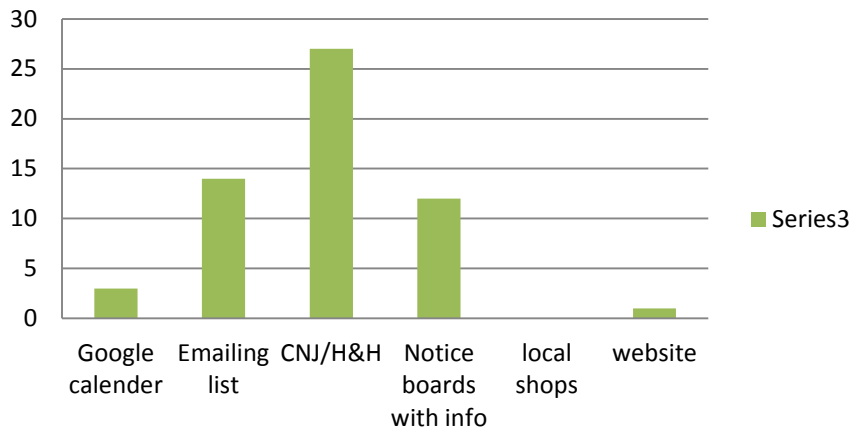
This page is intentionally left blank

Appendix 3 – Events Diary Consultation Results

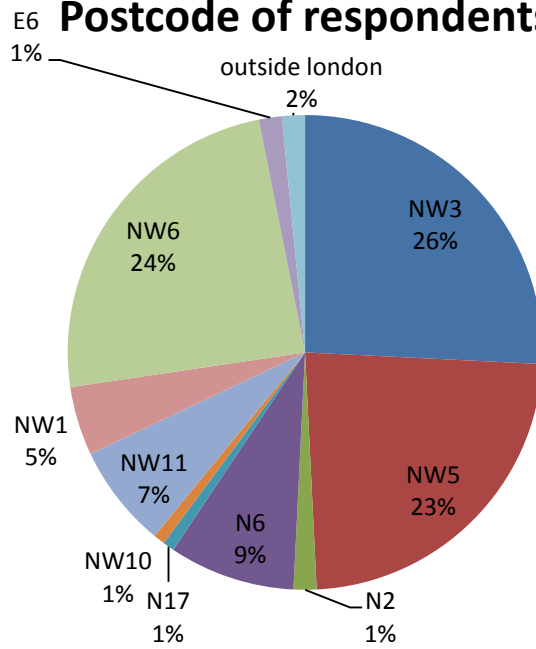
Results were gathered through an online survey and face to face consultation on Hampstead Heath.

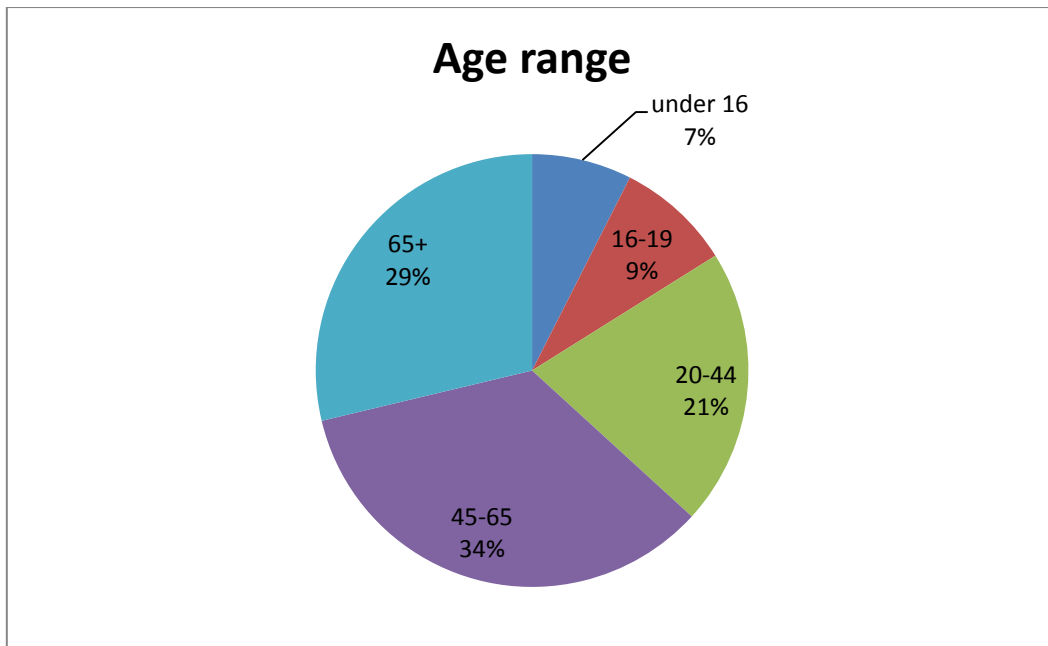


How would you like to hear about events (other than diary)



Postcode of respondents





How can you the diary be improved?

- More activities for toddlers
- Only suggestion would be to make it more available in Local Libraries and Caf es
- Insure dates are accurate.
- I really missed the diary the year it wasn't printed.
- Please keep it free.
- I think it is fine as it is.
- I think it's great. I much prefer a hard copy version I can refer to easily and have one to hand. Not keen on reading info online.
- Engage locals more
- Clearer maps, less City of London propaganda trying to justify unpopular policies like the "Ponds Project"
- I know some years I've found it difficult to know who to contact for information e.g. about sale or return of the Calendar, or whether there'd be Dawn Chorus Walk last year
- or organisation of festivals with stalls (in past have taken part in some with Marylebone Birdwatching Society and Camden Fairtrade Network).
- I look forward to it every year, it's brilliantly laid out and I often use it for visitors. I particularly like to use it as a reminder for the bandstands.
- Be more visible and available in other places say in Daunt Books South End Green by the till point.
- Published online sooner
- A shorter publication supported with online maps, events information and explanations of the various facilities.
- Greater promotion of events at Keats House and Highgate Wood. Regular posting on twitter and Facebook. Posters on site at key locations e.g. Car parks and Parliament Hill.
- Organised by location
- Organised by event type
- Better layout

- Improve website events listing - more interactive, i.e. select for area or event type
- Get sponsorship to keep it free
- Better colours
- More nature pics of Heath
- Love the music events - more please
- Highlight the music events differently
- More live music
- More events

Committee(s)	Dated:
Hampstead Heath, Highgate Wood & Queen's Park	21/2/2018
Subject: Hampstead Heath Trustee's Annual report and Financial Statements for the Year Ended 31 March 2017	Public
Report of: The Chamberlain	For Information
Report author: Derek Cobbing	

Summary

The Trustee's Annual Report and Financial Statements for the Year Ended 31 March 2017 for Hampstead Heath are presented in the format required by the Charity Commission.

Recommendation(s)

Members are asked to:

- Note the report.

Main Report

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

Appendices

- Appendix 1 – Report and Financial Statements for the year ending 31st March 2017

Derek Cobbing
Chamberlains department

T: 020 7332 3519

E: derek.cobbing@cityoflondon.gov.uk

HAMPSTEAD HEATH
REPORT AND CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017

Charity Number: 803392

HAMPSTEAD HEATH

Trustee's Annual Report and Financial Statements for the year ended 31 March 2017

Contents	Page
Trustee's Annual Report	2-9
Independent Auditor's Report	10-11
Consolidated Statement of Financial Activities	12
Consolidated Balance Sheet	13
Hampstead Heath Balance Sheet	14
Notes to the Financial Statements	15-31

HAMPSTEAD HEATH

Trustee's report for the year ended 31 March 2017

1. Reference and Administration Details

Charity Name:	Hampstead Heath
Registered Charity Number:	803392
Principal Address:	Guildhall, London EC2P 2EJ
Trustee:	The City of London Corporation
Chief Executive:	The Town Clerk of the City of London Corporation
Treasurer:	The Chamberlain of London
Solicitor:	The Comptroller and City Solicitor
Banker:	Lloyds Bank plc City Office, PO Box 72 Bailey Drive Gillingham, Kent ME8 OLS
Auditor:	Moore Stephens LLP 150 Aldersgate Street London EC1A 4AB

2. Structure, Governance and Management

The governing document

The governing documents are the Hampstead Heath Act 1871 and the London Government Reorganisation (Hampstead Heath) Order 1989. The charity is constituted as a charitable trust.

Trustee Selection methods

The Mayor and Commonalty and Citizens of London, known as the City of London Corporation, is the Trustee of Hampstead Heath. Elected Aldermen and Members of the City of London Corporation are appointed to the Hampstead Heath, Highgate Wood and Queen's Park Committee, together with six non City of London Corporation Members, one after consultation with the London Borough of Barnet, one after consultation with the London Borough of Camden, one after the consultation with the owners of the Kenwood lands and three after consultation with bodies representing local, archaeological, environmental or sporting interests, governing Hampstead Heath by the Court of Common Council of the City of London Corporation. The Finance Committee of the City of London Corporation administers the Hampstead Heath Trust Fund on behalf of the Trustee.

Policies and procedures for the induction and training of Trustee

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

HAMPSTEAD HEATH

Trustee's report for the year ended 31 March 2017

2. Structure, Governance and Management (continued)

Organisational structure and decision making process

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

Details of related parties and wider networks

Details of any related party transactions are disclosed in Note 16 of the Notes to the financial statements.

Key management personnel remuneration

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

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

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

Risk identification

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

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

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

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

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

HAMPSTEAD HEATH
Trustee's report for the year ended 31 March 2017

2. Structure, Governance and Management (continued)

Risk identification (continued)

- Animal, Plant and Tree Diseases;
- Extreme weather;
- Poor repair and maintenance of buildings;
- Impact of Housing/Highways Development;
- Ensuring the health and safety of staff, contractors and the public; and
- Delivering the Departmental Road map Projects and Programmes - includes Finance and Service Based Review savings; and
- Maintaining the City's water bodies.

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

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

Risk which is specific to Hampstead Heath:

1. Hampstead Heath Water bodies including Bathing Ponds – members of the public swimming in unauthorised areas, and not paying attention to acclimatisation requirements could lead to death or serious injury. Mitigation includes training of lifeguards, appropriate signage and safety equipment reducing the likelihood from unlikely to rare.

There are three keys risks in the Hampstead Heath Trust risk register:

1. The first key risk is the possibility of significant decreases in investment income. The impact of this could be major and so there are strict controls over this by having the funds managed by a professional fund manager, and by the Financial Investment Board regularly monitoring the performance of this fund manager. However the likelihood of such decreases is still seen as “possible”.
2. The second risk to be managed is where the Trustees have a conflict of interests. The control which exists is for those concerned to have a specific understanding of trust law and the protocol for disclosing any potential conflict, with this in mind although the impact might be serious, the likelihood is viewed as “unlikely”.
3. The third risk is of a loss of directly employed staff and/or the support staff. The existing controls are of a documentation of systems, plans and projects, as well as having any necessary training programs. Again the impact could be serious the likelihood is considered “unlikely”.

HAMPSTEAD HEATH

Trustee's report for the year ended 31 March 2017

3. Objectives and Activities for the Public Benefit

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

The object of the charity is the preservation of Hampstead Heath in perpetuity as an Open Space for the recreation and enjoyment of the public.

This charity is operated as part of the City of London's City's Cash. The City of London is committed to funding the ongoing net operational costs of the charity in accordance with the purpose.

The Hampstead Heath Trust Fund is a subsidiary controlled by this charity. That charity was established under the Local Government Reorganisation (Hampstead Heath) Order 1989 with an endowment of £15m. Its purpose was to contribute towards the running costs of the Heath. Separate accounts are prepared for the subsidiary, which are consolidated with these accounts.

4. Achievements and Performance

Key targets for 2016/17 and review of achievement

The key targets for 2016/17 together with their outcomes were:

- **Completion of the building phase of the Hampstead Heath Ponds Project and commencement of the restoration works.**

The works have been completed on time and have been very positively received. The project has provided a number of enhancements to the natural aspect of the ponds, in particular the Model Boating Pond. The restoration works have commenced and will continue to develop over the coming years, with a range of staff and volunteers contributing to this programme of work.

- **Carry out a comprehensive review of the current Hampstead Heath Management Plan, which covers the period 2007-2017 and produce the draft plan for consultation.**

The review has been completed and a draft plan has been developed in preparation for a wide range of stakeholder engagement and consultation.

- **Develop opportunities and options for delivery of the City's Service Based Review programme.**

A range of projects have been developed and delivered in order to meet the City's Service Based Review targets. A review of ways of working across the Division has taken place in order to ensure that staff are working efficiently, effectively and collaboratively. This has provided opportunities for skill sharing and cross working.

- **Liaise with City Surveyor to implement the agreed programme for additional works for Hampstead Heath.**

A range of additional works have taken place in order to improve the facilities and infrastructure at Hampstead Heath, these have included improvements to the roof at the Staff yard in Golders Hill Park and pathway improvements.

HAMPSTEAD HEATH

Trustee's report for the year ended 31 March 2017

4. Achievements and Performance (continued)

Key targets for 2016/17 and review of achievement (continued)

- **Development of a Communications Strategy, including signage and interpretation.**
Work has been carried out on the Communications Strategy and signage and interpretation improvements have commenced. The signage linked to the Ponds across Hampstead Heath has been completed and is a positive step forward in this area.
- **Following the success of the Apprentices in relation to the Pond project, appoint an Apprentice to provide additional opportunities to a young person.**
There are currently four Apprentices in post, three linked to the ponds Project and one who is working with the Ranger Team. The Division plan to appoint further Apprentices later this year, and a programme of support for line managers is planned in order to make this process a success.
- **City of London (Open Spaces) Bill - Parliamentary process continues in 2016/17.**
This is a private Bill to make changes to the legislative framework governing the Open Spaces. The City of London (Open Spaces) Bill is continuing on the pathway through the Parliamentary process and will continue do so in the coming year.

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

5. Financial Review

Review of financial position

Investment income of £1,326,856 (2015/16: £1,322,373) was earned during the year. Other income received included £31,987 from donations and other external contributions (2015/16: £6,237), £165,000 from grants (2015/16: £nil), £1,254,809 from sales, fees and charges (2015/16: £1,085,486) and £185,825 from rents (2015/16: £162,902). The contribution towards the running costs of the charity amounted to £11,993,131 (2015/16: £14,844,061). This net cost was met by the City of London Corporation's City's Cash. An annual sum of £5,000 was transferred from the restricted fund for maintenance of land transferred to the Heath, from the Athlone House development agreement. 2016/17 was the final year and the restricted fund is now £nil at the end of the year.

The Barratt Bequest Trust Fund (Charity number 1064114) ceased to exist on 23 December 2011 and the Trust's assets and liabilities were transferred to the Hampstead Heath Trust Fund (£570,769) in 2011/12.

Additions to land and capital expenditure on buildings are included in the financial statements as fixed assets at historic cost, less provision for depreciation and any impairment, where this cost can be reliably measured. The impact on the financial statements is that the charity's balance sheet reflects its ownership of these fixed asset additions net of depreciation, represented by a designated income fund.

HAMPSTEAD HEATH

Trustee's report for the year ended 31 March 2017

5. Financial Review (continued)

Reserves Policy

The contribution towards the running costs of Hampstead Heath is determined in accordance with a formula set out in the governing document. Reserves therefore represent the accumulated net income that cannot be distributed under the existing governance arrangements. However the higher level of reserves provides the potential for increased annual contributions in future years (calculated in accordance with the formula).

Investment Policy

The investment policy is driven by the concept of total return over the long term. The purpose of this policy is to provide for real increases in annual expenditure whilst preserving the capital base of the Trust in real terms.

The majority of the charity's surplus funds are invested within the Charities Pool administered by the City of London Corporation and the interest is received from the Chamberlain of London on cash balances held on behalf of the Trust. The investments are managed by Artemis Investment Management Limited and the performance of the fund is measured against the Fund manager benchmark (FTSE All Share Index).

As at 31 March 2017 the Fund achieved a return of +16.30% compared to the FTSE All Share Index return of +21.95%, an underperformance of 5.35%. However over three and five years the Fund has outperformed the index as follows:

	3 Years	5 Years
Fund	8.39%	10.98%
FTSE All Share	7.69%	9.67%
Out performance	0.71%	1.31%

Spending Policy

The reserves policy of the Trust is that the original Hampstead Heath Trust Fund endowment of £15 million (now worth £32m) should produce income to cover a proportion of the running costs of Hampstead Heath. The maximum contribution as it is set out in the Transfer order is £1,137,000 and is subject to a triennial review. However, a contribution of £1,119,739 was made in 2016/17 and the shortfall was funded from City's Cash. 2016/17 was the first year and therefore the contribution is equal to the amount of the income accrued to the Trust Fund in the preceding financial year (2015/16 £1,107,144) multiplied by the change in the Average Earnings Index between April 2015 and April 2016 (1.027). A contribution was also made of £21,306 in 2016/17 representing the income arising from the former T.J. Barratt Trust which was transferred to the Hampstead Heath Trust Fund in December 2011.

Should the actual income in any specific year added to the surpluses from previous years be less than contribution based on the funds on the original endowment, then the lower sum is attributed. The Finance Committee may decide that an allocation is to be made from the permanent endowment reserves of the Hampstead Heath Trust Fund. This is within the terms of the Transfer Order for the original endowment.

HAMPSTEAD HEATH

Trustee's report for the year ended 31 March 2017

5. Financial Review (continued)

Going Concern

The Trustee considers the Hampstead Heath Trust Fund to be a going concern. Please see Note 1 (c) to the Financial Statements.

6. Plans for Future Periods

The plans for 2017/18 are:

- Continuation of Ponds restoration works following the completion of the successful project.
- Carry out a range of consultation and engagement with respect to the draft Hampstead Heath Management Plan, which will cover the period 2018-2027.
- Develop plans and work with the City Surveyor to deliver improvement works for the car park at East Heath.
- Develop a vision for the Zoo at Golders Hill Park to ensure that it is a sustainable facility.
- Review of the Adventure Playground at Parliament Hill in order to develop plans and options on which to consult and engage with users.
- Further work and development with respect to the Communications Strategy, including signage and interpretation.
- City of London (Open Spaces) Bill – Parliamentary process continues in 2017/18.

7. Statement of Trustee's Responsibilities

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

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

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

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

HAMPSTEAD HEATH
Trustee's report for the year ended 31 March 2017

8. Adopted and signed for and on behalf of the Trustee on 21 November 2017.

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

Jamie Ingham Clark
Deputy Chairman of
Finance Committee
Guildhall, London

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF HAMPSTEAD HEATH

We have audited the financial statements of Hampstead Heath for the year ended 31 March 2017 which are set out on pages 12 to 31. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

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

Respective responsibilities of trustees and auditor

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

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

Scope of the audit of the financial statements

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

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2017 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF HAMPSTEAD HEATH
(CONTINUED)**

Matters on which we are required to report by exception

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

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

Moore Stephens LLP

Statutory Auditor

150 Aldersgate Street
London
EC1A 4AB

20 December 2017

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

HAMPSTEAD HEATH

Consolidated Statement of Financial Activities for the year ended 31 March 2017

	Notes	Unrestricted Funds		Restricted Fund	Endowment Fund	2016/17	2015/16
		General Fund	Designated Fund				
		£	£				
Income and endowments from:							
Income from							
Donations and legacies		31,987	-	165,000	-	196,987	6,237
Charitable activities		1,440,634	-	-	-	1,440,634	1,248,388
Grant from City of London Corporation		5,211,338	6,781,793	-	-	11,993,131	14,844,061
Investments		1,305,550	-	-	21,306	1,326,856	1,322,373
Total	4	7,989,509	6,781,793	165,000	21,306	14,957,608	17,421,059
Expenditure on:							
Raising funds							
Managed investment fees	5	181,986	-	-	-	181,986	186,308
Performance measurement service	5	-	-	-	-	-	4,263
Interest payable	5	3,825	-	-	-	3,825	4,203
Charitable activities	5	7,762,698	51,070	170,000	21,306	8,005,074	8,633,043
Total		7,948,509	51,070	170,000	21,306	8,190,885	8,827,817
Net gains/(losses) on investments	10	-	-	-	3,469,850	3,469,850	(1,815,331)
Net income/(expenditure)		41,000	6,730,723	(5,000)	3,469,850	10,236,573	6,777,911
Transfers between funds		(41,000)	41,000	-	-	-	-
Net movements in funds		-	6,771,723	(5,000)	3,469,850	10,236,573	6,777,911
Reconciliation of funds							
Total funds brought forward	14	-	13,226,107	5,000	28,908,593	42,139,700	35,361,789
Total funds carried forward	13,14	-	19,997,830	-	32,378,443	52,376,273	42,139,700

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

All income and expenditure derive from continuing activities.

HAMPSTEAD HEATH
Consolidated Balance Sheet as at 31 March 2017

	Notes	2017	2016
		£	£
Fixed Assets			
Tangible Fixed Assets	9	19,956,830	13,226,107
Fixed Asset Investments	10	31,728,501	28,478,319
		<u>51,685,331</u>	<u>41,704,426</u>
Current Assets			
Debtors	11	403,808	443,509
Investments	10	823,062	603,395
Cash at bank and in hand		551,647	840,239
		<u>1,778,517</u>	<u>1,887,143</u>
Creditors: amounts falling due within one year	12	<u>(1,087,575)</u>	<u>(1,451,869)</u>
Net Current Assets (Liabilities)		<u>690,942</u>	<u>435,274</u>
Total Assets Less Current Liabilities		<u>52,376,273</u>	<u>42,139,700</u>
The funds of the charity:			
<i>Unrestricted Fund</i>			
General Fund	14	-	-
Designated Fund	14	19,997,830	13,226,107
<i>Restricted Funds</i>	14	-	5,000
<i>Endowment Funds</i>	14	32,378,443	28,908,593
Total charity funds		<u>52,376,273</u>	<u>42,139,700</u>

Approved and signed for and on behalf of the
Trustee.

The Notes at pages 15 to 31 form part of these
accounts.

Dr Peter Kane
Chamberlain of London
21 November 2017

HAMPSTEAD HEATH
Balance Sheet as at 31 March 2017

	Notes	2017	2016
		£	£
Fixed Assets			
Tangible Fixed Assets	9	<u>19,956,830</u>	<u>13,226,107</u>
Current Assets			
Debtors	11	165,641	147,949
Cash at bank and in hand		<u>374,339</u>	<u>662,931</u>
		539,980	810,880
Creditors: Amounts falling due within one year	12	(498,980)	(805,880)
Net Current Assets		<u>41,000</u>	<u>5,000</u>
Total Assets less Current Liabilities		<u>19,997,830</u>	<u>13,231,107</u>
The funds of the charity			
<i>Unrestricted Funds</i>			
Designated Fund	14	19,997,830	13,226,107
<i>Restricted Funds</i>	14	-	5,000
Total charity funds		<u>19,997,830</u>	<u>13,231,107</u>

Approved and signed for and on behalf of the Trustee

Dr Peter Kane
Chamberlain of London
21 November 2017

HAMPSTEAD HEATH

Notes to the financial Statements for the year ended 31 March 2017

1. Accounting Policies

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

(a) *Basis of Preparation*

These are the Consolidated Financial Statements for the Hampstead Heath Group comprising Hampstead Heath and Hampstead Heath Trust Fund. Separate statements are also produced for the Hampstead Heath Trust Fund which is a subsidiary of Hampstead Heath.

Hampstead Heath is a public benefit entity and the accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP) Accounting and Reporting by Charities, published in 2015, the Financial Reporting Standard 102 applicable in the UK and Republic of Ireland (FRS 102), and the Charities Act 2011.

(b) *Group Financial Statements*

These financial statements consolidate the results of the Charity and its subsidiary undertaking, Hampstead Heath Trust Fund, on a line by line basis. A separate statement of financial activities for the Charity itself is not presented because the Charity has taken advantage of the exemptions afforded by section 408 of the Companies Act 2006 and paragraph 397 of the SORP.

The Hampstead Heath Trust Fund is a subsidiary controlled by this charity. That was established by the Local Government Reorganisation (Hampstead Heath) Order 1989 with an endowment of £15m. Its purpose was to contribute towards the running costs of the Heath. Separate accounts are prepared for the subsidiary which are consolidated with these accounts.

(c) *Going Concern*

The governing documents place an obligation on the City of London Corporation to preserve the open space for the benefit of the public. The City of London Corporation is committed to fulfilling this obligation which is reflected through its proactive management of, and ongoing funding for, the services and activities required. The funding is provided from the City of London Corporation's City's Cash which annually receives considerable income from its managed funds and property investments. Each year a medium term financial forecast is updated from City's Cash. The latest forecast to the period 2020/21 anticipates that adequate funding will be available to enable the Trust to continue to fulfil its obligations. On this basis the Trustee consider the Trust to be a going concern for the foreseeable future, therefore has prepared the financial statements on the going concern basis.

(d) *Statement of Cash Flows*

The Trust has taken advantage of the exemption in FRS102 (paragraph 1.12b) from the requirement to produce a statement of cash flows on the grounds that it is a qualifying entity. Statement of Cash Flows is included within the City's Cash Annual Report and Financial Statements 2017 which is publicly available and can be found at www.cityoflondon.gov.uk.

HAMPSTEAD HEATH

Notes to the financial Statements for the year ended 31 March 2017

1. Accounting Policies (continued)

(e) *Fixed Assets*

Heritage Land and Associated Buildings

Hampstead Heath comprises 275 hectares (680 acres) of land located in the London Boroughs of Camden and Barnet, together with associated buildings. The objects of the charity are the preservation of the Heath at Hampstead in perpetuity as an Open Space for the recreation and enjoyment of the public. Hampstead Heath is considered to be inalienable (i.e. may not be disposed of without specific statutory powers).

Tangible Fixed Assets

Land and associated buildings acquired prior to 1 April 2009 are considered to be heritage assets. In respect of the original land and buildings, cost or valuation are not included in these accounts as reliable cost information is not available and a significant cost would be involved in the reconstruction of past accounting records, or in the valuation, which would be onerous compared to the benefit to the users of these accounts.

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

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

	Years
Operational buildings	30 to 50
Landscaping/Conservation	up to 50
Improvements and refurbishments to buildings	up to 30
Equipment	5 to 15
Infrastructure	generally up to 20*

*with the exception of certain ponds infrastructure (such as sheet piling and foundation slabs) whose useful life has been determined at 120 years

(f) *Recognition of capital expenditure*

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

(g) *Income Recognition*

All income is included in the Statement of Financial Activities gross without deduction of expenses in the financial year in which they are due.

(h) *Donations and legacies*

Donations and legacies are comprised of public donations and sponsorship income.

HAMPSTEAD HEATH

Notes to the financial Statements for the year ended 31 March 2017

1. Accounting Policies (continued)

(i) *Volunteers*

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

(j) *Grants received*

Grants are included in the Statement of Financial Activities in the financial year in which they are receivable.

(k) *Contribution from City's Cash*

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

(l) *Fees and Charges for Services, Use of Facilities*

The fees and charges income relates to income received from filming, car parking charges, wedding ceremonies, sports tuition, licences and for use of sports facilities.

(m) *Rental income*

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

(n) *Expenditure Recognition*

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

(o) *Allocation of costs between different activities*

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

(p) *Pension Costs*

Staff are employed by the City of London Corporation and are eligible to contribute to the City of London Local Government Pension Fund, which is a funded defined benefits scheme. The estimated net deficit on the Fund is the responsibility of the City of London Corporation as a whole, as one employer, rather than the specific responsibility of any of its three main funds (City Fund, City's Cash and Bridge House Estates) or the trusts it supports. The Fund's estimated net liability has been determined by independent actuaries in accordance with FRS102 as £597.9m as at 31 March 2017 (£482.6m as at 31 March 2016). Since this net deficit is apportioned between the accounts of the City of London's three main funds, the charity's Trustees do not anticipate that any of the liability will fall on the charity. The charity is unable to identify its share of the pension scheme assets and liabilities and therefore the Pension Fund is accounted for as a defined contribution scheme in the accounts.

HAMPSTEAD HEATH

Notes to the financial Statements for the year ended 31 March 2017

1. Accounting Policies (continued)

(p) *Pension costs (continued)*

The costs of the pension scheme charged to the charity are the employer's contributions disclosed in Note 7 and any employer's pension contributions within support services costs as disclosed at Note 6. Following the statutory triennial valuation of the pension fund as at 31st March 2013, completed by independent consulting actuaries, an employer's contribution rate of 17.5% has been applied for 2014/15, 2015/16 and 2016/17. An updated triennial valuation was undertaken as of 31 March 2016 and as a result the employer's contribution rate to be adopted for the financial years 2017/18, 2018/19 and 2019/20 has been set at 21%. There are no outstanding or pre-paid contributions at the balance sheet date.

(q) *Investments*

The investments are all managed by Artemis Investment Management.

All of the securities within the Trust are listed on a stock exchange and are valued at The Stock Exchange trading System price at 31 March 2017.

Gains and losses for the year on investments held as fixed assets are included in the Statement of Financial Activities. The net gain on investments shown in the Statement of Financial Activities represents the difference in the market value of investments between 1 April 2016 and 31 March 2017 after taking account of any purchases and sales which were made during 2016/17. Both realised and unrealised gains on investments at the balance sheet date are included in the funds of the Hampstead Heath Trust Fund.

(r) *Foreign Currencies*

Transactions in foreign currencies are recorded using the rate of exchange ruling at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies are translated using the rate of exchange ruling at the balance sheet date and the gains or losses on translation are included in the capital fund. There were no gains or losses on foreign currency transactions in the year.

(s) *Fund Accounting*

The charity has three funds – an unrestricted income fund which comprises a general fund representing the net income of the Trust distributed annually towards the running costs of the Heath and a designated fund consisting of fixed assets at historic cost less accumulated depreciation; a restricted income fund in respect of Athlone House (see Note 14), a permanent endowment fund which represents the original endowment invested shown at current market value and an expendable endowment fund transferred from the former T J Barratt bequest in December 2011.

2. Tax Status of the Charity

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

3. Indemnity Insurance

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

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2017

4. Income and endowments

Income and endowments are comprised as follows:

	Unrestricted Funds		Restricted Funds		2016/17 £	2015/16 £
	Unrestricted Fund	Designated Fund	Restricted Fund	Endowment Fund		
	£	£	£	£		
Income and endowments from:						
Donations and legacies						
Contributions/Grants	31,987	-	165,000	-	196,987	6,237
Investments	1,305,550	-	-	21,306	1,326,856	1,322,373
Revenue and capital grants from City of London Corporation	5,211,338	6,781,793	-	-	11,993,131	14,844,061
	6,548,875	6,781,793	165,000	21,306	13,516,974	16,172,671
Income from charitable activities						
Fees and charges	1,212,826	-	-	-	1,212,826	1,077,185
Sales	41,983	-	-	-	41,983	8,301
Rental income	185,825	-	-	-	185,825	162,902
	1,440,634	-	-	-	1,440,634	1,248,388
Total	7,989,509	6,781,793	165,000	21,306	14,957,608	17,421,059

Investments

Income from generated funds consist of investment income and interest received on average cash balances for the year. Income for the year amounted to £1,326,856 (2015/16: £1,322,373).

Donations and legacies

Donations and legacies relate to donations and sponsorship income of £31,987 (2015/16: £6,237) and grant funding from the City Bridge Trust of £165,000 (2015/16: £nil).

Deficit funding Contribution from City's Cash

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

Charges for the use of facilities

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

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2017

5. Expenditure

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

	Activities undertaken directly £	Support costs £	2016/17 £	2015/16 £
Charitable activities	7,044,466	1,146,419	8,190,885	8,827,817
Total	7,044,466	1,146,419	8,190,885	8,827,817

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

Charitable activities

Expenditure on charitable activities includes labour, premises costs, equipment, materials and other supplies and services incurred as the running costs of Hampstead Heath.

Costs of generating funds

These costs consist of Fund managers' fees of £181,986 (2015/16: £186,308), performance measurement fees of £nil (2015/16: £4,263) and an interest charge on overdrawn cash balances of £3,825 (2015/16: £4,203).

Auditor's remuneration and fees for external financial services

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

Trustee's expenses

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

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2017

6. Support Costs

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

	Charitable Activities £	2016/17 £	2015/16 £
Department			
Chamberlain	110,963	110,963	132,439
Comptroller & City Solicitor	40,249	40,249	17,995
Open Spaces Directorate	155,301	155,301	200,359
Town Clerk	222,348	222,348	216,728
City Surveyor	285,655	285,655	330,662
Information Systems	246,156	246,156	234,799
Other governance and support costs	85,747	85,747	95,105
Total support costs	1,146,419	1,146,419	1,228,087

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

Chamberlain	Accounting services, insurance, cashiers, revenue collection, payments, financial systems and internal audit.
Comptroller and City Solicitor	Property, litigation, contracts, public law and administration of commercial rents and City of London Corporation records.
Open Spaces Directorate	Expenditure incurred by the Directorate, which is recharged to all Open Spaces Committees under the control of the Director of Open Spaces. The apportionments are calculated on the basis of budget resources available to each open space Charity

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2017

6. Support Costs (continued)

Town Clerk	Committee administration, management services, personnel services, public relations, printing and stationery, emergency planning, records office.
City Surveyor	Work undertaken on the management of the Estate properties, surveying services and advice, supervising and administering repairs and maintenance.
Information Systems	The support and operation of the City of London Corporation's central and corporate systems on the basis of usage of the systems; the provision of "desktop" and network support services and small IS development projects that might be required by the charity.
Other support and governance costs	Contribution towards various costs including publishing the annual report and financial statements, central training, the dental service, occupational health, union costs and the environmental and sustainability section.

7. Staff Numbers and Costs

The full time equivalent number of staff employed by the City of London Corporation charged to Hampstead Heath in 2016/17 is 96 (2015/16: 107) at a cost of £4,414,143 (2015/16: £4,691,290). The table below sets out the employment costs and the number of full time equivalent staff charged directly to the charity.

	No of employees	Gross Pay £	Employers' National Insurance £	Employers' Pension Contribution £	Total £
2016/17 Charitable activities	96	3,546,169	351,200	516,774	4,414,143
2015/16 Charitable activities	107	3,836,851	291,455	562,984	4,691,290

There was one employee whose total employee benefits were above the £60,000 threshold (2015/16: nil).

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2017

7. Staff Numbers and Costs (continued)

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

Employees who earn more than £60,000 per annum		
Band	No of full time equivalent employees	No of full time equivalent employees
£	2016/17	2015/16
60,000-69,999	1.0	-
70,000-79,999	-	-
80,000-89,999	-	-
90,000-99,999	-	-
100,000-109,999	-	-

The Trust considers its key management personnel comprise the Trustees and the Director of Open Spaces who manages the seven open spaces funded by the City of London Corporation. The proportion of the Director's employment benefits, including employer pension contributions, allocated to this charity amounted to £42,366 in 2016/17 (2015/16: £42,566). Trustees are unpaid and do not receive allowances.

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

8. Heritage Assets

Since 1880 the primary purpose of the Charity has been the preservation of Hampstead Heath for the recreation and enjoyment of the public. As set out in Note 1(e), the original heritage land and buildings are not recognised in the Financial Statements.

Policies for the preservation and management of Hampstead Heath are contained in the Hampstead Heath Management Plan 2011. Records of heritage assets owned and maintained by Hampstead Heath can be obtained from the Director of Open Spaces at the principal address as set out on page 2.

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

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2017

9. Tangible Fixed Assets

At 31 March 2017 the net book value of tangible fixed assets relating to direct charitable purposes amounts to £19,956,830 (31 March 2016: £13,226,107) as set out below. All tangible fixed assets are held by Hampstead Heath.

	Land and Buildings £	Infrastructure £	Infrastructure (WIP) £	Equipment £	Total £
<u>Cost</u>					
At 1 April 2016	169,101	743,984	12,961,570	197,810	14,072,465
Additions	985,000	5,759,793	-	37,000	6,781,793
Transfers	-	12,961,570	(12,961,570)	-	-
At 31 March 2017	1,154,101	19,465,347	-	234,810	20,854,258
<u>Depreciation</u>					
At 1 April 2016	67,710	659,872	-	118,776	846,358
Charge for year	6,759	31,138	-	13,173	51,070
At 31 March 2017	74,469	691,010	-	131,949	897,428
<u>Net book value</u>					
At 31 March 2017	1,079,632	18,774,337	-	102,861	19,956,830
At 31 March 2016	101,391	84,112	12,961,570	79,034	13,226,107

The additions relate to the Hampstead Heath Hydrology Improvements project.

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2017

10. Investments

The value and cost of investments comprises:

	Total 2016/17	Total 2015/16
	£	£
Market Value at 1st April	28,478,319	31,180,662
Add: Additions to investments at cost	8,633,362	9,241,207
Less: Disposals at market value	(8,853,030)	(10,128,219)
Net gain/(loss) on revaluation	3,469,850	(1,815,331)
Market value 31 March	31,728,501	28,478,319
Cash held by Fund Managers	823,062	603,395
Total investments at 31 March	32,551,563	29,081,714
Cost 31 March	27,453,947	26,799,187

Total investments as at 31 March are analysed between long term and short term investments as follows:

	2017 £	2016 £
Long term	31,728,501	28,478,319
Cash held by the Fund Manager	823,062	603,395
Total	32,551,563	29,081,714

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2017

10. Investments (continued)

The Geographical Spread of Investments at 31 March 2017

	2017 £	2016 £
Fixed Interest Securities		
- UK	3,134	558,951
- United States	-	87,536
	3,134	646,487
Unit Trusts		
- UK	1,627,379	1,139,493
	1,627,379	1,139,493
Equities		
-UK	25,412,394	22,249,083
-European	4,685,594	3,231,319
-United States	-	1,211,494
Emerging Markets	-	443
	30,097,988	26,692,339
Cash held by the Fund Managers	823,062	603,395
Market Value 31 March	32,551,563	29,081,714

11. Debtors

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

Hampstead Heath Consolidated

	2017 £	2016 £
Rental Debtors	11,030	11,510
Other Debtors	264,715	320,914
Payments in Advance	43,640	41,690
Recoverable VAT	84,423	69,395
Total at 31 March	403,808	443,509

Hampstead Heath

	2017 £	2016 £
Rental Debtors	11,030	11,510
Other Debtors	26,548	25,354
Payments in Advance	43,640	41,690
Recoverable VAT	84,423	69,395
Total at 31 March	165,641	147,949

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2017

12. Creditors

Creditors consist of amounts due within one year.

Hampstead Heath Consolidated

	2017 £	2016 £
Bank Overdraft	550,308	611,066
Trade Creditors	159,994	156,711
Accruals	219,884	310,023
Other Creditors	59,083	260,442
Other Deposits	47,737	47,737
Receipts In Advance	50,569	65,890
Total at 31 March	1,087,575	1,451,869

Hampstead Heath

	2017 £	2016 £
Trade Creditors	159,994	156,711
Accruals	219,884	310,023
Other Creditors	20,796	225,519
Other Deposits	47,737	47,737
Receipts In Advance	50,569	65,890
Total at 31 March	498,980	805,880

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2017

13. Analysis of Consolidated Net Assets by Fund at 31 March 2017

	Unrestricted Funds		Restricted Fund	Endowment Fund	2017	2016
	General Fund	Designated Fund				
	£	£	£	£	£	£
Fixed Assets						
Tangible Fixed Assets	-	19,956,830	-	-	19,956,830	13,226,107
Investments	-	-	-	31,728,501	31,728,501	28,478,319
Total Fixed Assets	-	19,956,830	-	31,728,501	51,685,331	41,704,426
Current Assets	498,980	41,000	-	1,238,537	1,778,517	1,887,143
Current Liabilities	(498,980)	-	-	(588,595)	(1,087,575)	(1,451,869)
Total Net Assets	-	19,997,830	-	32,378,443	52,376,273	42,139,700

Expendable Endowment Movements 2010 – 2017

	Balance at 1 April	Revaluation of Investments	Balance at 31 March	Cash	Expendable Endowment
	£	£	£	£	£
Opening	393,461	8,497	401,958	177,308	579,266
2011-12	401,958	11,764	413,722	177,308	591,030
2012-13	413,722	58,823	472,545	177,308	649,853
2013-14	472,545	34,640	507,185	177,308	684,493
2014-15	507,185	32,680	539,865	177,308	717,173
2015-16	539,865	(30,719)	509,146	177,308	686,454
2016-17	509,146	60,784	569,930	177,308	747,238

Hampstead Heath Analysis of Net Assets by Fund at 31 March 2017

	Unrestricted Funds		Restricted Fund	2017	2016
	General Fund	Designated Fund			
	£	£	£	£	£
Fixed Assets					
Tangible Fixed Assets	-	19,956,830	-	19,956,830	13,226,107
Total Fixed Assets	-	19,956,830	-	19,956,830	13,226,107
Current Assets	498,980	41,000	-	539,980	810,880
Current Liabilities	(498,980)	-	-	(498,980)	(805,880)
Total Net Assets	-	19,997,830	-	19,997,830	13,231,107

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2017

14. Consolidated Movement of Funds during the year to 31 March 2017

	Fund balances brought forward	Income	Expenditure	Transfers	Gains and losses	Fund balances carried forward
	£	£	£	£	£	£
Unrestricted Funds						
General Fund	-	7,989,509	(7,948,509)	(41,000)	-	-
Designated Funds						
Tangible Fixed Assets	13,226,107	6,781,793	(51,070)	-	-	19,956,830
Funding for Capital Projects	-	-	-	41,000	-	41,000
Restricted Funds (Note 14)						
Permanent Endowment	5,000	165,000	(170,000)	-	-	-
Expendable Endowment	28,222,139	1,305,550	(1,305,550)	-	3,409,066	31,631,205
	686,454	21,306	(21,306)	-	60,784	747,238
Total Funds	42,139,700	16,263,158	(9,496,435)	-	3,469,850	52,376,273

Notes to the Funds

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

Designated Funds - Designated funds consist of fixed assets at historic cost less accumulated depreciation in accordance with Note 1 (e).

Funding for Capital Projects - As part of an Open Spaces wide Fleet Management project a disposal exercise of redundant fleet and equipment was undertaken in 2016/17. It was agreed to use the income raised to fund energy efficiency improvement works. £41,000 was transferred into reserve as at 31 March 2017 to install photovoltaic energy panels at the Lido, Hampstead Heath.

Restricted Funds

• *Athlone House*

The sum of £50,000 was received in 2006/07 from a property company for the ongoing maintenance of one hectare of land transferred to the Heath as part of an agreement for the development of Athlone House, Highgate Lane, N6. The receipt is being applied in equal instalments over ten years towards the maintenance costs of the transferred land. 2016/17 was the final year.

• **City Bridge Trust**

Funding from City Bridge Trust towards an environmental learning programme designed to improve London's engagement and sense of wellbeing with respect to green spaces; as well as a sector – specific evaluation. A grant of £165,000 was given by the City Bridge Trust in 2016/17. 2016/17 was the first year of this three year grant.

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2017

14. Consolidated Movement of Funds during the year to 31 March 2017 (continued)

Permanent Endowment - The purpose of this fund is to generate the net income to be used towards the running costs of the Heath and for its investments to increase the capital value of this reserve. The investments represent the endowment of the £15 million received from the London Residuary Body, which has increased in capital value since it was passed over to the Trust.

Expendable Endowment – The purpose of this fund is to provide net income to be used towards the running costs of the Heath and arise from the underlying investments which represent the former investment assets of T J Barratt charity which have gained in capital value.

Hampstead Heath Movement of Funds during the year to 31 March 2017

	Fund balances brought forward	Income	Expenditure	Transfers	Fund balances carried forward
	£	£	£	£	£
Unrestricted Funds					
General Fund	-	7,989,509	(7,948,509)	(41,000)	-
Designated Funds					
Tangible Fixed Assets	13,226,107	6,781,793	(51,070)	-	19,956,830
Funding for Capital Projects	-	-	-	41,000	41,000
Restricted Funds	5,000	165,000	(170,000)	-	-
Total Funds	13,231,107	14,936,302	(8,169,579)	-	19,997,830

15. Contingent Liabilities

No disclosable contingent liabilities have been identified.

16. Related Party Transactions

The City of London Corporation as well as being the Trustee also provides management, surveying and administrative services for the charity. The costs incurred by the City of London Corporation in providing these services are charged to the charity. The City of London Corporation also provides banking services, allocating all transactions to the charity at cost and crediting or charging interest at a commercial rate. The cost of these services is set out in the Statement of Financial Activities under “Expenditure on charitable activities” and an explanation of these services is set out in Note 6 for support costs of £1,146,419 (2015/16: £1,228,087). The City of London Corporation’s City’s Cash meets the deficit on running expenses of the charity. This amounted to £11,993,131 (2015/16: £14,844,061) as shown in Note 4 to the financial statements.

The City of London Corporation is also the Trustee of a number of other charitable trusts. These trusts do not undertake transactions with Hampstead Heath, with the exception of the Hampstead Heath Trust, Keats House (charity number 1053381) and the City Bridge Trust (charity number 1035628). Hampstead Heath benefits from the income from the Hampstead Heath Trust (charity 803392-1).

HAMPSTEAD HEATH

Notes to the Financial Statements for the year ended 31 March 2017

16. Related Party Transactions (continued)

By virtue of the London Government Reorganisation (Hampstead Heath) Order 1989, the City of London Corporation acquired responsibility for the management of Hampstead Heath with effect from 31 March 1989. At the same time the London Residuary Body transferred £15 million to the City of London Corporation for the establishment of the Hampstead Heath Trust Fund, the purpose of which is to meet a proportion of the maintenance cost of the Heath. Contributions are assessed on a triennial basis and increased annually in accordance with the average earnings index. This income is shown as income in the statement of financial activities. A full list of other charitable trusts of which the City of London Corporation is Trustee is available on application to the Chamberlain of the City of London.

The Charities Pool is an investment mechanism operating in a similar way to a unit trust. It enables the City of London to “pool” small charitable investments together and consequently obtain better returns than would be the case if investments were made individually. Investment income consists of distribution from the Charities Pool and interest receivable on cash balances. Investment income of £1,326,856 was earned during the year (2015/16: £1,322,373).

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

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

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

Committee(s)	Dated:
Hampstead Heath, Highgate Wood & Queen's Park	21/2/2018
Subject: Highgate Wood & Queen's Park Trustee's Annual report and Financial Statements for the Year Ended 31 March 2017	Public
Report of: The Chamberlain	For Information
Report author: Derek Cobbing	

Summary

The Trustee's Annual Report and Financial Statements for the Year Ended 31 March 2017 for Highgate Wood and Queen's Park are presented in the format required by the Charity Commission.

Recommendation(s)

Members are asked to:

- Note the report.

Main Report

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

Appendices

- Appendix 1 – Report and Financial Statements for the year ending 31st March 2017

Derek Cobbing
Chamberlains department

T: 020 7332 3519

E: derek.cobbing@cityoflondon.gov.uk

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

***REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017***

Charity Number: 232986

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

Trustee's Annual Report and Financial Statements for the year ended 31 March 2017

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

HIGHGATE WOOD AND QUEEN'S PARK KILBURN Trustee's Annual report for the year ended 31 March 2017

1. Reference and Administration Details

Charity Name:	Highgate Wood and Queen's Park Kilburn
Registered Charity Number:	232986
Principal Address:	Guildhall, London EC2P 2EJ
Trustee:	The City of London Corporation
Chief Executive:	The Town Clerk of the City of London Corporation
Treasurer:	The Chamberlain of London
Solicitor:	The Comptroller and City Solicitor
Banker:	Lloyds Bank plc City Office, PO Box 72 Bailey Drive Gillingham, Kent ME8 OLS
Auditor:	Moore Stephens LLP 150 Aldersgate Street London EC1A 4AB

2. Structure, Governance and Management

The governing document

The governing document is the Highgate and Kilburn Open Spaces Act 1886. The charity is constituted as a charitable trust.

Trustee Selection methods

The City of London Corporation is the Trustee of Highgate Wood and Queen's Park Kilburn. Elected Aldermen and Members of the City of London Corporation are appointed to the Hampstead Heath, Highgate Wood and Queen's Park Committee governing Highgate Wood and Queen's Park Kilburn by the Court of Common Council of the City of London Corporation.

Policies and procedures for the induction and training of Trustee

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

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

Trustee's Annual report for the year ended 31 March 2017

2. Structure, Governance and Management (continued)

Organisational structure and decision making process

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

Details of related parties and wider networks

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

Key management personnel remuneration

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

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

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

Risk identification

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

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

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

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

HIGHGATE WOOD AND QUEEN'S PARK KILBURN Trustee's Annual report for the year ended 31 March 2017

2. **Structure, Governance and Management (continued)**

Risk identification (continued)

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

- Animal, Plant and Tree Diseases;
- Extreme weather;
- Poor repair and maintenance of buildings;
- Impact of Housing/Highways Development;
- Maintaining the City's water bodies
- Ensuring the health and safety of staff, contractors and the public; and
- Delivering the Departmental Road map Projects and Programmes - includes Finance and Service Based Review savings.

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

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

3. **Objectives and Activities for the Public Benefit**

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

Lands were transferred to the City of London Corporation under the powers conferred by the Highgate and Kilburn Open Spaces Act 1886. The purpose of the charity is the maintenance and preservation in perpetuity by the City of London Corporation of the open spaces known as Highgate Wood, Highgate and Queen's Park Kilburn as Public Parks or Open Spaces, for the use by the public for exercise and recreation.

This charity is operated as a separate legal entity consolidated into the City of London Corporation's City's Cash. The City of London Corporation is committed to funding the ongoing net operational costs of the charity in accordance with the purpose, as stated above.

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

Trustee's Annual report for the year ended 31 March 2017

4. Achievements and Performance

Key Targets for 2016/17 and review of achievement were:

The aims for 2016/17 for Highgate Wood are:

- *To develop a new funding strategy for the Roman Kiln Project*
A strategy is being developed, however it has not been possible to progress further with funding to enable this project at this time. Community engagement continues and support to enable a further Heritage Lottery Funding (HLF) application will be pursued. This project will remain on the agenda for Highgate Wood to realise.
- *Development of Volunteering opportunities at Highgate Wood, working closely with Heath Hands*
Heath Hands volunteers have been working at Highgate wood on a regular basis and the sessions at this site have become a regular part of the Heath Hands programme. It has been a very positive opportunity to offer additional locations for volunteers to work in a woodland setting.

The aims for 2016/17 for Queen's Park are:

- *Implementation of the Woodland Walk Management Plan*
Work has commenced on The Woodland Walk Management Plan and this will be implemented in 2017/18. This will include the development of an action plan to ensure that the aims and objectives of the Park, Division and the Department are delivered. A work programme will also be developed in order to deliver the short term objectives, along with a detailed work programme for the period of the management plan.
- *Introduction of weddings on the Bandstand*
Plans have been developed for weddings at the Bandstand and the licence application has been submitted.
- *Tennis court refurbishment programme*
A Tennis Development programme has been produced which will provide support with gaining potential funding from the Lawn Tennis Association. The City Surveyors Department have funds set aside in the Cyclical Works Programme which will assist with delivering these works.
- *Development of volunteering opportunities at Queens Park*
Kensal to Kilburn Transition Town Volunteers have provided support to Queen's Park and have carried out projects to grow vegetables to encourage and support local people in developing skills.

The aims for 2016/17 for Highgate Wood and Queen's Park are:

- *City of London (Open Spaces) Bill – Parliamentary process now continues into 2016/17*
This is a private Bill to make changes to the legislative framework governing the Open Spaces. The City of London (Open Spaces) Bill is continuing on the pathway through the Parliamentary process and will continue do so in the coming year.

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

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

Trustee's Annual report for the year ended 31 March 2017

5. Financial Review

Review of financial position

Investment income received of £5,798 (2015/16: £5,551), income from other grants, reimbursements and contributions was £1,000 (2015/16: £2,900), from donations £2,001 (2015/16: £3,707), income received through sales of products and materials was £2,600 (2015/16: £940), fees, charges and interest £78,101 (2015/16: £62,676), and rental income was £94,266 (2015/16: £69,037). The contribution towards the running costs of the charity amounted to £1,217,608 (2015/16: £1,273,639). This net cost was met by the City of London Corporation's City's Cash.

The land and original buildings integral to the operation of the charity are deemed to have been historically held in trust by this charity and the financial statements reflect this. These original assets of this open space are treated as heritage assets.

Additions to land and capital expenditure on buildings are included in the financial statements as fixed assets at historic cost, less provision for depreciation and any impairment, where this cost can be reliably measured. The charity's balance sheet reflects its ownership of these fixed asset additions net of depreciation, represented by a designated income fund.

Reserves Policy

The charity is wholly supported by the City of London Corporation which is committed to maintaining and preserving Highgate Wood and Queen's Park Kilburn out of its City's Cash Funds. These Funds are used to meet the deficit on running expenses on a year by year basis. The charity has a designated fund and a restricted fund the details are set out in Note 13 of the Notes to the financial statements.

Investment Policy

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

The majority of the charity's surplus funds are invested within the Charities Pool administered by the City of London Corporation and interest is received from the Chamberlain of London on balances held on behalf of the Trust. The investments are managed by Artemis Investment Management Limited and the performance of the fund is measured against the Fund manager benchmark (FTSE All Share Index).

As at 31 March 2017 the fund achieved a return of +16.30% compared to the FTSE All Share Index return of +21.95% an underperformance of 5.35%. However over three and five years the Fund has outperformed the index as follows:

	3 Years	5 Years
Fund	8.39%	10.98%
FTSE All Share	7.69%	9.67%
Out performance	0.71%	1.31%

Going Concern

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

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

Trustee's Annual report for the year ended 31 March 2017

6. Plans for Future Periods

The aims for 2017/18 for Highgate Wood are:

- Development of a new conservation area in order to ensure future regeneration of keystone tree species.
- Development of a Woodland Management Plan.
- Completion of Play Area safety surfacing.

The aims for 2017/18 for Queen's Park are:

- Implementation of the Woodland Walk Management Plan.
- Tennis Court refurbishment programme.
- Develop a vision for the Farm at Queens Park to ensure that it is a sustainable facility.
- Produce a design for the sandpit at Queen Park and carry out engagement and consultation with stakeholders.

The aims for 2017/18 for Highgate Wood and Queen's Park are:

- City of London (Open Spaces) Bill – Parliamentary process now continues into 2017/18.

7. The Financial Statements

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

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

8. Statement of Trustee's Responsibilities

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

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

HIGHGATE WOOD AND QUEEN'S PARK KILBURN
Trustee's Annual report for the year ended 31 March 2017

8. Statement of Trustee's Responsibilities (continued)

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

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

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

9. Adopted and signed for on behalf of the Trustee on 21 November 2017.

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

Jamie Ingham Clark
Deputy Chairman of
Finance Committee
Guildhall, London

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF HIGHGATE WOOD AND QUEEN'S PARK KILBURN

We have audited the financial statements of Highgate Wood and Queens Park Kilburn for the year ended 31 March 2017 which are set out on pages 11 to 23. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

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

Respective responsibilities of trustees and auditor

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

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

Scope of the audit of the financial statements

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

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2017 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF HIGHGATE WOOD AND QUEEN'S PARK KILBURN (CONTINUED).

Matters on which we are required to report by exception

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

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

Moore Stephens LLP

Statutory Auditor

150 Aldersgate Street
London
EC1A 4AB

20 December 2017

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

HIGHGATE WOOD AND QUEEN'S PARK KILBURN
Statement of Financial Activities for the year ended 31 March 2017

	Notes	Unrestricted Funds		2016/17	2015/16
		General Fund	Designated Fund		
		£	£	£	£
Income and endowments from:					
Income from:					
Donations and Legacies		3,001	-	3,001	6,607
Charitable Activities		174,967	-	174,967	132,653
Grant from City of London Corporation		1,217,608	-	1,217,608	1,273,639
Investments		5,798	-	5,798	5,551
Total	4	<u>1,401,374</u>	<u>-</u>	<u>1,401,374</u>	<u>1,418,450</u>
Expenditure on:					
Charitable activities		1,401,374	16,487	1,417,861	1,459,327
Total	5	<u>1,401,374</u>	<u>16,487</u>	<u>1,417,861</u>	<u>1,459,327</u>
Net gain/(loss) on investments	10	17,495	-	17,495	(8,798)
Net income/(expenditure)		<u>17,495</u>	<u>(16,487)</u>	<u>1,008</u>	<u>(49,675)</u>
Transfers between funds		-	-	-	-
Net movement in funds		<u>17,495</u>	<u>(16,487)</u>	<u>1,008</u>	<u>(49,675)</u>
Reconciliation of funds					
Total funds brought forward		145,813	235,471	381,284	430,959
Total funds carried forward	13	<u>163,308</u>	<u>218,984</u>	<u>382,292</u>	<u>381,284</u>

All operations are continuing.

HIGHGATE WOOD AND QUEEN'S PARK KILBURN
Balance Sheet as at 31 March 2017

	Notes	2017	2016
		£	£
Fixed Assets			
Tangible Fixed Assets	9	218,984	235,471
Investments – 18,728 Charities Pool Units	10	163,308	145,813
		<u>382,292</u>	<u>381,284</u>
Current Assets			
Debtors	11	48,677	39,779
Cash		144,091	105,361
		<u>192,768</u>	<u>145,140</u>
Creditors: Amounts falling due within one year	12	(192,768)	(145,140)
Net Current Assets		<u>-</u>	<u>-</u>
Total Assets less Current Liabilities		<u>382,292</u>	<u>381,284</u>
The Funds of the Charity			
<i>Unrestricted Income Funds</i>			
General Fund	13	163,308	145,813
Designated Funds	13	218,984	235,471
Total Charity Funds		<u>382,292</u>	<u>381,284</u>

Approved and signed for and on behalf of the Trustee

The Notes at pages 13-23 form part of these accounts.

Dr Peter Kane
Chamberlain of London
21 November 2017

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

Notes to the Financial Statements for the year ended 31 March 2017

1. Accounting Policies

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

(a) Basis of Preparation

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

(b) Going Concern

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

(c) Statement of Cash Flows

The Trust has taken advantage of the exemption in FRS102 (paragraph 1.12b) from the requirement to produce a statement of cash flows on the grounds that it is a qualifying entity. Statement of Cash Flows is included within the City's Cash Annual Report and Financial Statements 2017 which is publicly available and can be found at www.cityoflondon.gov.uk.

(d) Fixed Assets

Heritage Land and Associated Buildings

Highgate Wood and Queen's Park Kilburn comprise 315 hectares (780 acres) of land, together with associated buildings, located in the North London boroughs of Haringey and Brent respectively. The objectives of the charity are the maintenance and the preservation of Highgate Wood and Queen's Park Kilburn in perpetuity for the recreation and enjoyment of the public. Highgate Wood and Queen's Park Kilburn are considered to be inalienable (i.e. may not be disposed of without specific statutory powers). Land and the original associated buildings are considered to be heritage assets. In respect of the original land and buildings, cost or valuation are not included in these accounts as reliable cost information is not available and a significant cost would be involved in the reconstruction of past accounting records, or in the valuation, which would be onerous compared to the benefit to the users of these accounts.

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

HIGHGATE WOOD AND QUEEN'S PARK KILBURN
Notes to the Financial Statements for the year ended 31 March 2017

1. Accounting Policies (continued)

(d) Fixed Assets (Continued)

Tangible Fixed Assets

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

	Years
Operational buildings	30 to 50
Improvements and refurbishments to buildings	up to 30
Infrastructure	up to 20

(e) Recognition of capital expenditure

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

(f) Managed Investments

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

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

(g) Income Recognition

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

(h) Investment Income

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

(i) Volunteers

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

(j) Grants received

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

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

Notes to the Financial Statements for the year ended 31 March 2017

1. Accounting Policies (continued)

(k) Contribution from City's Cash

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

(l) Rental income

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

(m) Expenditure Recognition

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

(n) Allocation of costs between different activities

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

(o) Pension Costs

Staff are employed by the City of London Corporation and are eligible to contribute to the City of London Local Government Pension Fund, which is a funded defined benefits scheme. The estimated net deficit on the Fund is the responsibility of the City of London Corporation as a whole, as one employer, rather than the specific responsibility of any of its three main funds (City Fund, City's Cash and Bridge House Estates) or the trusts it supports. The Fund's estimated net liability has been determined by independent actuaries in accordance with FRS102 as £597.9m as at 31 March 2017 (£482.6m as at 31 March 2016). Since this net deficit is apportioned between the accounts of the City of London's three main funds, the charity's Trustees do not anticipate that any of the liability will fall on the charity. The charity is unable to identify its share of the pension scheme assets and liabilities and therefore the Pension Fund is accounted for as a defined contribution scheme in the accounts.

The costs of the pension scheme charged to the charity are the employer's contributions disclosed in Note 7 and any employer's pension contributions within support services costs as disclosed at Note 6. Following the statutory triennial valuation of the pension fund as at 31st March 2013, completed by independent consulting actuaries, an employer's contribution rate of 17.5% has been applied for 2014/15, 2015/16 and 2016/17. An updated triennial valuation was undertaken as of 31 March 2016 and as a result the employer's contribution rate to be adopted for the financial years 2017/18, 2018/19 and 2019/20 has been set at 21%. There are no outstanding or pre-paid contributions at the balance sheet date.

(p) Fund Accounting

The Trust may, at the Trustee's discretion, set aside funds, which would otherwise form part of general funds, for particular purposes. These funds are known as designated funds. The purposes of these funds are described in Note 13 to the accounts.

HIGHGATE WOOD AND QUEEN'S PARK KILBURN
Notes to the Financial Statements for the year ended 31 March 2017

2. Tax Status of the Charity

Highgate Wood and Queen's Park Kilburn is a registered charity and as such its income and gains are exempt from income tax to the extent that they are applied to its charitable objectives.

3. Indemnity Insurance

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

4. Income and Endowments

Income and Endowments are comprised as follows:

	2016/17 £	2015/16 £
Income and endowments		
Donations and Legacies		
Other Grants, Reimbursements and Contributions	1,000	2,900
Donations	2,001	3,707
Interest	5,798	5,551
Total	8,799	12,158
Charitable activities		
Sales of products or materials	2,600	940
Fees and charges	78,101	62,676
Rental income	94,266	69,037
Total	174,967	132,653
Grant from the City of London Corporation	1,217,608	1,273,639
Total Income and Endowments	1,401,374	1,418,450

Other Grants, Reimbursements and Contributions

The income from other grants, reimbursements and contributions consists of a grant from the Lawn Tennis Association.

Fees and charges

The fees and charges income relates to income received for use of sports facilities, sports tuition fees and charges for filming within the open spaces.

Grant from City of London Corporation

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

HIGHGATE WOOD AND QUEEN'S PARK KILBURN
Notes to the Financial Statements for the year ended 31 March 2017

5. Expenditure

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

	Activities undertaken directly £	Support costs £	2016/17 £	2015/16 £
Charitable activities	1,241,786	176,075	1,417,861	1,459,327

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

Charitable activities

Expenditure on charitable activities includes labour, premises costs, equipment, materials and other supplies and services incurred as the running costs of Highgate Wood and Queen's Park Kilburn.

Auditor's remuneration and fees for external financial services

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

Trustee's expenses

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

6. Support Costs

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

HIGHGATE WOOD AND QUEEN'S PARK KILBURN
Notes to the Financial Statements for the year ended 31 March 2017

6. Support Costs (continued)

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

	2016/17	2015/16
	£	£
Department		
Chamberlain	22,349	29,627
Comptroller & City Solicitor	7,484	3,231
Open Spaces Directorate	29,550	35,393
Town Clerk	41,340	38,914
City Surveyor	23,327	29,040
Information Systems	42,129	36,364
Other governance and support costs	9,896	12,079
Total support costs	176,075	184,648

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

Chamberlain Accounting services, insurance, cashiers, revenue collection, payments, financial systems and internal audit.

Comptroller and City Solicitor Property, litigation, contracts, public law and administration of commercial rents and City of London Corporation records.

Open Spaces Directorate Expenditure incurred by the Directorate, which is recharged to all Open Spaces Committees under the control of the Director of Open Spaces. The apportionments are calculated on the basis of budget resources available to each open space charity.

Town Clerk Committee administration, management services, personnel services, public relations, printing and stationery, emergency planning.

City Surveyor Work undertaken on the management of the Estate properties, surveying services and advice, supervising and administering repairs and maintenance.

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

HIGHGATE WOOD AND QUEEN'S PARK KILBURN
Notes to the Financial Statements for the year ended 31 March 2017

6. Support Costs (continued)

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

7. Staff Numbers and Costs

The full time equivalent number of staff employed by the City of London Corporation charged to Highgate Wood and Queen's Park Kilburn in 2016/17 is 18 (2015/16: 19) at a cost of £738,240 (2015/16: £724,039). The table below sets out the employment costs and the number of full time equivalent staff charged directly to the charity.

	No of employees	Gross Pay £	Employer's National Insurance £	Employer's Pension Contribution £	Total £
2016/17 Charitable activities	18	588,785	59,191	90,264	738,240
2015/16 Charitable activities	19	589,559	45,634	88,846	724,039

There were no employees whose total employee benefits were above the £60,000 threshold (2015/16 Nil).

The Trust considers its key management personnel comprise the Trustees and the Director of Open Spaces who manages the seven open spaces funded by the City of London Corporation. The proportion of the Director's employment benefits, including employer pension contributions, allocated to this charity amounted to £7,909 in 2016/17 (2015/16: £7,519). Trustees are unpaid and do not receive allowances.

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

8. Heritage Assets

Since 1886 the primary purpose of the Charity has been the preservation of Highgate Wood and Queen's Park Kilburn for the recreation and enjoyment of the public. As set out in Note 1(d), the original heritage land and buildings are not recognised in the Financial Statements.

Policies for the preservation and management of Highgate Wood and Queen's Park Kilburn are contained in the Highgate Wood and Queen's Park Kilburn Management Plan 2010. Records of heritage assets owned and maintained by Highgate Wood and Queen's Park Kilburn can be obtained from the Director of Open Spaces at the principal address as set out on page 2.

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

HIGHGATE WOOD AND QUEEN'S PARK KILBURN
Notes to the Financial Statements for the year ended 31 March 2017

9. Tangible Fixed Assets

At 31 March 2017 the net book value of tangible fixed assets relating to direct charitable purposes amounts to £218,984 (31 March 2015 £235,471) as set out below.

	Land and Buildings £	Infrastructure £	Total £
<u>Cost</u>			
Balance at 31 March 2016	166,388	257,130	423,518
Additions	-	-	-
At 31 March 2017	166,388	257,130	423,518
<u>Accumulated depreciation</u>			
Balance at 31 March 2016	36,088	151,959	188,047
Charge for year	3,341	13,146	16,487
At 31 March 2017	39,429	165,105	204,534
<u>Net book values</u>			
At 31 March 2017	126,959	92,025	218,984
At 31 March 2016	130,300	105,171	235,471

10. Fixed Asset Investments

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

The value of investments held by the charity is as follows:

	General Fund £	2017 £	2016 £
Market Value 1 April	145,813	145,813	154,611
Acquisitions	-	-	-
Gain/(loss) for the year	17,495	17,495	(8,798)
Market Value 31 March	163,308	163,308	145,813
Cost 31 March	107,254	107,254	107,254
Units in Charities Pool	18,728	18,728	18,728

HIGHGATE WOOD AND QUEEN'S PARK KILBURN
Notes to the Financial Statements for the year ended 31 March 2017

10. Fixed Asset Investments (continued)

The majority of the surplus funds are invested with the Charities Pool administered by the City of London Corporation and the interest is received from the Chamberlain of London on balances held on behalf of the Trust.

The Charities Pool is a UK registered unit trust.

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

	2017 £	2016 £
Equities		
UK	127,139	107,756
Overseas	22,974	22,164
Bonds – UK & Overseas	898	3,937
Pooled Units - UK	8,092	6,124
Cash held by Fund Manager	4,205	5,832
Total Funds	163,308	145,813

11. Debtors

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

	2017 £	2016 £
Rental Debtors	15,987	10,851
Other Debtors	3,605	3,879
Payments in Advance	5,017	5,160
Recoverable VAT	24,068	19,889
Total at 31 March	48,677	39,779

12. Creditors

Creditors consist of amounts owing by the charity due within one year.

	2017 £	2016 £
Trade Creditors	77,196	23,859
Accruals	61,033	53,962
Other Creditors	676	1,224
Rent Deposits	47,194	47,194
Receipts In Advance	6,669	18,901
Total at 31 March	192,768	145,140

HIGHGATE WOOD AND QUEEN'S PARK KILBURN
Notes to the Financial Statements for the year ended 31 March 2017

13. Movement of Funds during the year to 31 March 2017

	Fund Balances Brought Forward £	Income £	Expenditure £	Gains and Losses £	Fund Balances Carried Forward £
Unrestricted Funds					
<i>General Funds</i>					
Investments	145,813	1,417,861	(1,417,861)	17,495	163,308
	145,813	1,417,861	(1,417,861)	17,495	163,308
<i>Designated Funds</i>					
Capital Adjustment Account	235,471	-	(16,487)	-	218,984
	235,471	-	(16,487)	-	218,984
Total Unrestricted Funds	381,284	1,417,861	(1,434,348)	17,495	382,292
Total Funds	381,284	1,417,861	(1,434,348)	17,495	382,292

Notes to the funds

Unrestricted funds

1) *General funds*

General fund - the operating deficit of the charity is financed by the City of London Corporation. The balance consists of Charities Pool units following the transfer of the assets from the Ward's People's Recreation Ground Fund to Highgate Wood and Queen's Park Kilburn on 10 August 2011. The income from the units is transferred to the running costs of Highgate Wood and Queens Park.

2) *Designated funds*

Designated funds consist of fixed assets at historic cost less accumulated depreciation in accordance with Note 1 (d).

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

Notes to the Financial Statements for the year ended 31 March 2017

14. Related Party Transactions

The City of London Corporation as well as being the Trustee also provides management, surveying and administrative services for the charity. The costs incurred by the City of London Corporation in providing these services are charged to the charity. The City of London Corporation also provides banking services, allocating all transactions to the charity at cost and crediting or charging interest at a commercial rate. The cost of these services is set out in the Statement of Financial Activities under "Expenditure" and an explanation of these services is set out in Note 6 for support costs of £176,075 (2015/16: £184,648). The City of London Corporation's City's Cash meets the deficit on running expenses of the charity. This amounted to £1,217,608 (2015/16: £1,273,639) as shown in Note 4 to the financial statements.

The City of London Corporation is also the Trustee of a number of other charitable trusts. These trusts do not undertake transactions with Highgate Wood and Queen's Park Kilburn. A full list of other charitable trusts of which the City of London Corporation is Trustee is available on application to the Chamberlain of the City of London.

The Charities Pool is an investment mechanism operating in a similar way to a unit trust. It enables the City of London to "pool" small charitable investments together and consequently obtain better returns than would be the case if investments were made individually. Investment income consists of distribution from the Charities Pool and interest receivable on cash balances. Investment income of £5,798 was earned during the year (2015/16: £5,551).

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

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

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

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

Volunteering Highlights - 2017/18



Record membership with 237 volunteers involved



Heath Extension: tools purchased to allow extra conservation sessions

Office: Project Assistant appointed

Social: summer barbecue at Old Orchard Garden; Hive Xmas party trips to Woodberry Wetlands and Burnham Beeches

Highgate Wood: weekly sessions fully attended



Record average monthly contribution of 1156 hours



2018 Nature Calendar produced in partnership with CoL and local photographer



Kenwood Estate: Head Gardener appointed Trustee of Heath Hands



Friends of Heath Hands membership group launches for those unable to actively volunteer

GHP/Hill Garden: farewell to Supervisor, support CoL Garden Team with London in Bloom



Conservation Team: extra Summer sessions with PVM, focus on H. balsalm, meadows and gorse



Ecological Monitoring: record 4 reptile transects, hedgehog and dragonfly projects supported



Phoenix Futures Recovery through Nature session continue across Heath; participants complete John Muir Award

Evening Lecture programme launches with inaugural Bobby de Joia Memorial Lecture



Whitestone Garden: monthly sessions make significant improvements to space

Governance: Chairman farewell, new Chair appointed, CIO process completed; CoL partnership review conducted, AGM held at Keats House



2018: weekly open volunteer sessions launched through Community Heath at Hive; horticulture focus with therapy and social benefits; summer evening conservation sessions

Community Heath project launches with funding from CoL and Tesco supporting individuals and groups with additional support needs



Learning sessions: wildflowers, tree ID, bird ID, habitats, invertebrates, Kenwood walk; winter trees, geology



Keats House: joins Heath division; regular garden sessions continue



WaHH: over 6000 visitors engaged since hand-over from RSPB; new supervisor appointed



Fig 1. Membership roles (%); Total membership is 237

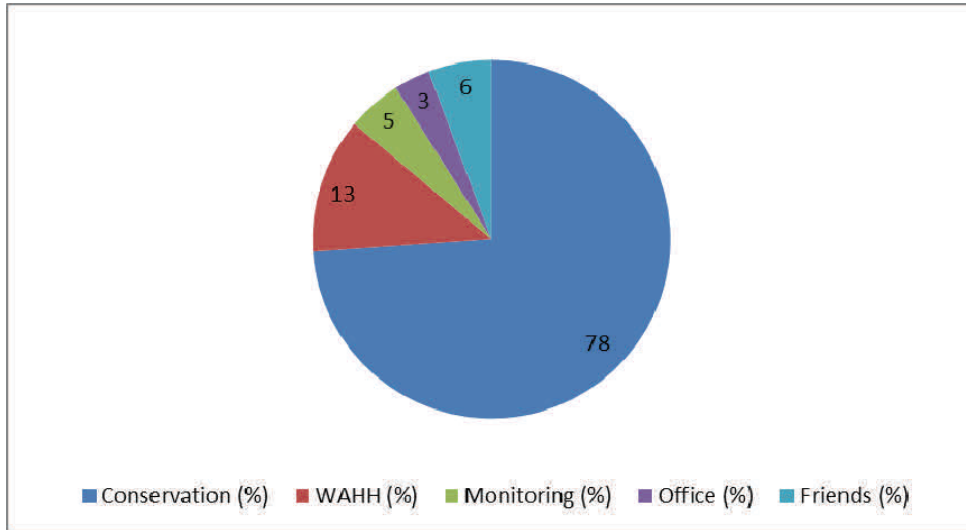


Fig 2. Membership Activity

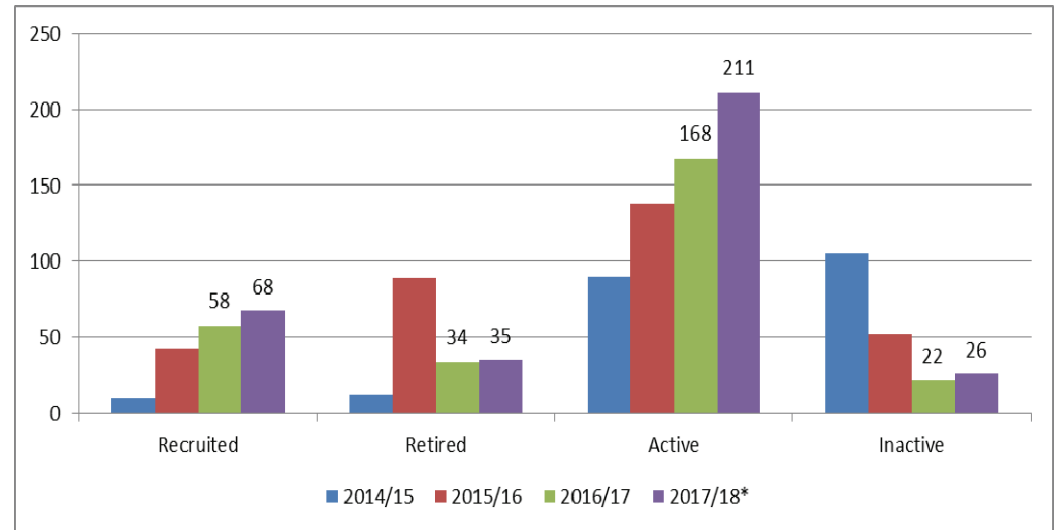


Fig 3. Volunteers from BAME (Black, Asian and minority ethnic communities) and White backgrounds (target 36% BAME)

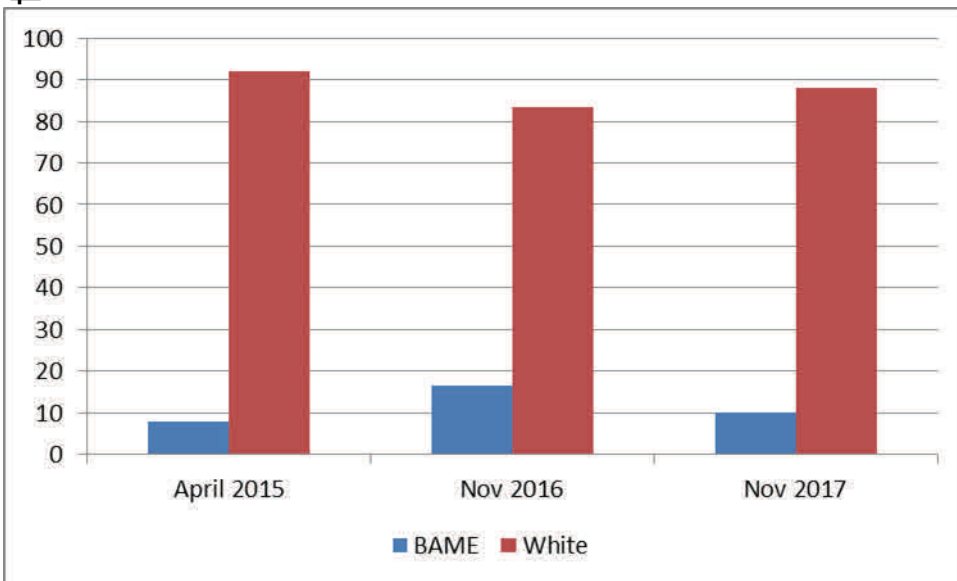


Fig 4. Age Structure of active members (%)

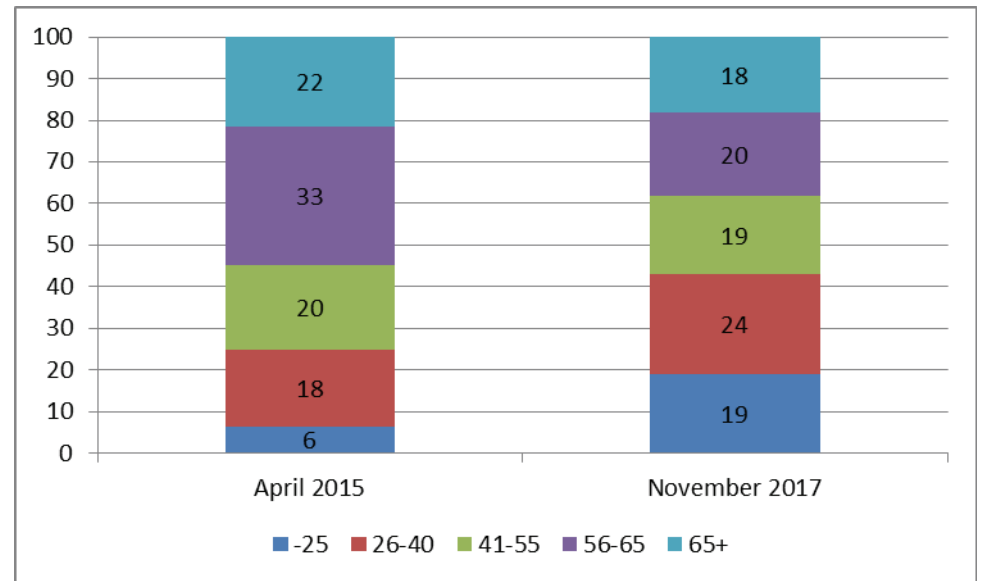


Fig 5. 2017/18 volunteer hours: 9,251 (blue, April-December)
2016/17 (red, 11,424), 2015/16 (green, 9,602), 2014/15 (purple, 6,607)

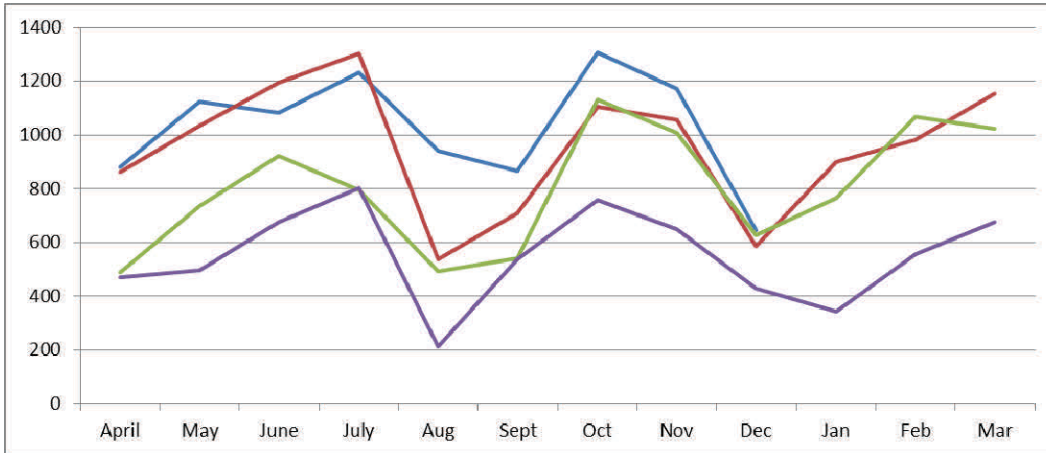


Fig 6. Volunteer sessions delivered: 392 (blue, April-December)
2016/17 (red, 488), 2015/16 (green, 308), 2014/15 (purple, 285)

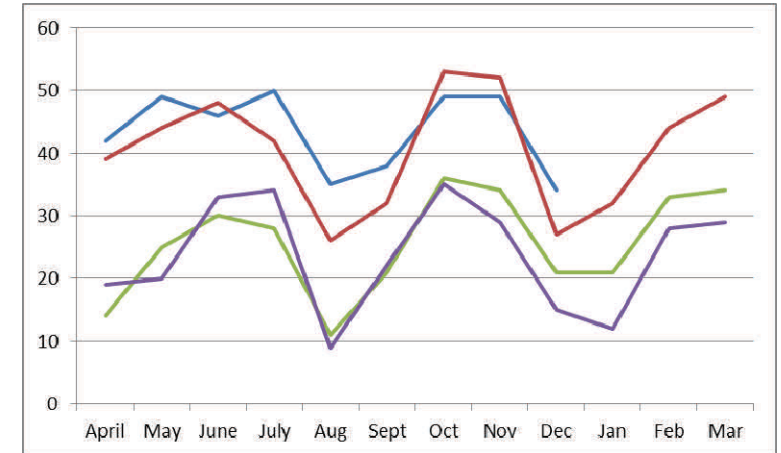


Fig 7. Distribution of Volunteer Activity (hours)

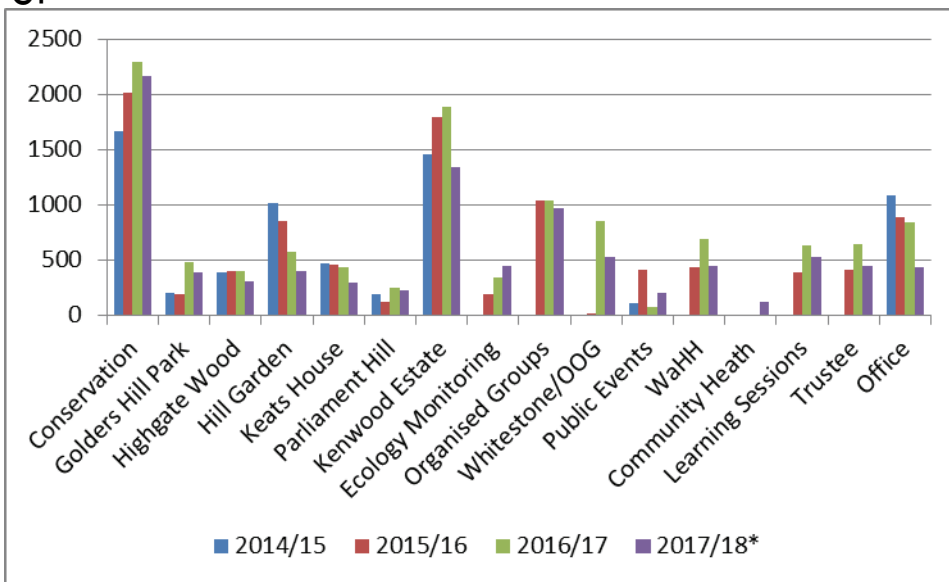


Fig 8. Community Heath: events and participants; target of 800 participants

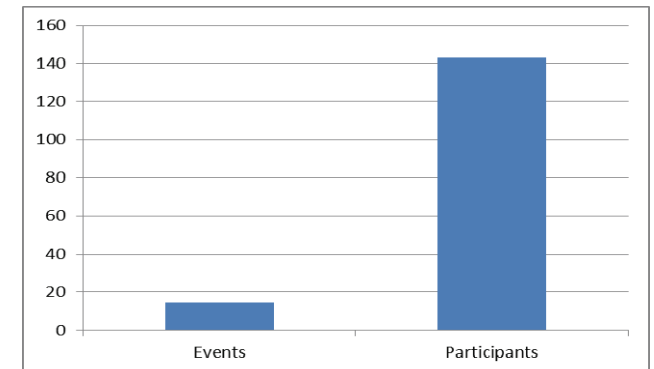
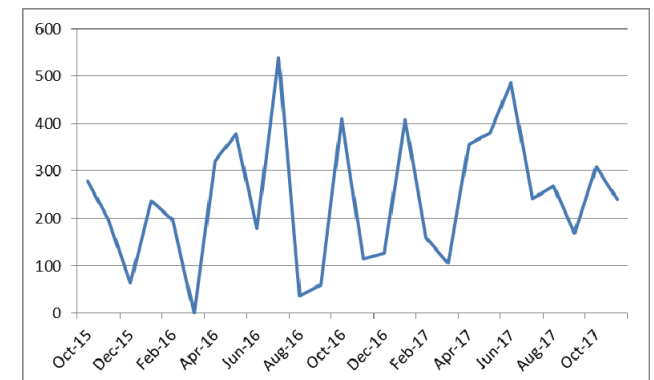


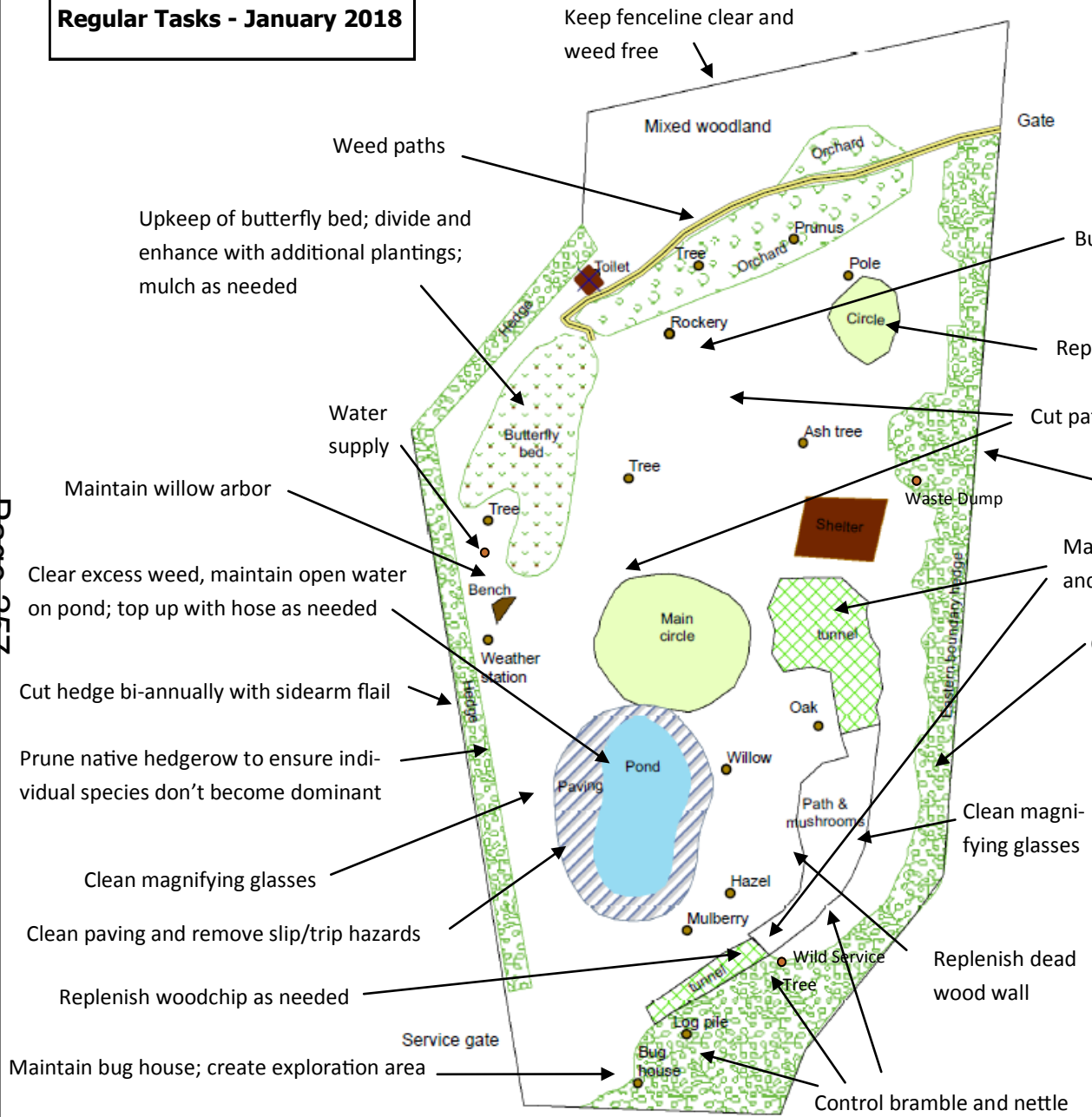
Fig 9. Visitors engaged on WaHH sessions: 6, 251



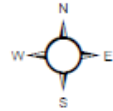
This page is intentionally left blank

Regular Tasks - January 2018

- Conservation Team Support**
- tree work
 - mowing of meadow paths
 - supply of woodchip
 - cut leylandi hedge



- Medium term projects**
- erect bird boxes: Spring 2018
 - create exploration area at log pile: Spring 2018
 - mask toilet in willow or living wall
 - laying of Eastern boundary hedge
 - stabilise service gate entrance
 - improve drainage around shelter
- Longer term projects**
- strengthen Eastern boundary fence
 - enhance screening of north boundary



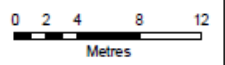
Old Orchard Garden

Management Plan

To maintain a varied and engaging teaching space



Date Created: 28 Mar 2017



© Crown copyright and database rights 2017
OS 100023243
Geoinformation Group 2013.

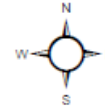
This page is intentionally left blank

January 2018

Improve sign and entrance

Conservation Team Support

- tree work
- supply of mulch when required
- compost removal
- Ranger team rubbish/food waste removal



Whitestone Garden

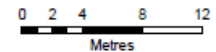
Management Plan

Maintaining a welcoming, wild nature garden for the public

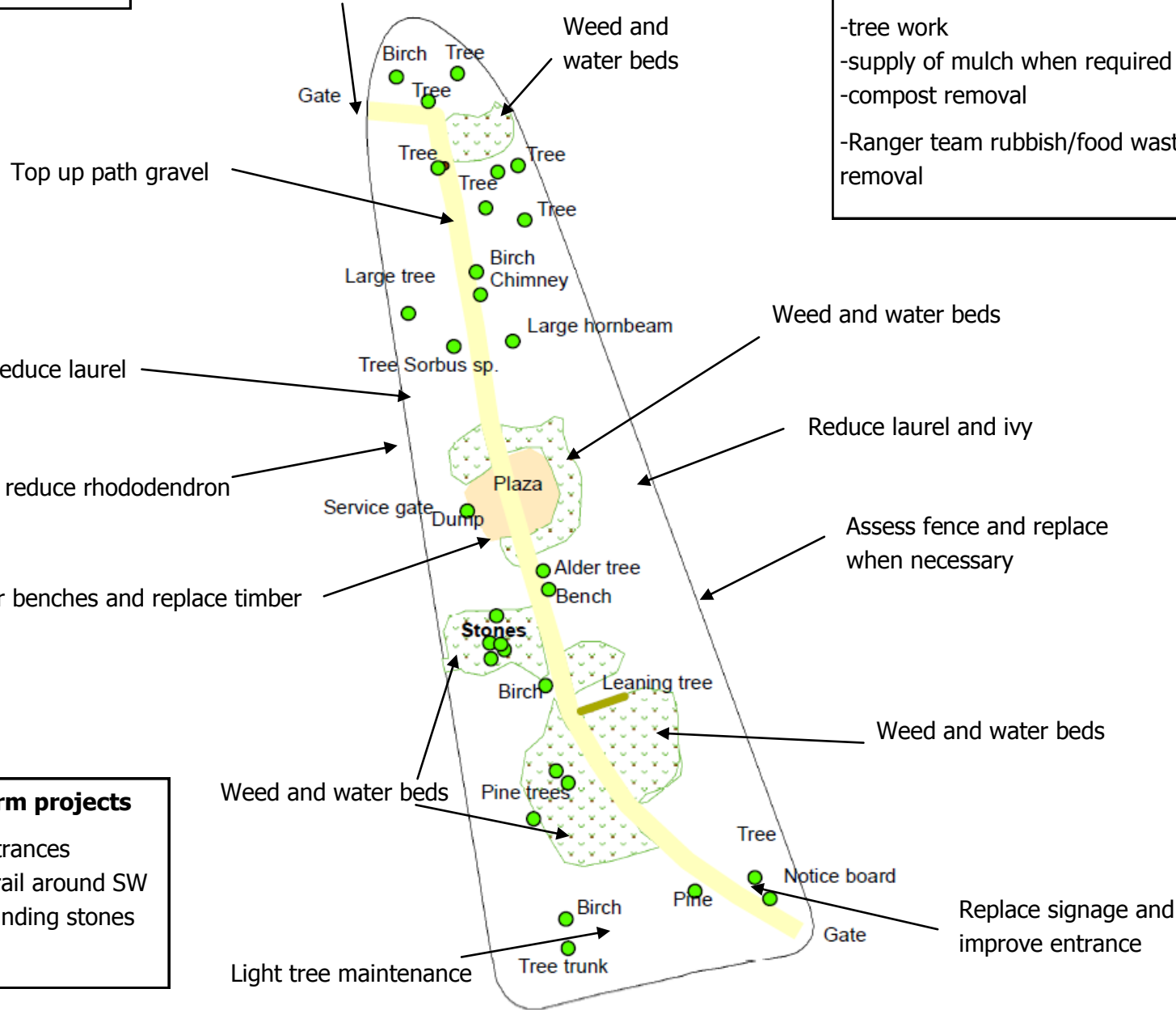


Created by:
Meg Game

Date Created:
05 Apr 2017



© Crown copyright and database rights 2017
OS 100023243
Geoinformation Group 2013.



Page 259

Medium term projects

- improve entrances
- woodland trail around SW corner to standing stones

This page is intentionally left blank

Committee: Hampstead Heath, Highgate Wood and Queen's Park Committee	Date: 21 February 2018
Subject: Report of Action Taken Between Meetings	Public
Report of: Town Clerk	For Information
Report author: Leanne Murphy, Town Clerk's Department	

Summary

This report advises Members of action taken by the Town Clerk since the last meeting of the Board, in consultation with the Chairman and Deputy Chairman, in accordance with Standing Order Nos. 41(a) and (b).

Recommendation:

- That Members note the report.

Main Report

Delegated Authority – Queen's Park Café Lease Award [21 December 2017]

Following the delegated authority request made at the November 2017 meeting of this Committee, and following a thorough procurement exercise and consideration of the recommendations from the café engagement and consultation exercise carried out in Queen's Park, the Town Clerk, in consultation with the Chairman and Deputy Chairman of the Hampstead Heath, Highgate Wood and Queen's Park Committee, approved the granting of a three-year lease to the operator - Urban Leisure Group

Leanne Murphy

Town Clerk's Department

T: 020 7332 3008 E: leanne.murphy@cityoflondon.gov.uk

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank